

COVID-19 Information and Checklist for Employer Vaccination Clinic Protecting Against COVID-19

Be a partner in good health and consider offering on-site vaccinations at your business location. The benefits of offering COVID-19 vaccine in the workplace will vary based on how strongly employers support vaccination efforts, and the number of employees vaccinated.

Here is a checklist to help you get the most out of your vaccination clinic:

10 days out

- Get senior management to support an on-site clinic.
- Do a survey and gauge an estimate of how many people plus their family members will get their vaccine through your clinic.

9 days out

- 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.

8 days out

- Set a goal and help show employees how their participation matters.
- Use incentives for vaccination to increase participation.

7 days out

- Reach out to your local providers to see if they are available to administer vaccine, and schedule a date for the clinic.
- Schedule the vaccination clinic at a time when most employees can participate, such as on a weekday during normal hours of operation.

6 days out

- 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.

5 days out

- 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.

4 days out

- Encourage employees' families to get vaccinated at your clinic by distributing information for employees to take home.

3 days out

- Arrange a time when employees can ask leadership or healthcare staff questions about the COVID-19 vaccine. This can be formal or informal.

2 days out

- Ask managers and supervisors to allow employees to attend the clinic as part of their workday and without having to go off the clock.

1 day out

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

Vaccination clinic day

- Leaders who get vaccinated can share their personal stories with employees to illustrate how much they value the vaccine.
- Remind employees the benefit of getting 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. #InThisTogetherOhio.

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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.