

# Cook County Department of Public Health (CCDPH)

## Guidance for businesses to ensure compliance among employees COVID-19 Proof Of Vaccination Compliance Plan

- Cook County Department of Public Health's Mitigation Order 2021-11 requires businesses subject to Order to develop and keep a written record describing the protocol for implementing and enforcing the requirements of the Order.
- This document provides guidance for employers to ensure compliance with this Order among employees.
- Please add your business name in the empty field below.

### 1. Purpose and Applicability

This Business is committed to providing a safe and healthy workplace for all our employees and customers, and has developed the following plan to comply with the Cook County Department of Public Health's COVID-19 vaccine requirement.

This workplace IS covered by Mitigation Order No. 2021-11.

This workplace IS NOT subject to Mitigation Order No. 2021-11.

If not, specify relevant exemption: \_\_\_\_\_

### 2. Roles and Responsibilities

This business's goal is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-managerial employees and their representatives are all responsible for supporting and complying with this plan.

We have appointed a COVID-19 Safety Coordinator(s) to aid implementation and monitoring of this plan. The COVID-19 Safety Coordinator(s) has the business's full support in implementing and monitoring this COVID-19 plan, and has authority to ensure compliance with all aspects of this plan, including confirming the vaccination status of employees and ensuring they comply with testing requirements.

| COVID-19 Safety Coordinator(s) |                         |   |
|--------------------------------|-------------------------|---|
| Name                           | Title/Facility Location | Contact Information (office location, phone, email address) |
|                                |                         |   |
|                                |                         |   |



### 3. Confirming vaccination status among employees

Similar to patrons, employees of businesses subject to the Order must show proof of vaccination to employers. Proof of vaccination means proof of receipt of an approved COVID-19 vaccination. Such proof may be established by:

1. A CDC COVID-19 Vaccination Record Card or an official immunization record from the jurisdiction, state, or country where the vaccine was administered or a digital or physical photo of such a card or record, reflecting the person's name, vaccine brand, and date administered; or
2. Any other method specified by CCDPH as sufficient to demonstrate proof of vaccination.

Businesses are NOT expected or required to maintain copies of CDC Vaccination Record Cards or similar, but ARE required to document verification and compliance with this Public Health Order. Such documentation should be in writing and must be available for inspection upon request of any County official authorized to enforce this Order. A suggested template for documentation is provided in Section 5.

### 4. COVID-19 testing for employees who are not fully vaccinated

Employees who are not fully vaccinated against COVID-19 must comply with a COVID-19 testing requirement. Employers are responsible for ensuring compliance with this. Employees who are not fully vaccinated must receive a test for COVID-19 every 7 days. The test must be:

- A viral test for SARS-CoV-2 (not an antibody test).
- Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus.
  - A full list of tests with an EUA from the FDA is available - both [molecular tests](#) (e.g. PCR) and [antigen tests](#) approved by the FDA are acceptable.
- Administered in accordance with the authorized instructions;
- NOT both self-administered and self-read, unless observed by the employer or an authorized telehealth proctor.
  - A rapid antigen test performed by the employee at home without being observed by a telehealth provider is NOT acceptable.
  - A rapid antigen test performed by the employee at home while observed by a telehealth proctor IS acceptable.
  - A rapid antigen test performed by the employee while observed by their employer (e.g. a COVID-19 Safety Coordinator) IS acceptable.
- Documented in an auditable way.
  - A template to aid employers is shown below.
  - Employers are NOT expected or required to maintain copies of COVID-19 test results, but ARE required to document verification and compliance with this Public Health Order. Such documentation should be in writing and must be available for inspection upon request of any County official authorized to enforce this Order.
  - A suggested template for documentation is provided in Section 6.

To impact COVID-19 transmission, COVID-19 test results must be acted upon. People who test positive must be isolated from others (and excluded from work) per [CDC guidance](#). Individuals who receive an inconclusive test result should be retested in order to provide a positive or negative result.

*Neither COVID-19 vaccination nor testing eliminate all risk to employees and customers. Employers are encouraged to continue to take all recommended mitigation steps to slow the spread of COVID-19, as relevant to your business. These may include ensuring adequate ventilation, strengthening physical distancing, introducing physical barriers, enhanced cleaning and disinfection, health screening, and medical management for staff who are exposed to or test positive for COVID-19.*



## 6. Documentation of employee compliance with Mitigation Order No. 2021-11: COVID-19 testing for employees who are not fully vaccinated

Proof of COVID-19 testing for employees who are not fully vaccinated is required every 7 days. This sheet can be used to record compliance by one employee over a period of approximately three months.

|                       |  |
|-----------------------|--|
| <b>Employee Name:</b> |  |
| <b>Employer:</b>      |  |

| Week commencing | Date specimen was collected for COVID-19 testing | COVID-19 test result (Positive or Negative)* | Verified by: (usually COVID-19 Safety Coordinator) | Signed by COVID-19 Safety Coordinator | Signed by employee |
|-----------------|--|--|--|---------------------------------------|--------------------|
| 1/2/2022        |  |  |  |                                       |                    |
| 1/9/2022        |  |  |  |                                       |                    |
| 1/16/2022       |  |  |  |                                       |                    |
| 1/23/2022       |  |  |  |                                       |                    |
| 1/30/2022       |  |  |  |                                       |                    |
| 2/6/2022        |  |  |  |                                       |                    |
| 2/13/2022       |  |  |  |                                       |                    |
| 2/20/2022       |  |  |  |                                       |                    |
| 2/27/2022       |  |  |  |                                       |                    |
| 3/6/2022        |  |  |  |                                       |                    |
| 3/13/2022       |  |  |  |                                       |                    |
| 3/20/2022       |  |  |  |                                       |                    |
| 3/27/2022       |  |  |  |                                       |                    |
| 4/3/2022        |  |  |  |                                       |                    |
| etc             |  |  |  |                                       |                    |

People who test positive should be [isolated](#) away from others, per CDC guidance. If an indeterminate test result is received, individuals who should be retested

Adapted with permission from the Chicago Department of Public Health.