September 9, 2021

Dear Chief Obe,

Please be advised that the New York City Department of Education (NYCDOE) is updating its Visitor Control Policy to reflect new requirements related to the COVID-19 pandemic. In order to protect staff and students in DOE buildings, pending an Order by the Health Commissioner, all visitors wishing to enter DOE buildings must show proof of having at least one dose of the COVID-19 vaccination. Acceptable proof of vaccination is one of the following:

- A CDC Vaccination Card; a photo or photocopy is also acceptable.
- A NYC Vaccination Record or other official immunization record from within or outside the US, including from a health care provider. A photo or photocopy of this card is also acceptable.
- NYC COVID Safe App on Android or iOS.
- Excelsior Pass or Excelsior Pass Plus.
- DOE COVID-19 Vaccine Portal.

In addition, all visitors are required to wear a face covering and complete the health screening. If a visitor wishes to enter a DOE building but is unable or unwilling to show proof of vaccination upon sign-in, the visitor may not enter the building absent emergency circumstances. Thus, law enforcement officials and emergency responders do not need to show proof of vaccination to enter when responding to an emergency, and if a student is experiencing a medical emergency or is in crisis, the student’s guardian will be allowed to enter the building, regardless of vaccine status.

We appreciate your support. If you have any questions, please do not hesitate to contact me.

Best regards,

[Signature]

Mark Rampersant
Senior Executive Director
NYCDOE Office of Safety and Youth Development