

*The message below was refreshed with DOE district principals on November 30.*

All charter school staff members, including all contractors of co-located charter schools who work in person in a DOE school setting or DOE building, follow the same vaccination mandate as DOE employees and are required to submit proof of vaccination to their employer (charter school) pursuant to the New York City Commissioner of Health [September 15](#) and [September 28](#) orders. Based on the orders, charter schools are responsible for monitoring the vaccination status of their staff. Additionally, as is the case for DOE schools, note that:

- School Safety Agents (SSAs) are not responsible for checking vaccination status of charter school staff and contractors entering the building; SSAs were made aware of this policy via phone and email communications leading up to the implementation of the vaccination order. If an SSA has a question about whether someone is a staff member or visitor, they should call the charter school administration directly.
- Visitors to charter schools in DOE space are subject to the Commissioner's mandate for visitors to a DOE school building, and the same DOE visitor policy as DOE schools. For more information, see the visitor policy section of the [COVID-19 Vaccination Requirement InfoHub](#) page.

If there are any questions or clarifications needed regarding health and policy protocols, the co-located schools should discuss these matters in the building council. If there is a matter in the building council that cannot be resolved, please raise to the campus governance team by emailing [Ivan Cohen](mailto:Ivan.Cohen@schools.nyc.gov) at [ICohen7@schools.nyc.gov](mailto:ICohen7@schools.nyc.gov).

For general questions, submit a ticket via <https://charterschools.mojohelpdesk.com>.

*Your DOE credentials may be required to access the links above. Note that not all content on the DOE InfoHub may be relevant to charter schools.*