



**DEPARTMENT OF  
NATURAL RESOURCES**

**OFFICE OF THE COMMISSIONER  
OF PUBLIC LANDS**

1111 WASHINGTON ST SE  
MS 47001  
OLYMPIA, WA 98504-7001

**360-902-1000**  
WWW.DNR.WA.GOV

October 26, 2021

Subject: Contractor Notification of Vaccination Requirements

To Contractor Representative:

On September 27, 2021, pursuant to the governor's emergency powers authorized in [RCW 43.06.220](#), Washington Governor Jay Inslee issued [Proclamation 21-14-2 – COVID-19 Vaccination Requirement](#) ("Proclamation"). Effective November 30, 2021, the Proclamation prohibits the Department of Natural Resources (DNR) from permitting contractors who engage in work if the personnel performing the contract (including subcontractor personnel) have not been fully vaccinated against COVID-19 as set forth in the Proclamation. The only two exemptions from the vaccination requirement are if such an individual is unable to be vaccinated due to a disability or the requirement conflicts with their sincerely held religious beliefs, practice, or observance (in either case, the Proclamation requires confirmation).

You are receiving this letter because your firm has a contract with DNR and, as part of the performance of that contract, certain of your firm's personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on site. Therefore, as a contractor, your firm is subject to the vaccination requirements set forth in the Proclamation.

As permitted by the Proclamation, DNR has elected to require your firm, as its contractor, to assume responsibility 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. The **Enclosure** to this letter is a COVID-19 Vaccination Contractor Declaration (Contractor Declaration) that you will use to certify that your firm has a COVID-19 Contractor Verification Plan that complies with the Vaccination Proclamation. You must complete and submit this Contractor Declaration to DNR via email at [DNRContractorSupport@dnr.wa.gov](mailto:DNRContractorSupport@dnr.wa.gov) **no later than November 30, 2021**. Please be aware that DNR retains the right to inquire into compliance with the verification requirements at any time, which includes without limitation, requesting a copy of the verification plan, spot-checking with such personnel, and reviewing your company's vaccination verification records.

Full vaccination is defined as two (2) weeks after a person has received the second dose in a two dose series of a COVID-19 vaccine (e.g., Pfizer-BioNTech or Moderna) or a single dose COVID-19 vaccine (e.g., Johnson & Johnson (J&J)/Janssen) authorized for emergency use, licensed, or otherwise approved by the FDA or listed for emergency use or otherwise approved by the World Health Organization.

As mentioned previously, you must develop and implement a Contractor Verification Plan consistent with the Proclamation that includes the following:

- Require employees and subcontractors to provide proof of vaccination against COVID-19 by providing one of the following:
  - 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.
- Follow the requirements set forth in the Proclamation and in applicable law for granting a disability or religious exemption from the vaccination requirement and determine an appropriate reasonable accommodation, if available.

The State of Washington values your firm as a contract partner to deliver needed goods or services. Accordingly, we are hopeful that your firm will comply with the Proclamation and help the state reduce the spread of the virus. If, however, your firm does not intend to comply with the Proclamation or you do not think it applies to this contract, please contact DNR's the Office of Procurement Goods and Services' team so we can determine next steps at the following email address: [DNRContractorSupport@dnr.wa.gov](mailto:DNRContractorSupport@dnr.wa.gov). If DNR does not receive a completed and signed copy of the Contractor Declaration by **November 30, 2021**, your personnel, including subcontractors, may not come on site and perform the work of the contract, and DNR may begin the process of terminating the contract or other remedies may be invoked.

Sincerely,

DocuSigned by:  
*Tristan Wise*  
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Tristan Wise  
Chief Financial Officer

Enclosure