

COVID-19 Information and Checklist for Businesses and Employees COVID-19 Vaccination Clinics

Choosing to host an on-site workplace vaccination clinic for your employees is a great and convenient way for your employees to receive the COVID-19 vaccine. If your employees are working on-site, this option can work well because it provides fast and convenient access.

Here is a checklist to help you host a workplace clinic for your employees:

Planning

- Get senior management to support an on-site clinic.
- Frame employee vaccinations as a business priority.
- Identify a vaccination coordinator or team with defined roles and responsibilities. Occupational health personnel or workplace safety staff may lead these efforts for employers.
- Gather an estimate of how many people will get their vaccine through your clinic.
- Reach out to your local providers to see if they are available to administer vaccine, and schedule a clinic date.
- Schedule the vaccination clinic at a time when most employees can participate, such as on a weekday during normal hours of operation.
- Ask managers and supervisors to allow employees to attend the clinic as part of their workday and without having to go off the clock.
- Set a goal and help show employees how their participation matters.

Hosting and Promotion

- Use incentives for vaccination to increase participation.

- Promote the vaccination clinic by doing the following:
 - Place an article in company communications.
 - Post a promotional flyer to advertise the date and time of the clinic.
 - Post flyers about the importance of vaccination.
 - Promote vaccination among employees through communications with leadership
 - Use social media channels for promotion.

Logistics

- Provide a comfortable and convenient location to host clinics. The clinic should be designed with prevention measures in mind, like physical distancing and air flow.

- Set an example by encouraging managers and business leaders to get vaccinated and inform staff of their decision to do so.

- Leaders who get vaccinated can share their personal stories with employees to illustrate how much they value the vaccine.

- Encourage employees to share a post-vaccination bandage photo on social media, tagging the company as a thank you for supporting vaccination as a work activity.
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For more information on COVID-19, please visit coronavirus.ohio.gov

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.