

Instructions for confirming vaccinations/exemptions for contractors/partners:

On August 20, 2021, Governor Jay Inslee [ordered](#) 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 HPS property (school and district buildings). This document is designed to explain the HPS 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 and who are working with students or staff, 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.

Volunteers: Volunteers who engage or are reasonably likely to engage in work near others while physically present in a district school or facility for longer periods of time are required to be vaccinated or have a qualified exemption. This includes parents volunteering in schools.

People/organizations with a facilities use permit for use of an HPS facility: Groups working under a facilities use permit must comply with this requirement if the district facility will be used during the school day and it is likely that there will be contact with district staff, students, or other people working in the facility. Childcare services working under a facilities use permit outside of the school day must also comply with this requirement. Groups using a facility outside of the normal school day and not affiliated with the District are exempt from the District's requirements.

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. Philosophical exemptions are not permitted.

People covered by this order who are getting the vaccine must ensure that they have sufficient time to be fully vaccinated by October 18, 2021, or they will not be able to work in a Highline facility. There is no grace period after October 18, and there is no appeal process.

People covered by this order who are seeking a religious or medical exemption must follow their organization's exemption process. OSPI has released [guidance](#) for evaluating religious accommodation requests, and contractors are encouraged to follow that guidance.

What Process will HPS use to Validate Vaccinations/Qualified Exemptions?

HPS will not independently verify vaccination/exemption status. Instead, the district 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, partnership agreements, etc) executed for the 2021-2022 school year, and may extend beyond this timeline if required by the Governor. 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 regularly working with students or staff on HPS property. 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. Business Services will review contracts for final approval. The Chief Engagement & Partnership Officer will review partnership agreements for final approval. The Chief Talent Officer will review affiliate agreements for final approval.

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.

Highline Public Schools 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

_____ (company/partner name) provides work on site at Highline Public Schools' facilities such that the employees of _____ (company/partner name) are considered "on site contractors" as defined by Proclamation 21.14-1, the COVID-19 Vaccination Requirement.

Highline Public Schools has elected to have _____ (contractor/partner name) to assume responsibility for the vaccine verification and accommodation requirements under the Proclamation. In compliance with the law, _____ (contractor/partner name):

- Has obtained a copy of or visually observed one of the approved forms of proof of full vaccination against COVID-19 for all current employees/volunteers;
- Will obtain a copy of or visually observe one of the approved forms of proof of full vaccination against COVID-19 for all employees/volunteers hired after the date of this declaration; and
- Will follow the requirements for granting disability and religious accommodations to remain unvaccinated if any such requests are made by current and future employees/volunteers; and
- Will ensure that any on-site employees/volunteers adheres to the current mask and social distancing guidelines; and
- Will retain these records for a minimum of 10 years, and will allow Highline Public Schools to audit or review these records at any time within this timeframe.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I further declare that I have the authority in my organization to attest to this information.

Signed on the ____ day of _____, at _____.

Signature

Title

Worker Identification—Please add additional pages if necessary. Names and locations should be added here for workers who will regularly be working with students or staff at one or more district facilities.

Worker Name	Worker Location