*\*\*\*This document is a sample template and businesses should consult with counsel to ensure it complies with their requirements and goals under applicable law.*

**[COMPANY NAME] Key to NYC Mandatory Vaccine Protocol**

This document sets forth [COMPANY NAME]’s (the “Company”) protocol for compliance with the requirements set forth in New York City Emergency Executive Order No. 225, issued August 16, 2021, “Key to NYC: Requiring COVID-19 Vaccination for Indoor Entertainment, Recreation, Dining and Fitness Settings.”

Employee Policy

The Company has established a policy requiring that all employees provide proof that they have received at least one injection of a COVID-19 vaccine that has been approved or authorized by the United States Food and Drug Administration and/or the World Health Organization. The Company’s [EMPLOYEE TITLE] is responsible for verifying that all employees have provided such proof as a condition of employment and that the name on the provided proof matches the name of the employee in the Company’s records. Acceptable forms of proof include: a CDC COVID-19 Vaccination Record Card; an official immunization record from the jurisdiction, state or country where the vaccine was administered; a digital or physical photo of such card or record, reflecting the person’s name, vaccine brand, and date administered (or picture thereof); the New York City COVID Safe Pass app; or the New York State Excelsior Pass app. The Company maintains records confirming that each employee has provided it with proof that the employee has received at least one injection of a COVID-19 vaccine.

Guest Policy

[REVISE AS NECESSARY TO REFLECT OPERATIONS]

The Company has established a policy requiring that all guests twelve years old or older provide proof that they have received at least one injection of a COVID-19 vaccine that has been approved or authorized by the United States Food and Drug Administration and/or the World Health Organization. The Company’s [EMPLOYEE TITLE] is responsible for verifying that each guest who enters the Company’s premises that is twelve years old or older provides proof that they have received at least one injection of a COVID-19 vaccine that has been approved or authorized by the United States Food and Drug Administration and/or the World Health Organization. Acceptable forms of proof include: a CDC COVID-19 Vaccination Record Card; an official immunization record from the jurisdiction, state or country where the vaccine was administered; a digital or physical photo of such card or record, reflecting the person’s name, vaccine brand, and date administered (or picture thereof); the New York City COVID Safe Pass app; or the New York State Excelsior Pass app. The Company’s [EMPLOYEE TITLE] is also responsible for reviewing the identification of any guest who appears to be 18 years of age or older and confirming that the person requesting entrance is the same person reflected on the proof of vaccination. Acceptable forms of identification that will be accepted include: a driver’s license; a non-driver government ID card; an IDNYC card; a passport; or a school or work ID card.

If any member of a party is unable to provide the required proof of vaccination, [EMPLOYEE TITLE] is directed to offer those guests the option of outdoor seating and/or ordering food to go. If any guest raises any questions or concerns about this requirement, [EMPLOYEE TITLE] is directed to contact a manager or supervisor to respond to address the guest’s concerns. Guests under the age of twelve or guests entering for a quick and limited purpose (for example, using the restroom, placing or picking up an order or service, changing clothes in a locker room, or performing necessary repairs) are not required to show proof of vaccination but will be required to wear a face mask at all times they are unable to maintain six feet of distance from other individuals inside the Company’s premises.