

# CHECKLIST | COVID-19 VACCINE WORKPLACE PLANNING

Presented by Kinney Pike Insurance

Employers can play a key role in COVID-19 vaccine distribution and should prepare for when vaccine access reaches the general public. This document compiles guidance from the Centers for Disease Control and Prevention (CDC) and offers considerations for employers when conducting COVID-19 vaccine workplace planning. To get started, employers can review topics on this checklist.

| Initial COVID-19 Vaccine Planning  | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Is your organization monitoring vaccine availability from the CDC and local health officials?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization determined whether your workplace will have a mandatory or voluntary vaccination policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization determined your workplace's eligibility to offer on-site vaccinations?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| COVID-19 Vaccine Policy Development  | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Has your organization created a voluntary or mandatory COVID-19 workplace vaccine policy?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If applicable, does your vaccination policy specify a date by which a vaccination will be required?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If applicable, does your vaccination policy specify how employees can certify they have received a vaccination?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If applicable, does your vaccination policy specify disciplinary actions for not complying by the designated deadline?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If applicable, has your workplace developed a policy for employees who have a medical, religious or other exemption from receiving the vaccine?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your workplace developed a policy for employees to take time off to receive the vaccine, and if necessary, take time off work due to potential side effects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| COVID-19 Vaccine Distribution Planning   | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Has your organization determined whether your workplace will offer on-site vaccinations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed representative at Kinney Pike Insurance or legal counsel to address possible compliance requirements. © 2021 Zywave, Inc. All rights reserved.*

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| If offering vaccinations on-site, has your organization planned for the logistics of vaccine distribution?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If not offering vaccinations on-site, has your organization determined alternative sites where employees can receive vaccines?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization created a schedule for employees to get vaccinated (factoring potential worker shortages due to the time required to get the vaccine, and if necessary, recover from potential side effects)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization established how employees should determine when to get vaccinated (e.g., consult with manager, follow a staggered schedule or other practice)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Employee Communications Planning   | YES                      | NO                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Is your organization sharing any updates with employees on an ongoing basis?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your organization using multiple channels that effectively reach all employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization established two-way communications with employees and specified a point of contact for employees who have questions, comments or concerns? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| COVID-19 Vaccine Communication Topics   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| Has your organization shared general information about the COVID-19 vaccines with employees? <ul style="list-style-type: none"> <li>• Overview of available vaccines and their differences</li> <li>• Number of doses required for vaccination</li> <li>• Facts and myths about the vaccine</li> <li>• How vaccines work</li> <li>• Benefits</li> <li>• Efficacy and safety</li> <li>• Possible side effects</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your organization keeping employees up to date on expected vaccination timelines for your workplace?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization's voluntary or mandatory vaccination policy been shared with employees?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization shared details with employees for how to request a medical, religious or other vaccination exemption?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization shared expectations for vaccination scheduling (e.g., requiring   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**CHECKLIST** | COVID-19 VACCINE WORKPLACE PLANNING

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| employees to consult with a manager, follow a staggered schedule or other practice)?  |                          |                          |                          |
| Has your organization provided employees with vaccination site details (whether employees will receive a vaccine on-site, or at an alternative site)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization provided employees with details for vaccination costs (including potential paid time off for getting vaccinated or recovering from any side effects)?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization clarified expectations of employees for continued COVID-19 safety precautions or protocols, such as hand-washing, mask-wearing and avoiding close contact in the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Workplace Reopening</b>   | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| Has your organization planned for how vaccinations will impact efforts to reopen the workplace?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your organization established post-vaccination safety precautions or protocols, including social distancing, hand-washing and mask requirements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |