To UW Medicine Suppliers and Vendors not registered in the Vendormate Credentialing System:

In our ongoing response to the COVID-19 pandemic, and following Governor Inslee’s recent vaccination proclamation, UW Medicine is requiring all suppliers and vendors working on-site at any UW Medicine facility to be fully vaccinated against COVID-19 or receive an approved exemption no later than Monday, Oct. 18, 2021.

As a supplier or vendor of UW Medicine, you are responsible for ensuring your vendor representatives, including employees and subcontractors, comply with this requirement.

To confirm compliance, all suppliers and vendors working on-site at a UW Medicine facility not registered in the Vendormate Credentialing System must complete the attached declaration form showing their vendor representatives, including employees and subcontractors, have been fully vaccinated or received an approved accommodation. Suppliers and vendors should return their completed form to scmhelp@uw.edu no later than Oct. 18, 2021.

Please note the vaccination requirement does not apply to suppliers or vendors who work remotely and are never required to be on-site at a UW Medicine facility. Nor does it apply to vendors or suppliers who are only present on-site for short periods of time, for example, drivers dropping materials at a loading dock or delivery workers picking up packages at the entrance of a building. Similarly, construction projects performed at a healthcare setting removed from patient care access at the time of construction, such as projects where an entire wing is closed with no medical services provided, are excluded from this mandate.

If you are an individual vendor or supplier, or if you are unable to confirm your status through your employer before the deadline, you may send an image of your CDC vaccination card or employer-approved accommodation to UW Medicine directly at scmhelp@uw.edu no later than Oct. 18, 2021.

Special instructions may apply to some members of the below groups:

- **On-site construction**: Employers of on-site construction workers that the above exemption is not applicable to, are responsible for verifying that all their employees and subcontractors are compliant as outlined in the above process.

- **Temporary agency staff**: UW Medicine tracks the vaccination status of all contract agency staff and can verify through existing internal records that employees who are currently working on-site are compliant. If you have followed the existing process, additional approvals or declarations are not needed.

In addition, please note that UW Medicine continues to require face masks indoors in all patient and non-patient areas regardless of vaccination status, and outdoors when physical distancing is not possible.

If you have questions about these requirements, please contact scmhelp@uw.edu.

Thank you for your cooperation as we work to fulfill our obligations under the Governor’s proclamation and create a safe working environment at UW Medicine.

Sincerely,
Erik Walarius
Chief Supply Chain Officer
UW Medicine