From: Finance and Administrative Services
To: vickymatsui@hotmail.com
Subject: COVID-19 Vaccination Requirements for City Contractors and Volunteers
Date: Friday, October 15, 2021 7:02:58 AM

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On Sept. 28, Mayor Durkan issued *Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors* requiring City of Seattle contractors and volunteers be fully vaccinated if their work involves being on-site or in-person. This order will become effective Dec. 5, 2021.

Does this Executive Order apply to me?

All City of Seattle contractors and volunteers contracting with executive offices and departments* must be fully vaccinated if their work involves being on-site or in-person.

**Executive offices and departments means all departments reporting to the Mayor, which is all offices and departments except Seattle City Council, Seattle Municipal Court and Seattle City Attorney.*

What does “contractor” include?

- Providers of goods and services (vendors);
- Providers of public works/construction services;
- Consultants;
- Subcontractors and subconsultants;
- A person engaged to work as an employee, temporary employee or other working arrangement with any group listed above.

What does “volunteer” include?

If you donate time or service to a department of the City of Seattle, you are a volunteer.

What should I do now?

Since it takes time to get fully vaccinated, please ask people that work for you that will be subject to this Executive Order to begin the vaccination process. To meet the deadline:

- Contractors and volunteers choosing the Moderna vaccine must receive the first dose by Oct. 24,

2021 and second dose by Nov. 21, 2021.

- Contractors and volunteers choosing the Pfizer-BioNTech vaccine must receive the first dose by Oct. 31, 2021 and second dose by Nov. 21, 2021.
- Contractors and volunteers choosing the Johnson and Johnson's Janssen vaccine must receive the first (and only) dose by Nov. 21, 2021.

Please visit the COVID-19 vaccine page to find places to get vaccinated.

Please also share this notice with any subcontractors or subconsultants.

What should I do next?

By Dec. 5, 2021, businesses this Executive Order applies to will need to submit an attestation form declaring they have verified evidence of vaccination for everyone that works for them that's subject to the Executive Order.

The attestation form and other materials will be available on the City of Seattle COVID-19 Contractor Vaccination Requirements web page by Nov. 1, 2021.

If you have questions, please contact FAS_PC@seattle.gov.

Department of Finance and Administrative Services
700 5th Ave Suite 4200
Seattle, WA 98104
www.seattle.gov/fas
206-684-2489

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