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Economic & Workforce Development Department  
Special Activity Permits Division

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## **City of Oakland Proof of Vaccination Ordinance Business Protocol Template**

This template can be used by businesses to help them comply with the Ordinance requirement for protocol documentation.

1. Please list the locations where you have posted Advisory Notices prior to the entrance informing patrons that they must provide Proof of Vaccination in order to enter any indoor portions of your business.
2. Describe what staff position(s) will check patrons' proof of vaccination and photo identification.
3. Describe where staff will check for proof of vaccination (for patrons aged 12 and up) and photo identification (for patrons aged 18 and up) prior to patrons entering any indoor portions of your business.
4. Describe what training your business will provide the staff position(s) that will check patrons' proof of vaccination and photo identification.
5. Describe your business' protocol if a patron fails to provide photo identification and proof of vaccination or verification of medical exemption and proof of recent negative COVID-19 test.
6. Provide a contact person and their contact information for any questions regarding your business' Proof of COVID-19 Vaccination Protocols.

If you have questions about the protocol template, please email [gminor@oaklandca.gov](mailto:gminor@oaklandca.gov).