

COVID-19 Vaccine Program

Vaccinating Your Employees/Members: Guidance for Ohio Employers/Organizations

According to the [Centers for Disease Control and Prevention \(CDC\)](#), by providing information about COVID-19 vaccination and establishing supportive policies and practices, employers and organization leaders can help increase vaccine uptake among workers or members. Sharing clear, complete, and accurate messages promotes confidence in the decision to get vaccinated. Engaging employees in plans helps reduce potential barriers to vaccination.

Strong confidence in the vaccines within Ohio's workplaces and organizations will lead to more people getting vaccinated, which will result in fewer COVID-19 illnesses, hospitalizations, and deaths. This ultimately will help Ohio's economy by reducing absences due to illness. The State of Ohio does not mandate vaccination.

A coordinated effort to vaccinate your employees and members benefits everyone.

- **Potential benefits for employers/organizations:**
 - Keep the workforce healthy.
 - Reduce absences due to illness.
 - Improve productivity.
 - Improve morale.
- **Potential benefits for employees/members:**
 - Prevent COVID-19 illness.
 - Reduce absences and doctor visits due to illness.
 - Convenience.
 - Improve morale.

Vaccination options for your employees/members

- **On-site at your workplace/organization:**
 - Occupational health clinics at businesses/organizations that are enrolled as Ohio vaccine providers.
 - Employer/organization-run temporary vaccination clinics for employees or members (e.g., a grocery chain with a pharmacy operation that can vaccinate grocery employees).
 - Mobile/temporary vaccination clinics brought to the workplace/organization by partners that are enrolled vaccine providers (e.g., hospital, pharmacy, federally qualified health center, or local health department partner).
- **Off-site in the community:**
 - Mobile/temporary vaccination clinics set up at community locations including hospital, pharmacy, or local health department partners (closed or open to the public).
 - Pharmacies enrolled in the Federal Retail Pharmacy Program.
 - Hospitals and healthcare provider offices.

- Federally qualified health centers.

Partnering with an enrolled vaccine provider in your community

As vaccine supplies increase, making vaccine easily available and convenient to employers and organizations and their employees or members is a priority. Organizations interested in coordinating vaccinations for their employees or members should contact enrolled vaccine providers in their community to discuss partnership options and begin planning.

Currently, Ohio has more than 1,300 enrolled provider locations distributing vaccine throughout the state. Many of Ohio's hospitals, independent and chain pharmacies, federally qualified health centers, and local health departments receive weekly allocations of COVID-19 vaccine. The ODH [Vaccine Provider Locations directory](#) shows providers throughout Ohio who have received shipments of COVID-19 vaccines. Search by name, county or ZIP code to see a list of providers near you.

Beginning April 12, 2021, the Ohio Department of Health (ODH) will allow enrolled providers to use up to 25% of their weekly vaccine allocation to support employer or organization programs.

- Example: a grocery chain that operates pharmacies and receives 1,000 doses per week may use up to 250 doses to vaccinate its grocery/pharmacy employees.
- Example: a local health department that receives 2,000 doses per week may, at its discretion, partner with employers or organizations in the community and may use up to 500 doses for employer/employee clinics.

Organizations and vaccine partners that have special circumstances or need more vaccine than 25% of their weekly allocation allows for may contact ODH to discuss potential solutions. Further, as supplies may be limited, vaccine priority should be given to those employees who are at greatest risk for COVID-19 due to their job duties, e.g., employees who must regularly interact in person with customers and members of the public.

ODH has issued separate guidance to vaccine providers encouraging partnerships with employers/organizations in their communities. For those organizations that are enrolled as a vaccine provider, additional guidance regarding vaccine allocation is forthcoming.

Vaccination On-Site at the Workplace – Special Considerations

- The planning process for hosting a workplace COVID-19 vaccination program should include input from management, human resources, employees, and labor representatives, if present.
- Consider allowing employees to get vaccinated during work hours or take paid leave to get vaccinated at a community site.
- Employers may want to engage a community vaccination provider/vendor. These providers typically deliver work-site flu vaccination services and are expanding to provide COVID-19 vaccination. They have trained nursing staff available in all jurisdictions, can bill insurance for administration fees, and can report vaccine administration data to immunization registries.
- Vaccination providers must prepare to monitor for and manage [potential anaphylaxis after vaccination](#).
- Workplace vaccination clinics must offer vaccination at no charge and during work hours.
- Provide easy access to vaccination for all people working at the workplace, regardless of their status as a contractor or temporary employee.
- The [Pfizer vaccine](#) is authorized for ages 16 and older, and the [Moderna vaccine](#) and the [Johnson & Johnson \(Janssen\)](#) vaccine are authorized for ages 18 and older. All Ohioans age 16 and older are eligible to receive the vaccine. Individuals who are age 16 or 17 will need parental/guardian consent to receive the Pfizer vaccine (the only vaccine they can receive under the U.S. Food & Drug Administration's emergency use authorization).

- The Pfizer and Moderna vaccines are two-dose products. The second dose of the Pfizer vaccine is due 21 days after the first dose. The second dose of the Moderna vaccine is due 28 days after the first dose. The Johnson & Johnson vaccine is a single-dose product.
- See the National Institute of Health's [Key Elements of a Model Workplace Safety and Health COVID-19 Vaccination Program](#).

Created April 1, 2021.

For additional information, visit coronavirus.ohio.gov.

If you have any questions or issues, please call the ODH COVID-19 Vaccine Provider Call Center between 8 a.m. – 7 p.m. Monday through Friday, and 8 a.m. – 5 p.m. Saturday and Sunday, at 1-844-9ODHVAX (1-844-963-4829) or email. You also may visit the ODH [COVID-19 Vaccine Provider Information Training page](#) for additional information and resources.