



by Rockefeller Group

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The City of New York mandated that, effective Monday, December 27, all New York City workers must show proof that they have received at least one dose of a COVID-19 vaccine and will be required to show proof of any needed second dose within 45 days. On December 15, the City released guidelines to implement the mandate.

The guidelines specify that the mandate applies coworking and shared workspaces, such as Workspace by Rockefeller Group. To adhere with the mandate and guidelines, we will require full compliance by all members of the following requirements before December 27:

1. Except for occupants covered by paragraph 2 below, all occupants of Workspace by Rockefeller Group must provide proof of at least one vaccination shot, with proof of the second shot scheduled. You must also provide proof of identification. Workspace by Rockefeller Group is in the process of establishing an on-line method for you to submit documentation; more information about this method will be available shortly.
2. If you are a small company with employees at Workspace by Rockefeller Group, you may provide confirmation that all such employees satisfy the vaccination requirements set forth in paragraph 1 above in lieu of each employee providing their own proof.
3. If you are a virtual office member who only enters the premises to collect mail, proof of vaccination is not required. However, you must promptly leave the premises after collecting your mail. If you will be in the space for an extended period, you will be required to show proof of vaccination.
4. The following are acceptable proofs of vaccination
  - A photo or hard copy of your CDC vaccination card
  - NYC COVID Safe App
  - New York State Excelsior Pass
  - CLEAR's Digital Vaccine Card, CLEAR Health Pass
  - Official vaccine record
  - A photo or hard copy of an official vaccination record of a vaccine administered outside the United States for one of the following vaccines : AstraZeneca/SK Bioscience, Serum Institute of India/COVISHIELD and Vaxzevria, Sinopharm, or Sinovac.

You must also provide proof of identification. The following are acceptable identification:

- Driver's license
- Non-driver government ID card
- IDNYC card
- Passport
- School or work ID card

Individuals may also show copies of their identification document, including a picture on their phone or by using an app like NYC Covid Safe that allows them to display a copy of the document.

5. Anyone who believes they are eligible for an exception to the above requirements as a result of a religious or medical accommodation should contact me to discuss your situation.
6. Visitors and contactors will be required to show proof of vaccination before entering the premises.

Beginning December 27, anyone not complying with the above requirements will not be allowed entry to Workspace by Rockefeller Group, except for a brief period as described above.

Regards,  
David E. Jakubowski  
Director  
Workspace by Rockefeller Group