



Frequently Asked Questions – COVID-19 Vaccination Requirements for City Contractors and Volunteers

This FAQ provides information about Mayor Durkan's [Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors](#) (available at www.seattle.gov/contractorvax) requiring City of Seattle contractors and volunteers to be fully vaccinated if their work involves being on-site or in-person. This order will become effective Dec. 5, 2021.

1. Who does the Executive Order cover?

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.

2. What do “executive offices and departments” mean?

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. The Seattle Public Library is included in this Executive Order.

3. What does “contractor” include?

- Providers of goods and services (vendors);
- Providers of public works/construction services;
- Consultants;
- Subcontractors and subconsultants;
- Any other individuals or entities that provide goods, services, consulting services or public works to the City of Seattle either directly or through a subcontract; and
- A person engaged to work as an employee, temporary employee or other working arrangement with any group listed above.

In the Executive Order, “contractor” may refer to either the firm or the person engaged to work for the firm.

4. What does “volunteer” include?

Any individual donating time or service to a department of the City of Seattle. If you are a volunteer and the department with whom you donate your time determines the Executive Order applies to you, they will contact you with next steps.

5. What does “on-site” mean?

"On-site" includes, but is not limited to, City property, City facilities, City rights-of-way (e.g. street, avenue, sidewalk) and/or locations that require interaction with the general public. The requirement applies to indoor and outdoor worksites, regardless of whether other workers are present. If you have questions about if your work site applies, please get in touch with the City staff who manages your contract.

6. What does “in-person” mean?

"In-person" includes any situation where a contractor or volunteer interacts face-to-face with the

public or other City staff, contractors or volunteers, regardless of how many other people are present. If you have questions about if your situation applies, please get in touch with the City staff who manages your contract.

7. Who doesn't have to comply with this order?

Contractors and volunteers who have a fleeting physical presence on-site, that is, contractors and volunteers who are present at a site for only a short period of time.

- Examples include, but are not limited to, contractors delivering supplies by truck to a construction site where they remain physically distanced from others on the site; garbage and waste pickup; or a driver for a contracted shipping and delivery service briefly entering a site to pick up parcels for shipping.

Contractors or volunteers where work is always performed at a different physical location.

- Examples include consultants who solely interact with City employees and the public virtually through e-mail, phone or video calls.

Contractors or volunteers who do not work on City projects either in-person or on-site.

- An example: If a contractor has 100 employees, but only 10 of them work on a City project in-person or on-site, only those 10 employees must fulfill the vaccine requirement.

8. Does this Executive Order apply to my business if I work remotely now under a City contract, but will be on-site or in-person a few months from now?

Contractors or volunteers who do not currently work on City projects either in-person or on-site are not required to demonstrate proof of vaccination. Any contractors coming on-site or in-person in the future will need to comply with the Executive Order prior to starting work. For questions about modifying your scope of work to continue working remotely, please contact the City staff who manages your contract.

9. Does this Executive Order apply to my business if I work remotely now under a City contract, but previously worked in-person?

No. This Executive Order only applies to contractors who will be working in-person or on-site on or after Dec. 5, 2021.

Who - Special Cases

10. I'm not a contractor or a volunteer, but I do business with the City. Do I have to comply with this order?

Please get in touch with the department(s) with whom you do business if you have questions about whether the Executive Order applies to your business or not.

11. I have a contract with the City, but it's only part of what my firm works on. Do people in my office that don't work on the City contract have to comply with this order?

The Executive Order states that contractors who do not work on City projects in-person or on-site do not have to comply with this requirement. For example, if a contractor has 100 employees, but only 10 of them work on a City project in-person or on-site, only those 10 employees must fulfill the vaccine requirement. If you have questions, please contact the department(s) you do business with.

12. If a City employee shops at a retail or wholesale location for work purposes would staff at the retail store be required to follow Executive Order requirements?

If the store or location does not have a contract with the City, staff are not required to follow Executive Order requirements. If the store or location does have a contract with the City, please contact the City contract manager you work with to make a determination.

13. I'm not sure if this Executive Order applies to my business. How do I confirm?

Please check with the department you have contracted with or volunteer for to verify if you need to comply.

