



Business actions to prepare for COVID Vaccination Efforts

Key actions that should be considered for your business would be:

- Policy and operational considerations
- Identification of vaccine provider
- Communications and outreach strategies

Policy and operational considerations for businesses have great complexity and are rapidly changing because of federal and state guidance with vaccination efforts. Here are some links that may be helpful:

- <https://marc2.org/covidhub/>
- [Myths and Facts about COVID-19 Vaccines | CDC](#)
- <https://www.shrm.org/resourcesandtools/tools-and-samples/exreq/pages/details.aspx?erid=1624>
- [Coronavirus and COVID-19 | U.S. Equal Employment Opportunity Commission \(eoc.gov\)](#)
- [Pfizer vaccine for teens: US FDA authorizes Covid-19 vaccine for people ages 12 to 15 - CNN](#)

How can business encourage and/or participate in the vaccination of their employees and families?

Businesses may assist with the vaccination efforts in three important ways:

1. Communicate the importance of the vaccine to staff and families.
2. Consider providing vaccination to employees in the workplace or coordinating on their behalf at a specific vaccination site.
3. Help staff find a vaccine provider in their community.

How can business communicate the importance of the vaccine to staff?

- One of the most important things an employer can do is to encourage employees to get the COVID-19 vaccine when it becomes available to them. Employees need to educate themselves on the importance of receiving the vaccine. While the COVID-19 vaccine is optional, education, convenience and access will help encourage individuals to get the vaccination when available.
- Communications tools can be found on CDC, State, and Local Public Health websites. These include messaging, printable communications and digital information employers may use as part of a communications strategy to employees.



How can staff receive the vaccination in their business?

- Depending on the size of the workforce, employees and family members interested in receiving the COVID-19 vaccine and vaccine availability, it may make sense to offer vaccinations at the workplace.

What are the benefits of providing the vaccination to employees and families at my business?

The benefits of participating include:

- Demonstrating a commitment to employees' health and safety.
- Reducing operational disruptions by having employees receive the vaccine at work rather than leaving work to be vaccinated.
- Serving as an important community partner in public health response.
- Reduction in absences due to the CDC guidance that vaccinated people do not need to quarantine following COVID exposure.

How can businesses determine whether a workplace (private) vaccination event makes sense for their organization?

- To help determine if Business should consider sponsoring a private vaccination event at their facilities, conduct a survey to determine how many employees and families would agree to be vaccinated, if a clinic was held in the workplace. Each organization will determine if there is a sufficient level of interest to proceed with planning an on-site clinic.

How do businesses provide the vaccination to employees?

Businesses who are interested in sponsoring a private vaccination event at their facility have the following options:

1. Use on-site health care providers.
 - Employers may be able to sponsor a private vaccination event at their facility if they have medical staff on-site (a provider, nurse, paramedic, etc.) or have existing contracts/relationships with a health care provider who has registered with the State they are located.
 - Businesses who sponsor a private vaccination event should establish an agreement with the vaccinator(s) describing roles and responsibilities and a plan that includes:
 - The location and layout of the area where vaccinations will occur, keeping in mind social distancing/infection control procedures and a place where people who have been vaccinated can be observed for 15 minutes after they receive the vaccine.
 - Note: Develop a communication plan for employees desiring to be vaccinated, including who the point of contact at your organization will be for questions they may have, second dose coordination, etc.
 - Providing non-medical staff from the organization to assist with vaccination efforts (e.g., registration, passing out educational literature, monitoring for adverse reactions, etc.).



- Training for employees who will assist with vaccination efforts.

2. Contact the Local Public Health Agency (LPHA).

- LPHAs may be able to help connect employers with a vaccinator who is willing to hold a private vaccination clinic at their workplace.
- The LPHAs have been on the front lines of this pandemic response. Most LPHAs are enrolled as vaccination providers and/or have relationships with vaccination providers within their jurisdiction.
- Coordinating at the local level is often the most efficient and effective means to address public health needs, including planning workforce vaccination events.