

Nova Scotia COVID-19 Supplier Attestation

February 7, 2022

Suppliers providing goods and/or services to the Province are required to ensure their **personnel**, including any sub-contractors, who are entering any **provincial workplace** or physically interacting with provincial employees or the public on the Province's behalf are **fully vaccinated** as of February 9th, 2022.

No supplier attestation form is needed if:

1. A supplier is solely providing goods;
2. A supplier is providing only virtual services with no requirement to interact in person with provincial employees or the public on the Province's behalf;
3. A supplier performs work outside of provincial workplaces and is not interacting with provincial employees or the public on the Province's behalf (e.g. some highway work and some park maintenance); or
4. A supplier is only accessing common areas of provincial workplaces, accessible to the public (e.g. courier and delivery services, catering services, etc.).

This supplier attestation form must be completed by an authorized representative of the supplier. Only one attestation form is required per supplier to address all contracts with the Province.

Suppliers who do not comply with the supplier attestation form, or who submit false or misleading information, may be subject to measures up to and including contract termination.

Do NOT provide personal health information. No personal health information of supplier employees will be collected.

Resources

Details are available by accessing the following link: [COVID-19 Requirements for Suppliers](#)

For guidance on how to check proof of full vaccination and valid medical exceptions please consult the [Public Health Guide](#).

Nova Scotia COVID-19 Supplier Attestation Form

Name of Business: _____

Operating Name (if different than above): _____

Unique ID (if available): _____

Supplier Contact Name: _____

Supplier Contact Email: _____

Supplier Contact Phone Number: _____

Attestation (select one)

All **personnel** who physically interact with the provincial government or the public on the Province's behalf are **fully vaccinated**.

All **personnel** who physically interact with the provincial government or the public on the Province's behalf are **fully vaccinated** or will be by February 9, 2022.

One or more of my **personnel** have a documented medical exception. All other personnel who physically interact with the provincial government or the public on the Province's behalf are **fully vaccinated** or will be by February 9, 2022.

Important: In order to receive a medical exception, an individual must have a valid medical contraindication and a letter from a licensed healthcare provider such as a physician or nurse practitioner.

The supplier must contact the contract manager where the medical exception applies immediately, to request an accommodation and recommend additional protective measures. The supplier attestation form will only be considered complete once mitigation measures have been approved by the contract manager, if required.

One or more of the **personnel** who interact with the Provincial government are not **fully vaccinated** and do not intend to become vaccinated.

Important: Please be aware that by attesting that one or more personnel who interact with the provincial government are not fully vaccinated and do not intend to become vaccinated, the supplier may be unable to fulfill the duties of their contract(s) and that it may be grounds for contract termination. If this applies to you please contact your contract manager immediately.

Confirm and Agree

I confirm that **personnel** provided by the **supplier** have been notified that they are expected to continue to comply with health and safety measures, including but not limited to wearing a mask, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when working on behalf of the Province.

I confirm that **personnel** provided by the **supplier** who are unable to be either **partially vaccinated** or **fully vaccinated** due to an approved and valid **medical exception** MAY be subject to additional protective measures presented to and approved by the contract manager where the medical exception applies.

I confirm that all **personnel** provided by the **supplier** have been notified of the COVID-19 vaccination requirements of the Province, and that the supplier has complied with this requirement.

I confirm that **personnel** provided by the **supplier** coming into provincial workplaces have been requested to carry their proof of vaccination at all times to avoid possible removal from a provincial workplace.

I understand that the Province will declare a **supplier** unable to fulfill their contract if an attestation is found to be untrue. The Province reserves the right to ask for additional information to verify vaccination status. Failure to comply with any request or requirement imposed by the Province will be considered not fulfilling the duties required under all applicable contracts.

I confirm that the information provided is true and will continue to be true for the duration of all contracts.

Thank you for completing your attestation.

Please remember:

- Suppliers coming into provincial workplaces must be able to provide proof of vaccination upon request from the contract manager or front desk reception.
- Suppliers are requested to carry their proof of vaccination at all times to avoid possible removal from a workplace.
- We will periodically monitor adherence to the proof of vaccination protocol for suppliers by requesting to see proof of vaccination.
- Many suppliers may be asked to show proof of vaccination to enter provincial facilities in the same way our visitors are being asked. In the event there are compliance issues with this protocol, contract termination may be considered. We will make every attempt to work with suppliers on accommodation requests as part of our relationship with industry.

Return completed form by email to:

Department of Public Works
Highway Construction Services
Email: tendering.hcs@novascotia.ca

Privacy Notice

The purpose for collection of your personal information (name, e-mail address and phone number) is to fulfill the responsibility of the Province to maintain safe and health workplaces for its employees and members of the public. The personal information is collected under the authority of the Freedom of Information and Protection of Privacy (FOIPOP) Act and the COVID-19 Vaccination Requirement for Suppliers (the 'Requirement').

The information collected will be used to confirm the vaccination status of supplier employees that will be entering government facilities and/or interacting with provincial employees or the public. The information will also be used to monitor and report on compliance with the Requirement. No personal health information of suppliers or their employees will be collected.

The Province is committed to protecting the personal information it collects regarding the vaccination status of its suppliers. All information collected pursuant to the Requirement will be held in strict confidence and used or disclosed only for the specific purposes described in the Requirement and in accordance with the FOIPOP Act.

For questions about how your personal information is being handled under this directive, you may contact supdev@novascotia.ca.