

Chicago Vaccine Requirement

Toolkit for Businesses & Employers

Effective January 3, 2022



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Policy Overview

The order: Patrons at certain public indoor places, events and establishments are required to provide verification of full vaccination. Read the official order [here](#).

When it begins: Monday, January 3, 2022

Who it applies to: Anyone age 5 and older, unless exceptions apply.

Who is exempt: Individuals going into an establishment for less than 10 minutes, nonresident professional athletes, nonresident performing artists, individuals with medical or religious exemption, and more. Details can be found in the [order](#) and [FAQ page](#).

When it ends: The Public Health Order will remain in effect until the City of Chicago is through the Omicron-driven surge and the risk of overwhelming hospital capacity has passed

Where the order applies:



INDOOR DINING: Including, but not limited to, restaurants, bars, fast food establishments, coffee shops, tasting rooms, cafeterias open to the public, food courts, dining areas of grocery stores, breweries, wineries, distilleries, banquet halls, and hotel ballrooms.



INDOOR GYMS & FITNESS STUDIOS: Including, but not limited to, gyms, recreation facilities, fitness centers, yoga, Pilates, cycling, barre, and dance studios, hotel gyms, boxing and kickboxing gyms, fitness boot camps, and other facilities used for conducting indoor group fitness classes.



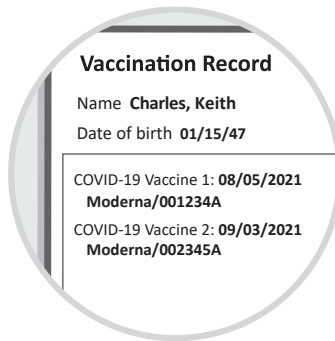
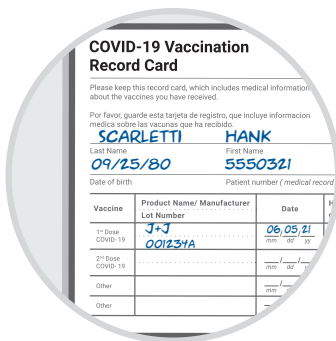
INDOOR ENTERTAINMENT & RECREATION VENUES where food or beverages are

served: Including, but not limited to, movie theaters, music and concert venues, live performance venues, adult entertainment venues, commercial event and party venues, sports arenas, performing arts theaters, bowling alleys, arcades, card rooms, family entertainment centers, play areas, pool and billiard halls, and other recreational game centers.

Valid Proof of vaccination includes:

- 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 a card or record, reflecting the person's name, vaccine brand, and dates administered.
- Proof of vaccination from another country is also valid.

Individuals over the age of 16 need to provide identification with the same identifying information as the proof of vaccination.



Proof of weekly negative COVID-19 test for employees:

- Employees who are not fully vaccinated are required to provide proof of negative COVID-19 test results every seven days.
- The test must be a viral test for SARS-CoV-2 detecting current infection (not an antibody test).
- A rapid antigen test performed by the employee is acceptable only if observed by their employer or a telehealth provider.
- A self-administered and self-read test is not acceptable.

NOTE: For any updates or changes to the policy, please check chicago.gov/COVID

Checklist

Train Your Employees

- ☐ Watch the City of Chicago Vaccine Requirement webinars.
- ☐ Familiarize yourself with approved ways people can show proof of vaccination.
- ☐ Identify which customer-facing staff needs to be trained to review proof of vaccination documents.
- ☐ Identify dates and times for staff meetings and any necessary training.
- ☐ Conduct trainings with employees to be sure they are familiar with valid proofs of COVID-19 vaccination for patrons – and that they know the rules as they apply to employee vaccination or testing.
- ☐ Send a written message to all team members outlining the policy, implementation plan, and available resources.
- ☐ Post the public health order and other employee resources in a highly visible location.

Checklist

Educate your customers

- ☐ Post signage at each publicly accessible entrance and at least one location inside that is clearly visible informing patrons of the full vaccination requirement required under the Public Health Order.
- ☐ Consider putting a note regarding the policy on your website and/or social media channels.
- ☐ Include message about the vaccine verification requirement on your business voicemail.
- ☐ Train employees taking reservations to remind customers of the policy.
- ☐ Send an auto-reply on any online reservation system informing customers that they will be asked for proof of vaccination.

