

Instructions for Verifying Proof of Vaccination

Overview:

- All attendees of Large-scale indoor public events must provide proof of vaccination and a photo ID prior to entry into the event.
- Physical vaccination cards **and electronic cards** are acceptable (e.g. a picture of a vaccine card or the NYS Excelsior Pass).
- Current RIT students, faculty, and staff who comply with the vaccination policy and do not have access to a vaccination card may use a compliance pass to present along with their RIT ID for entry into all campus events.
- The vaccine record needs to be reviewed and meet certain criteria (below) to be accepted.

Prior to the day of the Event:

- Download the NYS Excelsior Pass Scanner app from the Apple App Store or Google Play Store and complete a short registration form.
- Ensure staff have access to mobile devices or tablets with the NYS Excelsior Pass Scanner app.
- Include in event promotion material that proof of vaccination will be required.

Criteria for Vaccination Records:

When reviewing the vaccination record (see images below), check for:

- Attendee's full legal name (verify that the name on their photo ID matches)
- Type of vaccine
- Date of the second/final dose of vaccine

Pfizer or Moderna vaccination records:

- Attendee must have received both doses of the vaccine to gain entry.
- The second dose must have been received at least 2 weeks prior to the event.

Johnson & Johnson vaccination records:

- Attendee must have received the single dose vaccine at least 2 weeks prior to the event.

If the above criteria are not met, the individual should not be allowed to enter the event until proper documentation can be provided and all requirements met. Please note that a photo of this document is acceptable.

COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name: [Redacted] First Name: John MI: E

Date of birth: [Redacted] Patient number (medical record or IIS record number): [Redacted]

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19	EL3247 Pfizer	1/18/21 mm dd yy	NJH
2 nd Dose COVID-19	Pfizer EN9581	2/8/2021 NJH mm dd yy	
Other		mm dd yy	
Other		mm dd yy	

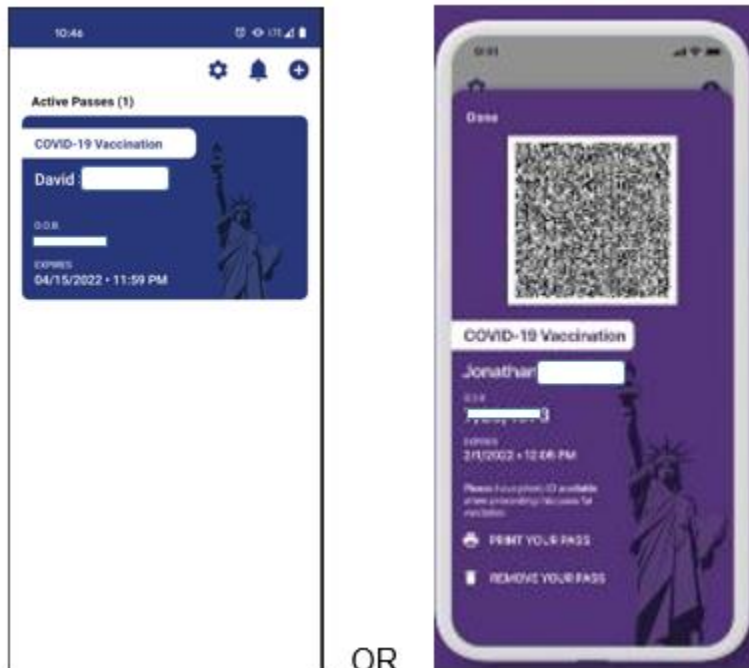
Sample Image of Valid NYS Vaccination Card

Criteria for NYS Excelsior Pass:

When reviewing the electronic NYS Excelsior Pass (see images below), check for:

- Attendee's full legal name (check to see if matches photo ID)

If the Excelsior Pass is not working or shows information that does not match the attendee's ID, the individual should not be allowed entry into the event until proper documentation can be provided.



Sample Images of Valid Excelsior Pass Screen

For more information about the Excelsior Pass visit: <https://forward.ny.gov/excelsior-pass-and-excelsior-pass-plus-businesses-and-organizations>