

****Clarification: this message has been sent to PIs with Federal Contracts and Cooperative Agreements.***

Dear Colleagues:

I write to bring you up to date on three things:

1. Compliance deadline: extended to January 18, 2022
2. Mask policy: please pay special attention to this section
3. Vaccination process

1. Deadline

President Biden's "Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors" (EO 14042) directs the Safer Federal Workforce Task Force to issue guidance and protocols for workplace safety. The guidance initially directed us to take necessary steps to confirm our covered employees are fully vaccinated against COVID-19 or qualified for an exemption by December 8, 2021. **The federal government has extended the deadline for compliance with EO 14042 to January 18, 2022.** Please make sure that all a covered employees on your projects have completed the vaccination declaration/exemption form in time to allow us to comply with this deadline.

2. Mask Policy

Legal Affairs is working on guidance for how to comply with the mask policy part of the executive order in a way that is both compliant with existing requirements and respectful of concerns of individuals. They will supply this guidance to affected PIs as soon as it is available. The guidance will apply to covered individuals and to personnel working in the same workspace as covered individuals.

Information about the EO policy on masks can be found [here](#).

3. Refresher on the vaccination certification/exemption process

I review, here, the steps from our November 10, 2021 email:

- a. OSP will notify you (the PI) that a particular contract or cooperative agreement has been impacted and will provide the title of the project, the associated 26- account number, a "covered employee" spreadsheet template, and instructions on what to do next. OSP will send a courtesy copy of this notification to your department chair or ORU director and to your ADR. OSP will send notices to ADRs for all contracts and cooperative agreements for which they have already notified the PIs. OSP will keep a record of all affected awards and which ADRs received notification.
- b. You will then need to complete the spreadsheet of covered employees as defined in the instructions. This will include providing the name, EID, title (if staff), status (if trainee: postdoc, grad, undergrad) for each employee working on the affected federal contract or

cooperative agreement. This list should include anyone listed as PI, co-PI, co-I, or key personnel, as well as anyone receiving support from the award or working in the laboratory/research space where the project's activities take place. This spreadsheet should be sent to your ADR. (If you are within the OVPR portfolio, this spreadsheet should be sent to AVP Michelle Stickler.) A courtesy copy should also be sent to your department chair and/or ORU director, as relevant.

- c. The ADRs will pass the spreadsheets to Occupational Health Program (OHP), copying Jason LaFond in Legal Affairs. ADRs shall keep track of notifications they have received as well as datestamp of when PIs provided spreadsheets listing covered employees.
- d. Legal Affairs will provide you with an email template to send to covered employees to notify them of their obligation to engage in compliance activities through execution of our vaccine declaration form (which also includes options to request an exemption). That email will provide the compliance form the employee must use. Covered employees will then upload their materials directly to OHP.
- e. OHP will work with you to ensure full compliance. Legal Affairs will be available to advise if there are non-compliance issues.

Thank you in advance for helping us maintain the safety and viability of federally funded research at UT.

Sincerely,
Dan Jaffe

DAN JAFFE, Vice President for Research
The University of Texas at Austin