



## Capital Planning and Development

### Western Washington University

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All Western Washington University Contractors, Consultants, Suppliers, and Vendors:

In our ongoing response to the COVID-19 pandemic and following Governor Inslee's recent [COVID-19 Vaccination Requirement Proclamation 21-14.1 \("Proclamation"\)](#), Western Washington University (WWU) is requiring all contractors, consultants, suppliers, and vendors **working on-site** at any WWU facility to be fully vaccinated against COVID-19 or receive an approved exemption no later than Monday, October 18, 2021.

*As a contractors, consultants, suppliers, and vendors of the University, you are responsible for 1) determining whether the Proclamation applies to you or not and 2) ensuring your representatives, including employees and subcontractors, comply with this requirement.*

To confirm compliance, all contractors, consultants, suppliers, and vendors **working on-site** at a Western Washington University location **must complete the declaration form** (attached) showing their representatives, including employees and subcontractors, have been fully vaccinated as defined by Section 6 of the Proclamation under the definition of "Fully Vaccinated Against COVID-19", or received an approved accommodation. Suppliers, vendors, and contractors are required to complete and return the form to **the Capital Planning and Development (CPD) project manager associated with your contract** prior to beginning work that will commence after October 18, 2021. You are responsible for verification of full COVID-19 vaccination, approving all exemptions for disability and sincerely held religious beliefs and determining any accommodations needed for such exemptions, in accordance with section 4 of the Proclamation.

**Please note:** the vaccination requirement does not apply to suppliers, vendors or contractors who work remotely and are never required to be on-site at a WWU facility. Nor does it apply to individuals who are only present on-site for a short period of time, for example, drivers dropping materials at a loading dock or construction site, or delivery workers picking up packages at the entrance of a building. Similarly, construction projects performed at a setting removed from student instruction or services are excluded from this mandate.

If you are an individual vendor, supplier, or contractor, or if you are unable to confirm your status through your employer before the deadline, you may be requested to present an image of your CDC vaccination card or employer-approved accommodation when arriving on-site at a WWU facility to confirm compliance with this requirement.

In addition, please note that Western Washington University continues to require face masks indoors regardless of vaccination status, and outdoors when physical distancing is not possible, per the "COVID-19 Information for Units with Contractors and Vendors Working on Site" guidance, included as part of our [COVID-19 Health and Safety Resources](#).

If you have questions about these requirements, please first [review the FAQs](#) from the Office of Governor Inslee and then contact the CPD project manager if you have any additional questions.

PROCLAMATION 21-14, *et seq.*

Western Washington University – COVID 19 Vaccination Declaration

**This Signed Declaration Must Be Returned to and Received by WWU by October 18, 2021.**

Pursuant to Washington Governor [Proclamation 21-14.1](#) (“Proclamation”), as amended on August 20, 2021, and anytime thereafter, I hereby declare as follows:

- I. My name is [Individual Signer’s Name] and I am the [Position Title] at [Contractor Name] (“Contractor”).
- II. Contractor is a contractor with Western Washington University (WWU), as defined by the Proclamation.
- III. Pursuant to Section 4 of the Proclamation, WWU requires Contractor to assume responsibility for the vaccination verification and accommodations requirements included in the Proclamation. Contractor agrees to assume those responsibilities with respect to all employees that will be working on a campus, building, facility, jobsite, project site, unit, or other defined area owned, leased, occupied by, or controlled by WWU.
- IV. Contractor has complied with all of the vaccine verification and accommodation requirements of the Proclamation. This includes the requirement to obtain a copy of or visually observe proof of full vaccination against COVID-19 for every employee who is subject to the vaccination requirement. Contractor represents and warrants it has forwarded the accompanying “Notice Letter to Contractors” and this declaration to its subcontractors that will be on a campus, building, facility, jobsite, project site, unit or other defined area owned, leased, occupied by, or controlled by WWU, and requested the declaration be returned to Contractor, for Contractor to submit to WWU no later than October 18, 2021.
- V. Contractor will prohibit any employee who is not fully vaccinated by October 18, 2021, or is not otherwise exempt from the vaccine requirement, from engaging in work for WWU or performing work for other entities while on a campus, building, facility, jobsite, project site, unit, or other defined area owned, leased, occupied by, or controlled by WWU.
- VI. Contractor agrees to submit additional signed declarations upon a date designated by WWU.
- VII. Contractor further agrees to cooperate with any inquiry from authorized WWU personnel into Contractor’s compliance with the Proclamation. This includes providing information and records upon request, except any information or records that Contractor is prohibited by law from disclosing.
- VIII. I declare under penalty of perjury under the law of Washington that the foregoing is true and correct and I am legally authorized to sign this Declaration on behalf of Contractor.

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[Individual’s Printed Name] [Position Title] Signature At (City/State) Date\