



# CITY OF CULVER CITY

## Written Implementation Protocol

Covered Location subject to the Thirty-Eighth Supplement to the Public Order under the City of Culver City Emergency Authority must develop and keep a written record describing the protocol for implementing and enforcing the requirements of this Order. Such written record must be available for inspection upon a request of a City official.

This fillable template may be used as your written record, or you may create your own.

**Name of Business/Establishment:**

**Address:**

**Name of Owner/Manager:**

1. Describe how your business is verifying proof of receipt of full **COVID-19 vaccine** and **proof of identification** (where necessary) for any employees, interns, volunteers, or contractors who enter your establishment:
2. Describe how your business is verifying proof of full **COVID-19 vaccine** and **proof of identification** for any patrons who appear 18 years of age or older who patronize, enter, attend an event in, or purchase goods from your establishment:
3. Describe the **location where required signage is posted:**<sup>1</sup>

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<sup>1</sup> A covered location must display prominently on its premises, visible to patrons prior to entrance, and in any employee breakroom, an advisory notice informing Patrons that, beginning on November 29, 2021, Proof of Full Vaccination is required to enter any indoor portion of a Covered Location. An establishment may post a sign created by the City of Culver City, which is [available online](#), or by calling the Culver City Business Hotline at 310-253-5708.