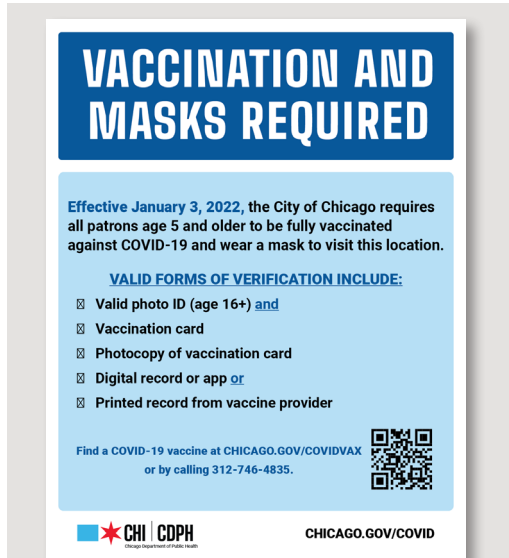
Checklist

Be prepared

- ☐ Keep a written plan for implementation of the Vaccine Requirement available for inspection upon request of any City official authorized to enforce the Public Health Order.
- ☐ Anticipate possible scenarios with customers refusing to show proof of vaccination and, if appropriate, offer alternatives such as seating customers in an outdoor area, providing takeout, providing outdoor gym area, or connecting customers with similar options in the area.

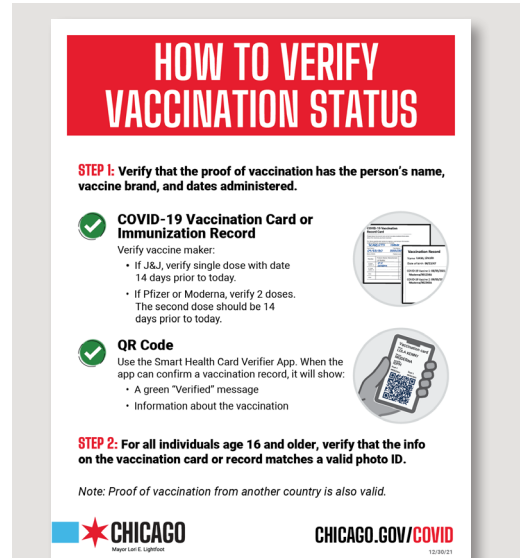
SIGNAGE

Required Vaccination and Masks Sign



([English](#) | [Spanish](#))

For Employees: How to Verify Vaccination Status Poster



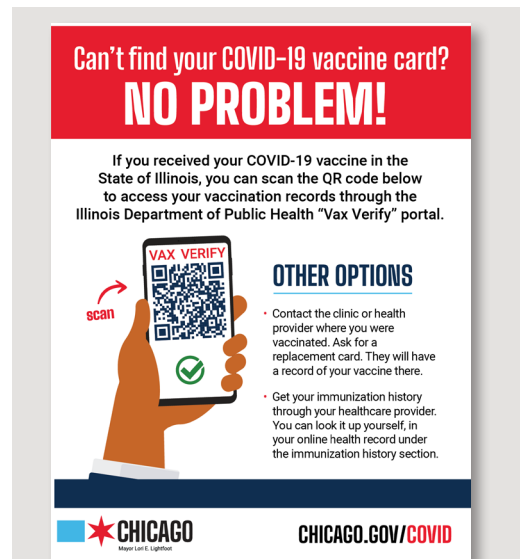
([English](#) | [Spanish](#))

Please Be Kind Poster



([English](#) | [Spanish](#))

For customers: Verify Your Vaccination Status Poster



([English](#) | [Spanish](#))

Note: For signage and communication resources in other languages, please check chicago.gov/COVID

Helpful Links & resources

01

City of Chicago Public Health Order

rebrand.ly/HealthOrder

City of Chicago Business Webinars

youtube.com/ChicagoBACP

02

03

Frequently Asked Questions

rebrand.ly/RequirementFAQs

Written Record Guidance for
Checking Proof of Vaccination

rebrand.ly/VaxProofCheck

04

05

Employee Compliance Plan

rebrand.ly/CompliancePlan

City of Chicago Vaccine Finder

rebrand.ly/VaccineFinder

06

07

Testing Sites Locator

rebrand.ly/TestingSites

If you have any questions, please
email BACPoutreach@cityofchicago.org