

WSSC Water Mandatory Vaccine Program

Effective December 8, 2021

Pursuant to the Emergency Regulation adopted by the Commissioners in Commission Resolution 2022-2034 signed on October 20, 2021, the following are requirements related to a program implementing a vaccination requirement for in-building contractors:

I. Intent of the Program relating to in-building contractors:

- a. WSSC Water needs to maintain a safe environment for its employees;
- b. Contractor employees may not yet be subject to a contractual or regulatory requirement to be vaccinated and may work in close proximity to WSSC Water employees;
- c. While WSSC Water is requiring employees to be vaccinated, some WSSC Water employees may not be able to be vaccinated because of medical reasons. Other WSSC Water employees may be granted religious exemptions from the vaccine requirement.
- d. Unvaccinated workers are much more likely to contract and transmit COVID-19 in the workplace than vaccinated workers. OSHA has determined that many employees in the U.S. who are not fully vaccinated against COVID-19 face grave danger from exposure to COVID-19 in the workplace.
- e. WSSC Water must take action to protect its employees and to ensure continuity of its essential services.

II. Definitions

- a. "buildings" means structures owned or leased by WSSC Water where WSSC Water employees have a primary work location inside the structure.
 1. "buildings" includes permanent buildings or construction trailers owned or leased by WSSC Water where employees have a primary work location, or both located on WSSC Water property.
 2. "buildings" does not include buildings under construction.
- b. "in-building contractor" means an individual working in a building under a WSSC Water contract for 4 or more hours per day and 2 or more days per week.
 1. "contractor" includes a subcontractor of a contractor and may include but is not limited to individuals such as:
 - (i) IT Help Desk contractors;
 - (ii) Facilities maintenance staff; and
 - (iii) On site consultants.
 2. "contractor" does not include:
 - (i) a WSSC Water full time or temporary employee that is on the WSSC Water payroll; or
 - (ii) outside workers that are not inside buildings except for short periods of time like a visitor.
- c. "fully vaccinated" means an individual who meets the Centers for Disease Control and Prevention guidelines for being considered fully vaccinated available here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully->

[vaccinated.html?s_cid=11350:cdc%20guidance%20fully%20vaccinated:sem.ga:p:RG:GM:gen:PTN:FY21](https://www.cdc.gov/media/releases/2021/s111521-cdc-guidance-fully-vaccinated.html)

- d. “regular basis” means 4 hours or more inside a building more than two days per week.
- e. “vendor” means the business or other entity for whom an in-building contractor works.
- f. “visitor” means an individual that is inside a building for less than 4 hours one or two days per week such as an individual:
 - 1. making deliveries to a building;
 - 2. using a building restroom;
 - 3. using WSSC Water counter services; and
 - 4. attending a non-recurring in-person meeting.

III. Contractor Vaccine Requirement

- a. All in-building contractors working for WSSC Water are required to be vaccinated.
- b. Contractors who are not yet vaccinated may choose to submit proof of a negative COVID 19 test as outlined in this policy to continue working at WSSC Water facilities until such time as they are considered fully vaccinated.

IV. Vendor Requirements

- a. Vendors currently providing service to WSSC Water shall:
 - 1. determine if they have employees who meet the definition of in-building contractor in Section 2b above; and
 - 2. determine the vaccination status of all of the vendor’s employees who meet the definition of in-building contractor;
- b. Vendors may comply with the requirements of this policy by:
 - 1. Providing one-time documentation via an online portal established by WSSC Water of the vendor’s internal policy of required vaccination or negative COVID-19 testing already in place for employees of the vendor; OR
 - 2. Providing a one-time attestation via an online portal established by WSSC Water that all employees assigned to WSSC Water are fully vaccinated; OR
 - 3. Providing a weekly attestation each Wednesday beginning on December 15, 2021 via an online portal established by WSSC Water that the vendor has received proof that any in-building contractors who are not yet fully vaccinated have tested negative for COVID-19 on a test that was taken the Sunday, Monday, Tuesday, or Wednesday of that week.

V. Visitors

- a. The requirements for in-building contractors do not apply to members of the public entering a building as a visitor.
- b. Outside workers and contractors entering buildings for fewer than 4 hours per day and or 2 days per week are considered visitors for purposes of this Program.
- c. Outside workers and contractors who are considered visitors under Section 5 (b) must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people.
- d. Visitors are required to comply with any facility specific safety protocols in-place at that time including mandatory masks.

VI. WSSC Water Management requirements

- a. WSSC Water department heads and division managers shall review all contracts to determine any vendors who provide services with individuals who meet the definition of in-building contractor and provide the COVID-19 Incident Commander with a list of those vendors which includes:
 1. WSSC Water Contract number;
 2. Name of Vendor;
 3. WSSC Water Contract Manager;
 4. Vendor Point-Of-Contact; and
 5. Estimated number of in-building contractors
- b. WSSC Water department heads and division managers will reevaluate the need for an onsite, inbuilding contractor to work on a regular basis in a WSSC Water facility and switch that contractor to telework whenever possible.
- c. WSSC Water managers shall attempt to arrange virtual or outdoor meetings with contractors rather than on-site meetings in order to minimize the number of potentially unvaccinated individuals in WSSC Water facilities.
- d. WSSC Water COVID-19 Incident Commander will make a vendor compliance list available to WSSC Water employees.