

PROCLAMATION 21-14, *et seq.*  
The Evergreen State College – Notice Letter to Contractors

[Month Day, 2021]

[Contractor  
Address]

VIA Electronic Mail Only

Subject: [Agreement Title/Date of Service and Contract Number (If Available)]

Dear Contractor:

On August 9, 2021, pursuant to the governor’s emergency powers authorized in [RCW 43.06.220](#), Washington Governor Jay Inslee issued [Proclamation 21-14 – COVID-19 Vaccination Requirement, which was amended on August 20, 2021, by Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (“Proclamation”). Effective October 18, 2021, the Proclamation prohibits state agencies from permitting on-site contractors to engage in work for the agency if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The only two exemptions from the vaccination requirement are if such individual is unable to be vaccinated due to a legitimate medical condition or the requirement conflicts with their sincerely held religious beliefs, practice, or observance (in either case, the Proclamation requires confirmation).

You are receiving this letter because your firm has a contract with The Evergreen State College (EVERGREEN) and, as part of the performance of that contract, certain of your firm’s personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on-site. Therefore, as a contractor, your firm is subject to the vaccination requirements set forth in the Proclamation.

As permitted by the Proclamation, EVERGREEN has elected to require you, as its contractor, to assume responsibility for verification of full COVID-19 vaccination, approving all exemptions for legitimate medical conditions and sincerely held religious beliefs and determining any accommodations needed for such exemptions. We believe this option is the most respectful of our contractors and the personal information of their employees. Please complete the attached declaration verifying that your employees who work on a campus, building, facility, jobsite, project site, unit, or other defined area owned, leased, occupied by, or controlled by EVERGREEN are vaccinated or have been granted an appropriate medical or religious accommodation, and appropriate public health safety measures are in place with respect to individual employees who have been granted an accommodation.

The obligations under the Proclamation extend to all of your sub-contractors working at a EVERGREEN location. Accordingly, we ask that you forward this notice and the declaration to any subcontractors working for you at an EVERGREEN location and have them complete the declaration for their employees and return it to you for inclusion when you return your declaration to EVERGREEN.

EVERGREEN retains the right to inquire into compliance with the verification requirements at any time, to include requesting a copy of the verification plan, spot-checking with such personnel, reviewing your company's vaccination verification records, and reviewing compliance for all sub-contractors.

Full vaccination is defined as two (2) weeks after a person has received the second dose in a two-dose series of a COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson (J&J)/Janssen) authorized for emergency use, licensed, or otherwise approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.

We value your firm as a contract partner, accordingly, we are hopeful that your firm will comply with the Proclamation and help the state reduce the spread of the virus. Please carefully review the Proclamation for details on compliance, and requirements for full vaccination. The Proclamation carries the force of law and compliance is required to continue performance under your contract. If, your firm does not intend to comply with the Proclamation, please contact <EVERGREEN CONTACT> so we can determine next steps, which may include starting the process to terminate the above-referenced contract or invoking other remedies. In addition, if we do not hear from you by October 18, 2021, we will be providing notice that your personnel may not come on site and perform the work of the contract, and that the contract may be terminated or other remedies invoked.

[Frequently Asked Questions for Contractors](#) are addressed under the [Vaccine Mandate](#) section of the Governor's site. If you have questions regarding the process with The Evergreen State College, please contact Brant Eddy, Purchasing & Contracts Manager at eddyb@evergreen.edu

Sincerely,

<EVERGREEN CONTACT>