

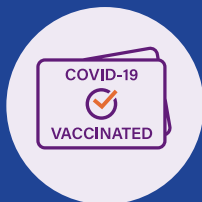
# More information on the new policy on private sector COVID-19 vaccination requirements for business owners

**Beginning December 27**, all workers in New York City who perform in-person work or interact with the public in the course of business beyond a quick and limited purpose will be required to show proof of their first dose of the COVID-19 vaccine. Workers will have up to 45 days to receive their second dose of a two-dose vaccine. Covered businesses are required to exclude from the workplace all workers who have not met this requirement, with the exception of individuals who have requested reasonable accommodations for medical or religious reasons by December 27. For a full list of covered businesses, requirements, and exemptions, go to [nyc.gov/vaxtework](https://nyc.gov/vaxtework).

**Here is a helpful checklist to make sure your business is prepared for this new policy:**



- **Familiarize yourself** with covered businesses, requirements, and exemptions.



- **Have a plan in place** to maintain worker vaccination records and process reasonable accommodations. Covered businesses are responsible for collecting proof of vaccination and securely maintaining records. Your plans should also include a process for determining whether workers are eligible for a reasonable accommodation.



- **Be prepared** to make your records available for inspection upon request by a city agency.



- **When you are in compliance**, sign the NYC affirmation and place it in a clearly visible area of your business. **Businesses must sign and post the affirmation no later than December 27.** You can download the affirmation form at [nyc.gov/vaxtework](https://nyc.gov/vaxtework).

For more information on this policy, please visit [nyc.gov/vaxtework](https://nyc.gov/vaxtework).

If you are a small business with further questions, you can also call NYC Small Business Services at (888) SBS-4NYC (888-727-4692) for assistance understanding and implementing this policy.

