# Instructions for Confirming Vaccinations/Exemptions for Contractors/Partners

On August 20, 2021, Governor Jay Inslee [ordered](https://www.governor.wa.gov/sites/default/files/proclamations/21-14.1%20-%20COVID-19%20Vax%20Washington%20Amendment.pdf) that all State employees be vaccinated or obtain an exemption by October 18, 2021. This requirement extends to most contractors/partners/volunteers who will be working with students or staff on Northwest Educational Service District 189 (NWESD) property. This document is designed to explain the NWESD process and includes the declaration that must be signed indicating that people working on site have proof of vaccination or a qualified exemption.

# Who must comply with this requirement?

*Contractors/Partners*: All people working under a contract or partnership with the NWESD are required to be vaccinated or have a qualified exemption. The only exception is for contractors/partners who are only physically present for short periods of time without close proximity to others.

# What are the Vaccine and Exemption Rules?

By October 18, 2021, all covered people must either be fully vaccinated against COVID-19 or have been granted a religious or medical exemption.

People covered by this order who are seeking a religious or medical exemption must follow their organization’s exemption process.

OSPI has released [guidance](https://www.k12.wa.us/sites/default/files/public/communications/2021docs/Guidance-for-School-Districts-on-Evaluating-Religious-Accommodation-Requests-for-COVID19-Vaccine-Requirement.pdf) for evaluating religious accommodation requests, and contractors are encouraged to follow that guidance.

# What Process will the NWESD use to Validate Vaccinations/Qualified Exemptions?

NWESD will not independently verify vaccination/exemption status. Instead, the NWESD will require that organizations that are required to comply with the requirements verify the status of their employee/volunteer and sign this declaration. This declaration is required for any and all contracts (includes MOUs, independent contracts, subcontracts, partnership agreements, etc.) executed for the 2021-2022 school year. If a contract has already been executed this declaration must be added to the contract. The declaration must be signed by an authorized signatory for the organization.

In addition to the declaration, the contractor/partner must provide a list of any workers (staff and volunteers) who will be working on NWESD 189 property. This list includes a place to indicate vaccination is complete or an eligible exemption was obtained. The governor has allowed for medical and religious exemptions. Contractors can determine their own process for obtaining exemptions. Philosophical exemptions will not be accepted.

For any new contracts for the 2021-22 school year, where workers will be working onsite, the declaration, including the vaccination/exemption confirmation list, must be attached to the contract. The person initiating the contract is responsible for obtaining the declaration from the contractor. Contracts without the declaration and list will not be accepted. Fiscal Services will review contracts for final approval. The NWESD Assistant Superintendent will review the Declaration of Compliance and Vaccine verification.

For contracts executed prior to the announcement of the Governor’s order, the declaration and list must be added as an addendum to the original contract/agreement.

Failure to sign the declaration or list workers will result in the immediate termination of the contract/agreement.

The NWESD reserves the right to audit an organization’s workers’ vaccination/exemption records at any time.

# DECLARATION OF COMPLIANCE WITH PROCLAMATION 21-14.1: COVID-19 VACCINATION REQUIREMENT

I,       on behalf of       (“Contractor”), declare that all Contractor “Workers,” as defined by Proclamation 21-14.1, have been fully vaccinated against COVID-19 and have provided proof thereof to the Contractor (as required by Section 3 of Proclamation 21-14.1), or have provided documentation to the Contractor of such Workers’ inability to do so due to the Workers’ status in a COVID-19 vaccine clinical trial, disability, or sincerely held religious beliefs, practice, or observance.

I further certify that to the extent any Worker has sought an accommodation from the mandatory vaccine requirements contained in Proclamation 21-14.1, the Contractor has conducted an individualized assessment and obtained documentation from all accommodated Workers evidencing the need for accommodation due to the worker’s participation in a COVID- 19 clinical trial, the Worker’s medical needs, or religious belief, that is compliant with the requirements of Proclamation 21-14.1.

I further certify that the Contractor is requiring all accommodated Workers to take COVID- 19 safety measures that are consistent with the recommendations of the state Department of Health for the setting in which the individual works.

I further certify that the Contractor has not provided any accommodations: (1) that the Contractor knows are based on false, misleading, or dishonest grounds or information; (2) that the Contractor knows are based on the personal preference of the individual and not on an inability to get vaccinated because of a disability or a conflict with a sincerely held religious belief, practice, or observance; or (3) without conducting an individualized assessment and determination of each individual’s need and justification for an accommodation.

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Signed on the     day of     , 2021 at     , Washington.

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|  |
| Signature |
|       |
| Title |
|  |
| Organization/Contractor Name |
|  |
| Internal Use Only: |
| Contract #:       |

**Vaccination Verification**

*Please add additional pages if necessary*

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| --- | --- |
| Organization/Contractor Name:       | Contract #:       |
| Workers Name:       | Fully Vaccinated: [ ]  | Exemption Obtained: [ ]  |
| Workers Name:       | Fully Vaccinated: [ ]  | Exemption Obtained: [ ]  |
| Workers Name:       | Fully Vaccinated: [ ]  | Exemption Obtained: [ ]  |
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