Contractor To-Dos

14. I represent a firm or organization that does business with the City. What do I have to do to comply?

It is your responsibility to make sure everyone who is subject to this Executive Order at your firm, and any subcontractors with whom you are working, are fully vaccinated by Dec. 5, 2021.

By Dec. 5, 2021, the contractor must obtain a copy of or visually observe proof of full vaccination against COVID-19 for every current employee and subcontractor employee who is subject to the vaccination requirement in this Executive Order.

Contractors must then submit a form attesting they have met the above requirements. Contractors must fill out one form per City department they work with. They may note multiple contracts with the department on each form. The attestation forms are available here:

www.seattle.gov/contractorvax

Forms must be submitted by Dec. 5, 2021.

15. I am an owner-operator, single proprietor or individual who does business with the City. What do I have to do to comply?

It is your responsibility to make sure that if you are subject to this Executive Order, you are fully vaccinated by Dec. 5, 2021.

You must then submit an owner-operator attestation form that you may obtain from the City contact you work with. A job aid on how to fill out the form is available here:

www.seattle.gov/contractorvax

City staff will initiate the attestation form process by sending you a request for signature. You will sign and arrange a time to show the City staff member you work with proof of your vaccination. They will sign noting they have verified vaccination.

You must fill out one form per City department you work with. You may note multiple contracts with the department on each form.

Forms must be submitted by Dec. 5, 2021.

16. Who needs to submit an Attestation Form?

Prime or principal contractors need to submit an attestation form on behalf of their employees and subcontractors. Prime contractors must fill out one form per City department they work with. Prime contractors are responsible to maintain records of proof of vaccination verification from subcontractors.

Volunteer To-Dos

17. I am a volunteer with the City and will be volunteering in-person. What do I have to do to comply?

If the department you volunteer with determines that this Executive Order applies to you, it is your responsibility to become fully vaccinated by Dec. 5, 2021.

By Dec. 5, 2021, the department you volunteer with will reach out to you to observe proof of full vaccination against COVID-19.

Vaccination Verification

18. Do I need to show City staff my business' proof of vaccination?

Businesses do not need to show proof of vaccination (e.g. vaccination card, health record, etc.) to City of Seattle staff, unless a department conducts an investigation. If an investigation takes place, a contractor must provide information and records upon request, except any information or records that the contractor is prohibited by law from disclosing.

The exception to this answer is for owner-operators, single proprietors or individuals who do business with the City. You will need to visually show your proof of vaccination to a City staff member in the department(s) you work with. This staff member will not retain a copy of your proof of vaccination.

19. I represent a firm or organization that does business with the City. How do I verify an employee's vaccination?

You must review proof of full vaccination against COVID-19 for every employee who provides in-person or on-site work on a City contract by having a representative of your firm verify one of the following:

- i. CDC COVID-19 Vaccination Record Card, photo or photocopy photo of the card; or
- ii. Documentation of vaccination from a health care provider or electronic health record; or
- iii. Immunization information system record from an official state system for any state in the United States; or
- iv. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

A personal attestation is not proof of full vaccination. A contractor may not verify individual vaccinations by obtaining only a personal attestation rather than verification of COVID-19 vaccination records as described above.

20. Should I keep vaccination records of my employees?

The City may make an investigation or inquiry into the contractor compliance which may involve providing information and records upon request, except any information or records the contractor is prohibited by law from disclosing.

Attestation Form

21. Where can I find the attestation form?

The attestation form is available on this website: www.seattle.gov/contractorvax

22. Do I need to submit an attestation form if my business will not be on-site or in-person?

Check with the department that you contract with to see if you are required to submit an attestation form.

23. If I have multiple contracts, do I need to submit an attestation form for each contract?

It depends. Contractors can use a single attestation form for each department with whom they do business. If you work for more than one department, you will need to submit a separate form for each department.

24. I have a blanket contract. Do I submit an attestation form for every department that uses that contract?

No. If you have a blanket contract, please list “Finance and Administrative Services” as the City of Seattle department you contract with.

Contract questions

25. Does this apply to contracts currently in effect?

Yes, this Executive Order applies to all City contracts currently in effect in which in-person or on-site services will be delivered on or after Dec. 5, 2021.

26. Does this apply to future contracts?

Yes, this Executive Order applies to all future City contracts in which in-person or on-site services will be delivered on or after Dec. 5, 2021.

