



## **CITY OF BURBANK EXECUTIVE ORDER MANDATING COVID-19 VACCINATION FOR CONTRACTORS**

To safeguard the health of our employees, customers, and visitors and the Burbank community at large, the City of Burbank mandates that all contractors entering into new contracts with the City that require the contractor to be physically present within indoor City facilities open to the public, or to interact in-person with City employees or members of the public, shall be fully vaccinated against COVID-19. For purposes of this mandate, “contractor” includes any employee, subcontractor, or agent of the contractor.

### **Effective Date**

This Executive Order shall become effective on January 10, 2022, and remain in effect until repealed by the City Manager.

### **Procedures**

It is the responsibility of the contractor company to facilitate, monitor, and maintain documentation relating to COVID-19 vaccination compliance for the contractor’s staff (including employees, subcontractors, or agents) who visit any indoor City of Burbank facility or interact in-person with any City employee or member of the public, in the performance of a City contract. Proof of compliance with this Executive Order shall be fulfilled by completing the ATTESTATION OF CONTRACTOR COMPLIANCE as outlined on Attachment A.

The City of Burbank recognizes that vaccine exemptions may arise for medical conditions and sincerely held religious beliefs. It is the responsibility of the contractor to establish a process to review, validate, and document qualifying exemption requests for the contractor’s staff, employees, subcontractors, and agents. Regardless of individual exemptions, it is the responsibility of the contractor to provide only fully vaccinated individuals to come onsite at any indoor City of Burbank facility or when interacting in-person with City employees or members of the public in the performance of a City contract.

All City of Burbank contractors shall comply with current masking and social distancing requirements, as established by the City of Burbank, the County of Los Angeles, and/or the State of California.

Any contractor feeling sick must stay home. No one shall enter an indoor City facility or interact in-person with City employees or members of the public while experiencing COVID-19 symptoms including, but not limited to, fever, cough, difficulty breathing, body aches, chills, or a new loss of sense of smell or taste.

If a contractor tests positive for COVID-19 within 48-hours of visiting an indoor City facility or interacting in-person with City employees or members of the public within six feet for a cumulative time of 15 minutes or more in a 24 hour period, it is the contractor’s responsibility to notify the City. City staff will perform the appropriate contact tracing process to ensure any known individuals with a potential or actual exposure have been notified for the purpose of assessing his/her actual risk.

### **Suspension or Termination of this Policy**

The City has declared a local emergency related to COVID-19. Termination of the declared local emergency shall trigger an automatic review by the City Manager to determine whether public health conditions warrant the continuation of this policy. The City Manager may also suspend or terminate this policy prior to the termination of the declared local emergency if the City Manager determines that public health conditions have changed such that the policy is no longer needed. The City Manager shall provide 14 days-notice to the City Council prior to terminating the policy

**ATTACHMENT A**



**ATTESTATION OF CONTRACTOR COMPLIANCE**

Name of Contractor: \_\_\_\_\_

Contract/PO Number \_\_\_\_\_

Name of Contractor's Authorized Representative: \_\_\_\_\_

Contractor phone (        ) \_\_\_\_\_

Email \_\_\_\_\_

The undersigned hereby attests that the Contractor has reviewed and is familiar with the requirements of the City of Burbank Executive Order Mandating COVID-19 Vaccination for Contractors, and that the Contractor shall remain compliance with the requirements thereof for the duration of the City contract referenced herein. The Contractor shall promptly notify the City if the information contained in this attestation changes.

In the performance of the Contract/PO referenced above, the Contractor (check applicable box):

- Will **NOT** perform any services within indoor City facilities opened to the public, and will **NOT** interact in-person with any City employees or members of the public.
- Will only utilize fully vaccinated employees, subcontractors, and/or agents to perform services inside indoor City facilities opened to the public, and/or interact in-person with City employees or members of the public in the performance of the contract.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Contractor's Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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For City Use Only:

Signature of City Representative Accepting Attestation: \_\_\_\_\_