



**Order of the Commissioner of Health of the City of Chicago No. 2021-2  
(Proof of Vaccination in Public Places)  
GUIDANCE**

Effective January 3, 2022, Section 3 of Public Health Order No. 2021-2 (the “Order”) requires that each covered entity develop and keep a written record describing the protocol for implementing and enforcing the requirements of the Order. Such written record shall be available for inspection upon request of any City official authorized to enforce the Order.

**TIPS FOR COMPLYING WITH SECTION 3**

- Covered entities are **not** expected or required to maintain copies of CDC Vaccination Record Cards.
- What is required is a written plan that details **how** the covered entity will comply with Health Order 2021-2.
- Some suggestions for creating a protocol:
  - Designate an employee or employees to oversee the compliance plan.
  - Conduct training sessions with all employees and document attendance at the trainings.
  - Specify where and how proof of vaccination will be checked for patrons and employees. For unvaccinated employees, create a protocol of testing that will meet the requirements of the Order.
  - Determine which employee(s) or type(s) of employees (e.g., staff; security) will be designated to check proof of vaccination and make sure all employees are familiar with the different types of proof that may be presented (e.g., electronic proof from a pharmacy or healthcare provider; digital image of a CDC Vaccination Record Card; etc.).
  - Tailor the plan to the specific layout of your business/establishment. If there are multiple entrances, will employees check proof of vaccination at each entrance, or will patrons be directed to a central location?
  - Include recommendations for a planned response if employees encounter patrons who refuse to comply. Consider designating someone to assess problem situations and determine if an escalated response is required.
  - The Order requires that patrons present proof of full vaccination (1 shot of the Janssen/Johnson & Johnson vaccine or 2 shots of the Moderna or Pfizer-BioNTech vaccine). U.S. Citizens can comply by presenting their actual CDC Vaccination Record Card or a physical reproduction or digital image of their CDC Vaccination Record Card, or by providing electronic proof of their vaccination from a pharmacy or healthcare provider, as well as a legal form of identification that can be used for proof of age and identity. Non-U.S. Citizens can comply by providing similar proof of vaccination in the form of a vaccine passport or other verification method used in their country of citizenship, as well as a legal form of identification that can be used for proof of age and identity in their country of citizenship.

*A sample is available. It can be modified to address the needs of the specific business.*



**City of Chicago Public Health No. 2021-2  
(Proof of Vaccination in Public Places)  
Protocol**

Name of Business/Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Name of Person(s) Checking Proof of Vaccination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Training Sessions with all Employees:

\_\_\_\_\_  
\_\_\_\_\_

Describe how your business is verifying proof of COVID-19 vaccination for any individuals 5 years of age or older who patronize, enter, attend an event in, or purchase goods from your establishment, including proof of identification for patrons 16 years of age or older:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the entrances/locations where the proof of vaccination check will take place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the location(s) where required signage is posted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_