**[Company Name]**

**Proclamation 21-14 - COVID-19 Vaccination Policy**

On August 9, 2021, Washington Governor Jay Inslee issued [*Proclamation 21-14 – COVID-19 Vaccination Requirement*](https://www.governor.wa.gov/sites/default/files/proclamations/21-14%20-%20COVID-19%20Vax%20Washington%20%28tmp%29.pdf). Effective October 18, 2021, the Proclamation prohibits state agencies, educational facilities and health care facilities from permitting contractors who 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. Since the Company is working on public works projects that fall under the Proclamation, we are required to adhere to the mandate, or we will be in default of our contractual obligations.

[Company name] has adopted the following policy to ensure compliance with this new mandate.

By (DATE), the Company will expect all employees to either (a) establish that they have been fully vaccinated; or (b) obtain an approved exemption as an accommodation. The process for seeking an exemption is explained below. For purposes of this policy, an employee is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson/Janssen).

For your reference, the following dates apply, based on the vaccine you choose:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vaccine** | **Series dose requirement** | **First dose no later than** | **Second dose** | **Fully vaccinated after two weeks** |
| Moderna | 2 doses, 28 days apart | Sept. 6 | Oct. 4 | Oct. 18 |
| Pfizer | 2 doses, 21 days apart | Sept. 13 | Oct. 4 | Oct. 18 |
| Janssen/J&J | Single dose | Oct. 4 | Not applicable | Oct. 18 |

Employees who do not fulfill one of these two requirements will be:

* Moved to a project not covered by this mandate (if available); or
* placed on unpaid leave and their employment will be subject to non-disciplinary termination[[1]](#footnote-1).

To establish that you are fully vaccinated, you may present the following documentation for inspection to [Company representative or department]. The Company will treat all such information as confidential.

* CDC COVID-19 Vaccination Record Card or photo of the card;
* Documentation of vaccination from a health care provider or electronic health record;
* State immunization information system record; or
* For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

To facilitate your ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. The Company will also pay non-exempt employees for time spent receiving the vaccination. Additionally, the Company will reimburse employees for the cost, if any, of receiving the vaccination, contingent upon receipt of appropriate supporting documentation.

Should the employee have any adverse reaction to the vaccine that requires time off of work, the Company will:

* Require employee to utilize any accrued sick time
* Provide paid leave of up to 3 days (after 3 days, written notification from a health care professional will be required).

**Requests for Exemptions and Accommodations:** Employees are not required to get vaccinated against COVID-19 under this Order if they are unable to do so because of a disability or if the requirement to do so conflicts with their sincerely held religious beliefs, practice, or observance. Anyone who is eligible for a religious or disability-related/medical exemption is entitled to a reasonable accommodation assessment. The reasonable accommodation assessment will take into account the individual’s position, the business needs of the employer, and the business needs of the owner.

Please understand, however, that as your employer, and pursuant to the Proclamation, the Company is prohibited from granting exemptions that we know are based on false, misleading, or dishonest grounds or information; that we know 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 without conducting an individualized assessment and determination of each individual’s need and justification for an accommodation; *i.e.,* “rubberstamping” accommodation requests.

To assist any employee who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation for one of the above reasons, please use the forms provided with this policy and submit them to [Company representative or department] no later than [date]. Upon receipt of an exemption request, the Company will meet with each employee individually to discuss the request and identify possible accommodations.

**Hiring Process:** All new employees will be asked to provide proof of vaccination status

1. Employees subject to this action are, by state Proclamation, not eligible for unemployment benefits. [↑](#footnote-ref-1)