



August 25, 2021

Dear Suppliers,

Effective August 16, all James Madison University (JMU) employees and visitors (contractors/suppliers), *regardless of vaccination status*, are required to wear masks in indoor spaces on owned or leased university property.

On August 5, 2021, to ensure a safe work place in light of COVID-19, Governor Northam issued Executive Directive 18 (ED 18), concerning disclosure of vaccination status, testing, and masking. A copy of ED 18 is available at <https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/ED-18-Ensuring-a-Safe-Work-Place.pdf>.

On August 9, 2021 JMU issued a letter providing COVID 19 guidance for the university community including designated affiliates [https://www.jmu.edu/news/2021/08/09covid\\_guidance\\_update.shtml](https://www.jmu.edu/news/2021/08/09covid_guidance_update.shtml).

On August 14, 2021, as directed in ED18, the Department of Human Resource Management (DHRM) issued implementing policies, procedures, and guidance, which are available on the DHRM website at <https://www.dhrm.virginia.gov/docs/default-source/covid-19/interim-guidance-on-ed-18-contract-workers-8-13-21-final.pdf>.

If you have a current contract with JMU that involves workers who work on-site in facilities owned or leased by JMU or who perform public facing services on behalf of JMU, then you must comply with the foregoing. As stated in the guidance, the individual or entity who holds the relevant contract must provide a certification to the contracting public of compliance with these requirements. As per Virginia Department Human Resource Management guidance, all covered contractor workers, 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.

ED 18 is not applicable when a construction contractor's responsibility includes the care, custody and control of a JMU owned or leased facility.

If you are not providing contractual services to JMU, on-site, no action is required, but please take note of this state policy should your situation change.

For contracts where this directive applies (working on site, delivery to campus, sales representatives visiting campus, etc.), certification of compliance with Executive Directive #18 shall be submitted to Procurement Services at [procurementcontracts@jmu.edu](mailto:procurementcontracts@jmu.edu) by the Supplier/Contractor, on company letterhead, signed and dated by the signatory of the Contract and include the following:

“Certification of Compliance with Executive Directive Eighteen (2021)

All workers that will be on site at a JMU property are fully vaccinated against COVID-19 or 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 the public.”

Sincerely,

Catherine Weaver  
Director, Procurement Services

PROCUREMENT SERVICES

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