Timeline

27. When does the order go into effect?

The Executive Order goes into effect Dec. 5, 2021.

By Dec. 5, 2021, prime contractors must submit an attestation form declaring the contractor has obtained a copy or visually observed proof of full COVID-19 vaccination for current employees and subcontractor(s) and will do so for future employees and subcontractor(s) subject to this Executive Order.

By Dec. 5, 2021, City departments must get a copy of or visually observe proof of full COVID-19 vaccination for every current volunteer and every new volunteer, if applicable, going forward.

28. What is the timeline to get a vaccination in order to meet the deadline?

As posted on Oct. 15:

- Contractors and volunteers choosing the [Moderna](#) vaccine must receive first dose by Oct. 24, 2021 and second dose by Nov. 21, 2021.
- Contractors and volunteers choosing the [Pfizer-BioNTech](#) vaccine must receive first dose by Oct. 31, 2021 and second dose by Nov. 21, 2021.
- Contractors and volunteers choosing the [Johnson and Johnson](#) vaccine must receive first (and only) dose by Nov. 21, 2021.

29. How long does this order last?

Right now, there is no end date to this Executive Order. The City of Seattle will continue to monitor future guidance from public health officials to decide if and when to end the Executive Order.

30. Can we get a time extension?

Contractors can ask the department they are contracting with to grant a time limited extension. Due to the City's prioritization of the health of the public and its employees, time extensions will only be granted when necessary.

31. What about new contractor employees?

After Dec. 5, if a contractor hires a new employee who is not yet fully vaccinated, that employee must become fully vaccinated before working in-person with City of Seattle employees or the public.

32. Do I need to resubmit my attestation form if employees or subcontractors start work after the date I submitted my attestation form?

No. Attestation forms are valid for the life of your contract unless the department(s) you contract with request an updated form.

Vaccine

33. What does fully vaccinated mean?

To be considered fully vaccinated, a contractor/volunteer must receive a vaccination recommended by the Centers for Disease Control and Prevention (CDC) and must be 14 days past the last shot required in the vaccination series.

34. What if the vaccine requirements change in the future?

If the CDC updates guidelines, the City of Seattle will accept the updated CDC definition of fully vaccinated.

35. Where can I get a vaccination?

Please visit the City of Seattle [COVID-19 vaccine page \(www.seattle.gov/mayor/covid-19/vaccinations\)](http://www.seattle.gov/mayor/covid-19/vaccinations) to find places to get vaccinated.

Exemptions

36. Can I or workers in my firm get a religious or medical exemption?

No. City of Seattle is a customer, and not the employer and so different considerations apply.

37. Are any exceptions available?

Yes. There are four primary exceptions.

- Contractors and volunteers who have a fleeting physical presence on-site, that is, contractors and volunteers who are present at a site for only a short period of time.
- Contractors or volunteers where work is always performed at a different physical location that does not require interaction with the general public.
- Contractors or volunteers who do not work on City projects either in-person or on-site.
- In addition, the City of Seattle may determine there is a City business need to contract with a firm.

Termination

38. What happens if I don't comply with this Executive Order?

If contractors do not comply with the Executive Order, they may be stopped from doing work on-

site and their contract may be terminated for cause. Further consequences could include debarment from future contracts with the City. Please direct any questions about your contract and where work is performed to the department(s) with whom you do business.

If volunteers do not comply with the Executive Order, they may be stopped from doing on-site work or stopped from volunteering with the City.

County, State and Federal Requirements

39. I already turned in paperwork to another jurisdiction. Do I have to do it for the City of Seattle as well?

Yes. Even if you have filled out paperwork from another jurisdiction, you must still submit a completed City of Seattle Attestation Form.

40. Do I have to follow all county, state and federal requirements along with the City requirements?

Yes. Nothing in the Executive Order exempts you from following the requirements established by other government agencies.

41. Where can I find info about the county, state and federal requirements?

- [King County vaccination mandate](#)
- [State of Washington contractor requirements](#)
- [Federal requirements](#)

More Info

41. Where can I get more info?

To view the latest information about COVID-19 vaccination requirements for City contractors and volunteers, please visit: www.seattle.gov/contractorvax

42. Who can I contact for more info?

Please call or email the City staff you work with or e-mail FAS_PC@seattle.gov if you have questions or comments.