

10/13/2021

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 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 disability 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 Seattle Colleges 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, the Seattle Colleges have elected to require you, as its contractor, to assume responsibility 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. You will be receiving a follow-up letter describing the required procedures for vaccination verification and the specific documentation to provide to the Seattle Colleges. Please be aware that the Seattle Colleges retain 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 and reviewing your company's vaccination verification records.

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.

The Seattle Colleges value your firm as a contract partner to deliver needed goods or services. Accordingly, we are hopeful that your firm will comply with the Proclamation and help the state reduce the spread of the virus. To that end, the Seattle Colleges will be sending you additional information regarding the next steps required to ensure compliance with the Proclamation. If,



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however, your firm does not intend to comply with the Proclamation, please contact Craig Bush, Seattle Colleges Procurement Director, 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.

If you have any questions, please contact Craig Bush at [craig.bush@seattlecolleges.edu](mailto:craig.bush@seattlecolleges.edu).  
Sincerely,

Craig Bush  
Director, Purchasing Services  
Seattle Colleges