

Below is an important update for all University of Washington suppliers, vendors and contractors regarding Governor Jay Inslee's recent vaccination proclamation. Please read carefully and share as appropriate with your company's leadership, as all University of Washington suppliers, vendors, and contractors (as well as their subcontractors) will be expected to comply with these new requirements.

To All University of Washington Suppliers, Vendors and Contractors:

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

As a supplier, vendor or contractor 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 suppliers and vendors working on-site at a University of Washington location **must complete the attached declaration form** 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 vcontrol@uw.edu no later than 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 University of Washington facility. Nor does it apply to individuals who are only present on-site for short periods 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 or patient care access 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 University of Washington facility to confirm compliance with this requirement.

The University of Washington recognizes that our suppliers and vendors may interact with, and therefore will be contacted by, different organizations within the university, and we ask for your cooperation to respond to each compliance request according to instructions at your earliest convenience.

In addition, please note that the University of Washington continues to require face masks indoors in all indoor areas 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 vcontrol@uw.edu if you have any additional questions.

Thank you for your cooperation as we work to fulfill our obligations under the Governor's Proclamation and create a safe working environment at the University of Washington.

Sincerely,

Ray Hsu
Interim Executive Director
UW Procurement Services