

**KEY TO NYC**  
**Written Implementation Protocol**

Entities subject to Emergency Executive Order 225 must develop and keep a written record describing the covered entity's protocol for implementing and enforcing the requirements of the Order. Such written record must be available for inspection upon a request of a City official as allowed by law.

This fillable template may be used as your written record, or you may create your own.

**Name of Business/Establishment:**

**Address:**

**Name of Owner/Manager:**

1. Describe how your business is verifying proof of receipt of **at least one dose of a COVID-19 vaccine and proof of identification** (where necessary) for any employees, interns, volunteers, or contractors who enter your establishment:
  
2. Describe how your business is verifying proof of receipt of **at least one dose of a COVID-19 vaccine and proof of identification** for any patrons 12 years of age or older who patronize, enter, attend an event in, or purchase goods from your establishment:
  
3. Describe the **location where required signage is posted:**<sup>1</sup>

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<sup>1</sup> An establishment covered by Key to NYC must post a sign in a conspicuous place that is viewable by prospective patrons prior to entering the establishment and notifies employees and patrons about the vaccination requirement. An establishment may post a sign created by the NYC Health Department, which is available online at [nyc.gov/keytoNYC](https://nyc.gov/keytoNYC) or by calling 311, which will mail the sign to you for free. The sign is available in multiple languages.

An establishment may also create its own sign, which must be at least 8.5 x 11 inches, use at least 14-point font, and include this text: *"New York City requires staff and customers 12 years of age and older to be vaccinated against COVID-19 in order to enter this establishment. To find out where to get a free COVID-19 vaccine visit [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or call 877-VAX-4NYC (877-829-4692). For more information on Key to NYC, visit [nyc.gov/keytoNYC](https://nyc.gov/keytoNYC)."*