



## Best Practices for Hosting Workplace Vaccine Clinics

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Many Coalition members have considered ways to bring vaccines to their workforce. Such programs could bring incredible efficiencies by removing barriers to vaccination including transportation, internet access, time and more. As Ohio employers consider workplace vaccination partnerships, here is a compilation of information and best practices that may help with the planning.

### Plan the Process

- **Get the right team involved:** Include input from management, human resources, legal, employees and labor representatives, if present. Consider creating a COVID-19 vaccine committee that meets regularly to lead coordination.
- **Consider partnering with a community vaccination provider:** For businesses that don't have established onsite clinics, community vaccination providers may be a good partner. These providers typically deliver worksite flu vaccination services and have expanded to provide COVID-19 vaccines. They have trained nursing staff available in all jurisdictions, can bill insurance for administration fees and can monitor for allergic reactions as well report vaccine administration data to immunization registries. You can find a list of Ohio [vaccine providers here](#).
- **Look for a location:** You will want enough space to stand up a vaccination clinic while maintaining social distancing through the entire process, from screening to post-vaccination observation. See [CDC guidance for temporary vaccination clinics](#).
- **Make it easy:** Consider allowing employees to get vaccinated during work hours or take paid leave to get vaccinated at a community site. Also consider including access for others at the workplace, including contractors and temporary employees.
- **Provide flexibility:** Implement policies for those who may experience side effects from the vaccines and consider staggering employee vaccination to avoid worker shortages.
- **Review Recommendations:** Look at information provided by [CDC](#) and [Ohio Department of Health](#).

### Understand the Demand

- Consider taking a poll or survey to gauge current interest.
- In Ohio, many people have been vigilant on getting the vaccine on their own and may not need a workplace vaccine clinic.
- Think creatively about how to use all available vaccine supply including, but not limited to, expanding access to family of staff, retired employees, vendors or corporate partners in your community.

### **Prepare to Promote**

- Share on external website or internal intranet with details.
- Utilize digital signage and breakroom bulletin boards.
- Lean on trusted advocates to spread the news in person and help people sign up.
- Consider using scheduling apps to make the process easy.

### **Communicate**

- Find a trusted advocate to dispel any vaccine myths.
- Share positive experiences from those who received the vaccine.
- Make an example of your CEO and/or leadership.
- Talk publicly about your process and the positive impact to your workforce, the economy and the community.

*The Coalition to Stop the Spread sourced these facts from trusted sources including the CDC, FDA and the Ohio Department of Health. This information was accurate at the time and may be updated should the guidelines and recommendations from the medical community evolve.*

