COVID-19 Vaccine
Employer Question Guide

With 157 million people in the U.S. workforce, employers play a critical role in helping the American public understand the benefits a COVID-19 vaccine brings. Employers can do their part by educating employees about the vaccine, supporting opportunities to get the vaccine when they are eligible and developing a vaccine strategy for their organization.

NSC created a framework to guide the development of your organization’s vaccine strategy. Review the following questions to ensure you have a comprehensive plan in place.

- Will your organization be involved in vaccine distribution?
  - Or will your organization solely focus on sharing information and overcoming hesitancy?
- What are your organization’s requirements?
  - Are you mandating the vaccine for all positions or certain job functions?
    - How will you consider full-time vs part-time, contractors, consultants, those who travel frequently, etc.?
    - How will you manage exceptions? How do you ensure the exceptions don’t swallow the rule?
    - What are the relevant concerns; legal, potential medical information holding, etc.?
    - When will a proposed policy take place?
If you are not mandating the vaccine, is there a certain percentage of employees you would require to have been vaccinated to reopen in-person offices if your organization went remote?
  ▪ Will you incentivize taking the vaccine? Provide points/rewards/PTO to receive?

Will you require vaccination for nonessential employees to return to the office?
  ▪ Will you allow employees to continue to work from home full-time if they do not get the vaccine?
  ▪ Will there be specific requirements for high-risk employees?

Will you require non-vaccinated employees to adhere to alternative requirements?
  ▪ Will you require non-vaccinated employees to wear masks?
  ▪ Will you create pods of non-vaccinated employees – regardless of job function?
  ▪ Are there interpersonal concerns if you do and how will you manage them?

How would an increase or decrease in vaccine availability change your plan?

What guidelines will be in place for your clients, visitors and attendees?

What COVID-19 policies need to be maintained and what should be modified?
  ▪ Travel policy/approval
  ▪ Visitor and contractor guidelines
  ▪ Flexible work arrangement

How will you communicate your vaccine plan to your organization? Will you:
  ▪ Share information about the vaccine?
  ▪ Explain insurance coverage and options?
  ▪ Offer experiences from executives and other influential employees?
  ▪ Provide or require any additional trainings?