



# CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT

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Monique Nesmith-Joyner  
Procurement Commissioner

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## NOTICE

To: City of Philadelphia Contract Managers, Conformance Managers, and Members of the Contract Resource Group

From: Monique Nesmith-Joyner, Procurement Commissioner

<sup>DS</sup>  
A handwritten signature in blue ink, appearing to read 'MNJ', enclosed in a blue rectangular box.

Date: January 14, 2022

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### **Update: COVID-19 Vaccination and Masking Requirements for Embedded Employees, Contractors, Vendors, Service Providers, and their Staff.**

In response to the ever-evolving COVID-19 pandemic, the City has promulgated multiple policies and guidelines for its various constituent groups in recent months. While all these policies share the common goal of ensuring the safety of our residents, employees, contractors, and neighbors, several overlapping policies have a direct impact on the contractor community we serve. Below, the Procurement Department seeks to anticipate and answer questions related to vaccinations and masking for that contractor community.

#### **All City Contractors**

[\(September 14, 2021 policy - still in effect and linked here\)](#)

[https://www.phila.gov/media/20210922130030/Vaccine\\_Masking\\_Mandate\\_for\\_Contract\\_Employeesv3\\_FINAL\\_9.14.21.pdf](https://www.phila.gov/media/20210922130030/Vaccine_Masking_Mandate_for_Contract_Employeesv3_FINAL_9.14.21.pdf)

- 1) The above policy applies to *everyone* who contracts with the City of Philadelphia (“Contractors”).
- 2) It requires Contractors to give their contract/project manager an employee vaccination list and keep proof of vaccination in their own (the Contractor’s) employee file.
- 3) Any Contractor employee not on the list provided by the Contractor must follow enhanced masking requirements, i.e. double masking. Please *see* the linked policy for specifics.

#### **Embedded Contractors / Embedded Employees\***

[\(November 19, 2021 policy – still in effect with a new deadline noted below and linked here\)](#)

<https://www.phila.gov/media/20211119091444/Memo-Vaccine-Requirements-for-City-Employees-November-2021.pdf>

\*Note: This section is for Embedded Contractors only. For Embedded Contractors, it supplements the “All City Contractors” policy above.

- 1) Applies to “Embedded Contractors” or “Embedded Employees” who are not City employees but either: (1) fulfill a City staffing need spending more than one third of their work week providing services to the City where members of the public or City employees could reasonably believe that they are City employees, or (2) utilize a City email address or wear a City uniform pursuant to a City contract.
- 2) While the original policy required full COVID-19 vaccination or a documented exemption by the stated deadline, due to updates as described below to agreements with the City’s municipal unions these requirements have been adjusted accordingly.
- 3) Revised Embedded Employee Vaccination Schedule:
  - a) In order to continue working in their current position, all Embedded Employees are required to receive at least a first dose of COVID-19 vaccination(s) and provide proof of their vaccination status; or, have an exemption request to the vaccination requirements submitted and under review *by their employer*, **January 24, 2022**. The City is extending the deadline to January 24, 2022 for Embedded Contractors and Embedded Employees due to a recent agreement between the City and District Council 47, as well as discussions with the other unions.
  - b) Embedded Employees who receive a first dose of a COVID-19 vaccine by January 24, 2022 will be required to complete their vaccination series according to the schedule prescribed for the vaccine they receive and will be required to double-mask or wear an appropriate N95 or equivalent mask as well as participate in testing requirements until the vaccination schedule is complete.
  - c) If an Embedded Employee has a request for exemption to the vaccination requirement pending on January 24, 2022 that is later denied, the employee must begin the vaccination process by receiving a first dose of a COVID-19 vaccine within 14 calendar days of the denial of their exemption request and complete their vaccination series in accordance with the schedule prescribed for the vaccine they receive.
- 4) Embedded Employees who fail to comply with this mandate to become fully vaccinated and who are not granted an exemption will be considered unable to perform their duties and may be informed they may no longer report for work.
- 5) Contractor / Employer Responsibilities. City contractors who have employees covered by this policy must:
  - a) Identify and notify employees covered by the mandate;
  - b) Inform employees of the policy and their responsibilities under the policy;
  - c) Establish internal systems to receive, track and document the employee’s vaccination status or any exemption requests made by their covered employees;
  - d) Report to the City the vaccination status of their covered employees;
  - e) Take appropriate next steps with employees who fail to conform to the policy; and
  - f) Enforce policy requirements including testing, masking, and exemption documentation as appropriate.

## VACCINATION AVAILABILITY

- Vaccination remains one of the most effective ways for us to mitigate the spread of COVID-19 in the workplace.
- Vaccination locations are widely available throughout Philadelphia. To find a location most convenient to you, please visit the Department of Public Health's website [HERE](#).