



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

9/29/21

Dear DDS Providers,

Recently, State COO Josh Geballe emailed the following guidance for all state contractors regarding the vaccine mandate.

As noted in the [memo issued by DDS on 9/10/21](#), any DDS provider working in the DDS funded program types outlined in this communication are subject to the vaccine/testing mandate.

If your agency provides such services, please review the additional information below. Thank you.

Dear State Contractors:

First, thank you for your continued work through the pandemic. We have made tremendous strides in keeping our residents safe, maintaining services, and improving state government functions. As a state contractor, you're a part of the great progress we have made here in Connecticut. Your dedication to the State of Connecticut has helped make it happen. Thank you.

I am writing to ask for your continued help.

On September 10, Governor Ned Lamont issued [Executive Order No. 13G](#) relative to vaccine requirements for Connecticut state contractors. State contractors have been defined in that executive order ("EO") as "any person or business entity, including a vendor of support services or subcontractor, that provides the personnel who function as contract workers, state employees, state hospital employees, or covered workers to a covered state agency, school board, or child care facility."

Effective Monday, September 27th, this EO requires that all state contract workers who expect to enter a state-owned or controlled property on a regular basis be either fully vaccinated against COVID-19 or submit to weekly testing.

Contractors can expect to complete their first report to the State on October 1st, 2021.

In order to be compliant with the EO, contractors must do the following:

Complete an initial attestation regarding the vaccination status of their contract workers as defined above using a form located on the state's procurement platform, CT Source. This form

requires contractors to (1) provide aggregate employee vaccination and testing data, and (2) attest to the fact that the data being reported is true, and that they plan to continue complying with the Executive Order.

Provide an updated attestation to the State on a monthly basis. This information will need to be submitted on a monthly basis, even if there have been no changes to the employee base.

Maintain the following records in your employer files, either on paper or electronically:

- **A roster of workers and their compliance status:** A master roster of all contract workers subject to the mandate, including individual status as:
 - Fully vaccinated;
 - Having received their first dose of a two-dose vaccine and the scheduled date of their second dose appointment (note that these individuals must submit weekly test results until they are fully vaccinated);
 - Having been granted a medical or religious exemption; and,
 - Having chosen to submit to weekly testing in lieu of being fully vaccinated for COVID-19 (not applicable to state hospital employees).
- **Vaccination records:** The vaccination records for each fully/partially vaccinated worker, and a signed declaration of authenticity of any vaccination record submitted as proof of vaccination
- **Vaccination Exemption forms:** Completed, signed, and approved medical or religious exemption forms for each exempt employee
- **Test results:** Proof of the results of a weekly COVID-19 test for each individual who is not fully vaccinated and who has not had a documented COVID-19 infection in the prior 90 days
- **COVID-19 infection documentation:** Completed and provider-certified request for a temporary waiver from testing with a documented COVID-19 infection in the prior 90 days
- **A copy of attestation forms from each subcontractor:** A copy of attestation forms submitted by subcontractors in the form and manner directed by the state on the state's procurement platform, CT Source.

While the information maintained by contractors is not required to be submitted to the State, the State may request access to said documentation in certain circumstances in the future.

To provide our contractors with an easy, seamless way to report the vaccination and testing status and of their contract workers, the State has developed an online form that can be submitted through its procurement system, [CTsource](#).

Contractors who are not already registered for CTsource can create a Supplier profile on the [CTsource login page](#). A guide for how to create such a registration can be found [here](#).

Due to the influx of documentation we expect to receive, it will likely take several days for the state to fully assess compliance and resulting actions. As such, all contract workers should report to work as usual and continue to report normally until and unless notified otherwise.

Please note that state contractors should not use the WellSpark app or webpage intended for state employees to submit any of the above requested information.

For instructions, FAQs, and more detailed information on the requirements of this EO, please visit our [website](#).

Being vaccinated against COVID-19 is the most effective means of preventing infection and subsequent transmission to our residents. Rates of severe illness leading to hospitalization and death are 5 to 10 times

higher for unvaccinated people in Connecticut and nationwide. We appreciate your support of these important requirements that will help ensure a safe and productive workplace while protecting the public health of our great state.

Thank you for your help in combating the COVID-19 pandemic and for your service to the State of Connecticut. Should you have further questions, we again encourage you to first visit our website, and if you need further support, to contact your contracting agency point of contact.

Thank you,

Josh Geballe
Chief Operating Officer
State of Connecticut
