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Safe Actions For Employee Returns

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?

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- 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?