

Attention all Visitors, Vendors and Volunteers:

There are important updates to the IDOC visitation requirements. Starting on January 31st, visitors, vendors, and volunteers who are over the age of 5 must be vaccinated in order to visit an IDOC facility. Please see below for detailed instructions regarding the process that you will need to complete in order to visit. If you have questions and or concerns, please reach out to constituent services at (217) 558-2200 x 6226.

Visitors

- Starting on January 31st, as a result of the decision in the State of Illinois v. AFSCME council 31 S-MA-22-121, ALL visitors over the age of 5 must be vaccinated in order to enter an IDOC facility.
- Visitors must have either the first dose of the Moderna or Pfizer vaccine no later than January 31st and the second dose by March 7th or the single dose of the Johnson and Johnson vaccine no later than January 31st. After March 7th, visitors, without approved or pending exemption requests, will be required to be fully vaccinated as described above prior to visits.
- Visitors must provide their vaccination cards or exemption approval upon entrance to the facilities. Staff will make a note that the documentation has been provided and then return the documentation to the visitor. Visitors can also email their vaccination documentation to the [attached facility email addresses](#).
- Once a visitor's vaccination status has been noted that individual will no longer be required to bring vaccination proof for subsequent visits.
- If visitors believe they have a valid religious or medical exemption, they will be required to provide documentation¹ by emailing it to: DOC.VisitorRequest@illinois.gov or mailing a hard copy to the following address:

IDOC Legal Services
1301 Concordia Court PO Box 19277
Springfield, IL 62794

¹ We know time is of the essence and you want to receive a response as soon as possible. In light of that, below are some documents that you may wish to include with your supporting documentation:

1. Your vaccination record; <http://dph.illinois.gov/topics-services/prevention-wellness/immunization/icare>
2. Documentation indicating how long you have been a member of the religion/religious group; and
3. Documentation outlining your religion's prohibition against vaccinations.

- Visitors who claim an exemption will be able to visit an IDOC facility while the exemption decision is pending. If the exemption is denied, perspective visitors will have to get the first dose of the two-dose Moderna or Pfizer vaccines or the single-dose Johnson and Johnson vaccine no later than 21 days after the date of the denial in order to visit. Visitors vaccinated with Moderna or Pfizer must then receive their second dose 35 days after the first dose in order to continue visiting.

[Visitor Vaccination Religious Exemption Form](#)

[Visitor Vaccination Medical Exemption Form](#)

Vendors/Volunteers

- Starting on January 31st, as a result of the decision in the State of Illinois v. AFSCME council 31 S-MA-22-121, vendors and volunteers who have extended contact² with staff or individuals in custody must be vaccinated in order to enter an IDOC facility.
- Vendors and volunteers must have either the first dose of the Moderna or Pfizer vaccine no later than January 31st and the second dose by March 7th or the single dose of the Johnson and Johnson vaccine no later than January 31st. After March 7th, vendors and volunteers, without approved or pending exemption requests, will be required to be fully vaccinated as described above prior to visits working in an IDOC facility.
- Volunteers must provide their vaccination cards, or exemption approval upon entrance to the facilities. Staff will make a note that the documentation has been provided and then return the documentation to the vendor/volunteer. Volunteers can also email their vaccination documentation to the attached facility email addresses.
- Vendors can either provide their vaccination cards or exemption approval upon entrance to the facilities or the business employing vendor staff can sign an affidavit stating that all employees working for their respective company who are working inside a correctional facility have received the required vaccination or have an approved medical or religious exemption.
- Once a vendor or volunteer's vaccination status has been noted that individual will no longer be required to bring vaccination proof for subsequent visits to the facility.
- If vendors believe they have a valid religious or medical exemption and their employer has not signed an affidavit attesting to that, the vendor will be required to provide documentation from their employer indicating that their exemption has been approved by their employer.
- If volunteers believe they have a valid religious or medical exemption, they are required to provide an exemption request and supporting documentation³ by providing it to their

² Extended contact is defined as contact for an hour or more with staff or members of the population.

³ We know time is of the essence and you want to receive a response as soon as possible. In light of that, below are some documents that you **may** wish to include with your supporting documentation:

1. Your vaccination record; <http://dph.illinois.gov/topics-services/prevention-wellness/immunization/icare>
2. Documentation indicating how long you have been a member of the religion/religious group; and

facility and then facility will email it to DOC.HRInquiries. Once received, a volunteer's exemption request will be reviewed to determine if additional information is needed and submitted to CMS for final determination.

- CMS's decision will be communicated to the volunteer within ten (10) calendar days of submission to CMS and receipt of all requested documentation.
- If a volunteer wishes to request a reconsideration of a decision on an exemption request, a written request shall be addressed to the Director of CMS (or the CMS Director's Designee) within five (5) working days of notification of the decision and returned to CMS.Bargaining.Unit.Request@illinois.gov
- Volunteers who claim an exemption will be able to work in an IDOC facility while the exemption decision is pending. If the exemption is denied, volunteers will have to get the first dose of the two-dose Moderna or Pfizer vaccines or the single-dose Johnson and Johnson vaccine no later than 21 days after the date of the denial in order to continue volunteering. Volunteers vaccinated with Moderna or Pfizer must receive their second dose 35 days after the first dose to continue volunteering.