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**From:** ^General Delivery  
**Sent:** Monday, August 30, 2021 10:37 AM  
**Subject:** Updates to COVID-19 Vaccine Attestation System and Required Testing

## THE HANFORD SITE

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August 30, 2021

**TO:** All Hanford Site Employees

**SUBJECT: Updates to COVID-19 Vaccine Attestation System and Required Testing**

**\*\*PLEASE SHARE THIS MESSAGE WITH THOSE WHO ARE NOT ON COMPUTERS\*\***

On the Hanford Site, we've evolved our posture and controls throughout the pandemic to establish and maintain a safe and healthy work environment. Throughout this period of challenge, your patience, understanding and adherence to our workplace controls have been critical in our ability to safely advance the One Hanford mission.

We are about to revise our controls again, to align with recent federal guidance on COVID-19 attestation and required testing for unvaccinated personnel. Federal employees, contractors and visitors to federal sites are required to either attest they are fully vaccinated\* against COVID-19 or undergo regular testing for the virus. The following information provides important updates regarding these processes. Please read the information below and watch for additional information in the coming days and weeks, as we continue to work to thoughtfully and deliberately implement these revised requirements.

### Attestation for Federal and GSSC Employees

On Friday, DOE launched an electronic vaccination attestation form to obtain information from federal employees about their vaccination status. This electronic system, which complies with all applicable Federal Regulations, will ensure the information is protected and used only for the purpose of implementing approved health and safety policies. The vaccination attestation form includes an option not to disclose vaccination status. This attestation form must be completed by all federal and GSSC workers (including those working in a remote/telework capacity). Anyone who does not attest to being fully vaccinated will need to comply with all workplace safety requirements for individuals who are not

fully vaccinated. Additional information, including step-by-step instructions, are available in the federal system.

### Attestation for Federal Contractors

Effective Tuesday, Sept. 7, contractors will launch an updated Hanford Attestation Application (app). Employees will initiate the attestation process in the app and, once submitted, the app will automatically email the employee's manager. The manager will be required to visually verify proof of the employee's COVID-19 vaccination to complete the attestation process. Employees who previously completed the attestation process will have their record transferred to the updated system automatically, but they will still need to provide proof of their vaccination status to their manager, and the manager will need to complete verification in the app. Employees who decline to complete the attestation process are considered to be unvaccinated. Information in the attestation app is confidential and access will be limited to only those individuals with a need to know, including, but not limited to, the employee's manager.

### Visitors

For visitors to DOE sites/facilities, DOE and contractors will use a disclosure form based on the Certification of Vaccination form issued by the Federal Safer Workforce Task Force, which requires the individual to attest to the truthfulness of their response. Visitors who are not fully vaccinated, or who decline to provide information about their vaccination status, are considered to be unvaccinated and must provide proof of a negative COVID-19 test from within the previous three days prior to entry to a DOE building or facility. DOE will not maintain the Certification of Vaccination form from visitors; however, visitors must keep the form with them during their time in a DOE building or facility. Visitors may be asked to show the form upon entry to a DOE site/facility or at any time while in the facility.

### COVID-19 Testing Requirements for Federal and Contractor Employees

DOE and contractor leadership are in the process of establishing a COVID-19 testing program and expect to have this program operational in early October. Testing will be required for those Hanford employees coming into the physical workplace who do not attest to being fully vaccinated. For these individuals, participating in the COVID-19 testing program will be mandatory and testing will occur at least weekly. There is no cost to the employee for this testing.

Unvaccinated employees who are teleworking full time are not required to be tested unless they must report to an on-site location. Employees who are required to be tested, and fail to do so, will have their access to the site restricted.

More information on the testing program and updates to frequently asked questions will be shared in the coming weeks.

### Additional Information

Employees who have been fully vaccinated against COVID-19, but do not have their vaccine card, can access their official Washington State Immunization Record at [Washington | MyIR](#). If a record is not in MyIR, please call 1-800-525-0127 for assistance.

The Hanford Leadership Team recognizes that this is a lot of information to process and we appreciate your continued support and flexibility. Managers and supervisors can expect to receive additional communication from their company leadership as it becomes available. As a reminder, HPMC still has COVID-19 vaccination appointments available that can be scheduled [here](#). Information about community vaccination availability can be found [here](#).

Thank you for your continued service to the Hanford Site mission and team. Please help us keep one another safe by considering a vaccine if you haven't already received it, staying home when you're not feeling well, and always practicing situational awareness.

\*Fully vaccinated is defined as two weeks after the second dose in a two-dose series (Pfizer or Moderna) or two weeks after a single-dose vaccine (Johnson & Johnson).

