



## Checklist for Vaccine Verification Program Policy Review

To expedite review and approval by Boulder County Public Health (BCPH), please ensure that the following items are addressed in the submitted policy:

- Written policy that applies specifically to the facility/event.
  - Employers must have a policy for employees/staff
  - Facilities/events admitting members, guests, the public, (i.e. non-employees) must have a written policy for those individuals.
- Process for requiring proof of vaccination for **all** individuals entering the indoor space
  - Employees/staff
  - Members, guests, visitors, the public
- Process to verify that at least 95% of the individuals in its indoor space are fully vaccinated
  - Including children under 12, employees, staff, guests, members, visitors
  - Or indicates that it is not possible to achieve 95% fully vaccinated status (may require additional consultation with BCPH)
- The types of exemptions/exceptions, if any, to the vaccine requirement, and a description of the process for considering such requests
  - If applicable, address how the exemption/exception process will ensure that at least 95% of the individuals in the indoor space are fully vaccinated
- Additional COVID-19 transmission mitigation strategies, if any
  - Recommended; not required.
- Actions the facility/event will take in response to individuals who refuse to comply with the policy, if any

*NOTE: Boulder County Public Health cannot provide legal advice. We encourage you to consult an attorney if you have legal questions regarding your facility/event's policies.*