



**EXECUTIVE DIRECTIVE #18 CONTRACTOR
CERTIFICATION FORM**

PRO-4018
Rev. 8/26/2021

Date:
Contractor:

On August 5, 2021, the Commonwealth of Virginia issued [Executive Directive #18 \(ED #18\)](#). ED#18 addresses additional measures to protect state employees and those they serve from exposure to COVID-19 while in the workplace. In addition to the following certification, if an institution or site has a more restrictive safety protocol or mandate in place, then the Contractor shall follow that protocol/mandate. As a contractor of the Virginia Community College System, on this day the Contractor is certifying compliance with ED #18.

The Virginia Department of Human Resources Management issued the following guidance on August 14, 2021, on how ED #18 applies to covered contract workers.

CONTRACT (CONTINGENT WORKERS) COVERED OR NOT COVERED BY ED#18:

COVERED BY ED #18	NOT COVERED BY ED #18
Contract workers engaged through a state contract who work on-site or perform public-facing services on behalf of state agencies.	Contract workers engaged through a state contract who perform all services for the agency remotely and have no in-person contact with other employees, the public, visitors, vendors, those in custodial care, or customers.

REQUIREMENT OF COVERED CONTRACT WORKERS TO DISCLOSE VACCINATION STATUS:

1. Covered contract workers must disclose their vaccination status to their employers (the contracting vendor that employs them.)
2. Contracting vendors must certify to the agencies that covered contract workers who work on-site or perform public-facing services are:
 - a. Fully vaccinated: the individual has received all doses of a Food & Drug Administration or World Health Organization vaccination series and at least two weeks have elapsed since the final dose or
 - b. If not fully vaccinated, are required to wear a mask, maintain social distancing, and adhere to all other agency safety protocols while working on-site or engaged in-person with the public.

REQUIREMENT OF COVERED CONTRACT WORKERS TO WEAR A MASK:

Covered contract workers who are not fully vaccinated must cover their mouth and nose with a mask in accordance with the Centers for Disease Control and Prevention while indoors and conducting public business.

Certification — Executive Directive #18

I hereby certify that Contractor complies with the requirements of ED #18 because each of the Contractor's employees who work on site at any Virginia Community College System location or perform public-facing services are:

1. Fully vaccinated, *or*
2. Required to wear a mask, maintain social distancing, and adhere to all other agency safety protocols while working on-site or engaged in-person with the public.

I also certify that I have the authority to bind the Contractor with my signature below. This certification is in effect until revoked in writing.

COMPANY NAME

By: _____
Signature

Printed Name

Title Date Signed