

Vaccine Employer Checklist



The COVID-19 vaccine offers the hope of ending the pandemic, but there are tough questions and decisions around its implementation for employers. This checklist is designed to guide the decisions, policies and compliance around the COVID-19 vaccine.

- Designate a vaccine point person or task force.
- Review your state's vaccine distribution plan and requirements.
- Determine if your Company will mandate or encourage employees to receive the vaccine.
 - Assess pros and cons of requiring or encouraging vaccinations
 - Consider your Company's business case, cultural implications, business need, interaction with the public and programs to encourage vaccination
- Consider programs to encourage vaccinations, such as providing time off to obtain the vaccine, gamify and make a competition around obtaining the vaccine, pay for employees to obtain the vaccine or wellness program credits.
- If you mandate the vaccine:
 - Decide which job roles are covered under the requirement (e.g. all employees, public-facing only, and/or remote eligible employees)
 - Set a realistic timeline, considering states' distribution plans and vaccine availability
 - Establish a system to track compliance and ensure confidentiality
 - Develop a process for exemption requests for medical or religious reasons
 - Discuss what reasonable accommodations may be readily available such as masks, social distancing, reassignment of job role, telework or leaves of absence
 - Discuss how the company may handle potential employee refusal outside of a medical or religious exemption
- Create a [vaccine policy](#) which addresses:
 - The who, what, where, when, and why regarding vaccination details in the workplace:
 - Which employees will be required
 - What is the timeline required of employees to receive the vaccine, ensuring that the timeline is realistic with your state's rollout and distribution plans
 - Where can employees obtain the vaccine (onsite clinics, suggested other clinics)
 - How employees will receive pay and/or incentives for obtaining the vaccine
 - Discuss why this requirement is important for your business, the individual and the team as a whole



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- Outline vaccine certification paperwork required to be provided by the employee
- Accommodations and how employees should request medical and/or religious accommodations which outlines that the employer will engage in an interactive
- process with the requesting individual
- Follow EEOC, federal, state and local guidance
- Ensure confidentiality
- Establish a communication plan.
- Launch communications, policies and education.
- Educate employees on the vaccine [CDC Resources on Vaccine Education](#)
- Direct employees on where to obtain the vaccine when available.
- Maintain COVID protections and set expectations with employees that precautions will likely continue for some time.
- Stay updated and adjust plans as needed.