



TO: All Tenants

FR: Paula Mayo

CC: Tim Hogan

RE: 475 Update: Proof of Covid-19 Vaccination

DT: 18 August 2021

Below please find **Key to NYC** mandates for proof of COVID-19 vaccine. The policy is in effect as of August 17, and requires that people 12 and older will be required to show proof that they have received at least one dose of the COVID-19 vaccine authorized for emergency use by the FDA or WHO. Full enforcement of this mandate will begin on September 13, 2021. Any business which does not comply with the policy will be subject to fines.

How does this effect TIC tenants and visitors?

Proof of a least one dose of the vaccine will be needed to enter the cafeteria and conference rooms; to attend concerts and events held in the chapel, to attend exhibition receptions.

Visitors going directly to tenant offices are not required to show proof of vaccination status.

All cafeteria personnel is required to be vaccinated.

Tenants and visitors will continue to wear masks in all public areas of TIC including: conference rooms, restrooms, elevators and elevator lobbies.

The seating area of the cafeteria will be closed effective, Monday, August 30, 2021, all cafeteria orders will revert to take out only. Anyone who decides to sit the cafeteria must be prepared to show a valid proof of vaccination status.

Please review the detailed **Key to NYC/ Vaccination Proof for Indoor Activities** information outlined below.

Vaccination Proof for Indoor Activities (Key to NYC)

Starting **August 17**, people 12 and older will be required to show proof they have received at least one dose of a COVID-19 vaccine authorized for emergency use by the FDA or WHO for:

- Indoor dining
 - Includes restaurants, **catering halls**, **event spaces**, hotel banquet rooms, bars, nightclubs, **cafeterias**, grocery stores with indoor dining, coffee shops and fast food or quick service with indoor dining
- Indoor fitness
 - Includes gyms, fitness centers, fitness classes, pools, indoor studios and dance studios
- Indoor entertainment
 - Includes movie theaters, **music and concert venues**, museums and **galleries**, aquariums and zoos, professional sports arenas, indoor stadiums, convention centers, **exhibition halls**, performing arts theaters, bowling alleys, arcades, pool and billiard halls, recreational game centers, adult entertainment and indoor play areas

This new requirement — called the Key to NYC — includes bars, fitness gyms, movie and stage theatres, museums and other indoor venues. Staff at these locations are also required to be vaccinated.

The highly contagious delta variant is spreading quickly in NYC, and unvaccinated people are at the most risk for infection, hospitalization and death. [Learn how you can get vaccinated for free today.](#)

Proof of Vaccination

Proof of vaccination may include:

- NYC COVID Safe App: [Android](#) | [iOS](#)
- [Excelsior Pass](#)
- [CDC Vaccination Card](#) (or photo)
- [NYC Vaccination Record](#)
- An official immunization record from outside NYC or the U.S

If you received the vaccine outside the U.S., you must have an official immunization record that includes:

- First name and last name

- Date of birth
- Vaccine product name (only [vaccines authorized by the WHO](#) are acceptable)
- Date(s) administered
- Site where the vaccine was administered, or name of the person who administered it

Discrimination Complaints

Indoor dining, fitness and entertainment venues must accept valid proof that you received at least one dose of any vaccine authorized for emergency use by the FDA or WHO. This requirement may not be used as an excuse for businesses to discriminate against anyone who has valid vaccination proof.

You have a right to be free from discrimination or harassment. If you believe you have been discriminated against because of who you are, including your race, national origin or disability, contact the [NYC Commission on Human Rights](#).

Information for Businesses

If your business is covered by this requirement, you will be required to check the vaccination status of all staff and customers 12 and older. You may not permit entry to anyone 12 and older who has not received at least one dose of the COVID-19 vaccine. You can make an exception for allowing customers to use the bathroom or for another reason that will take a small amount of time (e.g. less than 10 minutes).

This policy is in effect as of August 17, and enforcement will begin on September 13. Businesses that do not comply with this policy will be subject to fines.

To prepare for this policy:

- Place the [Vaccination Required Poster for Businesses](#) (PDF) in a place that is clearly visible to people before they enter your business.
- Become familiar with the accepted proofs of vaccination listed above.
- Develop a written implementation plan that will be available for inspection. This should include how you will check the vaccination status of staff and customers before they enter — or immediately after they enter — your business.
- Help your staff get vaccinated! Consider hanging [posters about the COVID-19 vaccines](#) in break rooms and provide information about [where to get vaccinated](#).

If you are a small business and have questions about this policy, call NYC Department of Small Business Services hotline at 888-SBS-4NYC (888-727-4692).