



**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
Aging and Long-Term Support Administration  
Developmental Disabilities Administration  
PO Box 45600, Olympia, WA 98504-5600**

September 8, 2021

Dear Provider,

As a contractor of the Department of Social and Health Services you have likely received a variety of communications about [Proclamations 21-14](#) and [21-14.1](#) issued by Governor Inslee on August 9 and August 20, 2021. This letter is intended to summarize which providers the proclamation applies to, and to clarify which of these providers must submit an attestation to DSHS to confirm vaccine status.

#### Scope of Proclamation

The Proclamations mandates that healthcare providers, educators, contractors, workers, and volunteers for most state agencies must be fully vaccinated against COVID-19 by October 18, 2021, to maintain employment or active contracts. The vaccination mandate applies to any provider/contactor or individual who:

- Provides any services or performs any work for DSHS while physically present at a building, facility, jobsite, project site, unit, or other defined area owned, leased, occupied by, or controlled by DSHS or another State Agency; OR
- Is determined to be a health care provider; OR
- Is not determined to be a health care provider but provides services within a Health care Setting as defined in the Proclamation.

The vaccination mandate does NOT apply to Individual Providers or Home Care Agency employees who are providing only personal care or respite services in the client's home.

There are exemptions available to this proclamation based on religious or medical reasons. Contractors that claim an exemption, or grant one to one or more employees, must continue to satisfy their contractual obligations while allowing reasonable accommodations for religious or medical exemptions. More information about exemptions and reasonable accommodations can be found at:

- [Governor's Office: Vaccine Mandate FAQs](#)
- [DOH: Vaccination Requirement Information for health care providers, workers and settings](#)
- [DOH Vaccination Requirement Information for Employers \(non-healthcare settings\)](#)

Regardless of vaccination status, contractors are required to wear a face covering that covers their nose and mouth while working indoors with DSHS clients and follow other requirements as determined by the state, county, facility or setting operator.

## **Declaration**

On or before October 18<sup>th</sup>, 2021, all DSHS and AAA contracted entities who meet the criteria in the bullet points above except for Licensed Nursing Homes, Assisted Living Facilities, Adult Family Homes, Enhanced Services Facilities and contracted supported living must submit the Employer Declaration to attest that:

- As a sole proprietor, they are fully vaccinated; OR
- A determination has been made that they and their employees meet the vaccination requirement; OR
- A reasonable accommodation process was followed for anyone claiming a valid medical or religious exemption.

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As described in ALTSA's September 3, 2021, provider letter, Licensed Nursing Homes, Assisted Living Facilities, Adult Family Homes, Enhanced Services Facilities and contracted supported living settings are not required to return a vaccination attestation to DSHS. However, vaccination requirements described above do apply. For instructions on long-term care setting requirements under the Governor's vaccination proclamation, please follow this [link](#) to the ALTSA Provider / Administrator Letters web page and read the provider letter entitled "Governor Proclamation on Mandatory Vaccination" dated September 3, 2021.

Individual Providers or Home Care Agency providers who are providing only personal care or respite services in the client's home are not subject to the vaccine mandate and are not required to return a vaccination attestation to DSHS.

## **Submitting the Declaration**

The Employer Declaration was sent to the identified contact on your contract. If you did not receive this, please complete the form attached below and return to the person identified in your contract Email is preferred; see page 1 of your contract "DSHS Contact Email Address" to find your contact.

If you are unable to reach the individual listed on your contract, please submit an email to the applicable option below:

- **For AAA/ALTSA contracts:** [aging.contracts@dshs.wa.gov](mailto:aging.contracts@dshs.wa.gov)

Please include the following information:

- The name of the contract you hold in the subject line (example: Assistive Technology).
- Your Name and Contact information
- The type of service you provide
- Your ProviderOne ID number if you have one
- Whether your contract is with DSHS or an Area Agency on Aging
- If you contract with an Area Agency on Aging, please specify the AAA or AAA(s).

- **For DDA contracts:** [DDA.contracts@dshs.wa.gov](mailto:DDA.contracts@dshs.wa.gov)

Please include the following information:

- The name of the contract you hold in the subject line (example: Assistive Technology).
- Your Name and Contact information
- The type of service you provide
- Your ProviderOne ID number if you have one
- County or region your contract is held in.

We appreciate the services and supports that you continue to provide for our vulnerable populations. We will inform you of updates as we continue to get new information. If you have questions or concerns, please email the contacts staff identified above.

Sincerely,



Bea Rector, Director  
Home and Community Services Division  
Aging and Long-Term Support Administration



Beth Krehbiel, Interim Director  
Division of Field Services  
Developmental Disabilities Administration

Enclosure:



21-14.1 Employer  
Declaration 8.26.2021