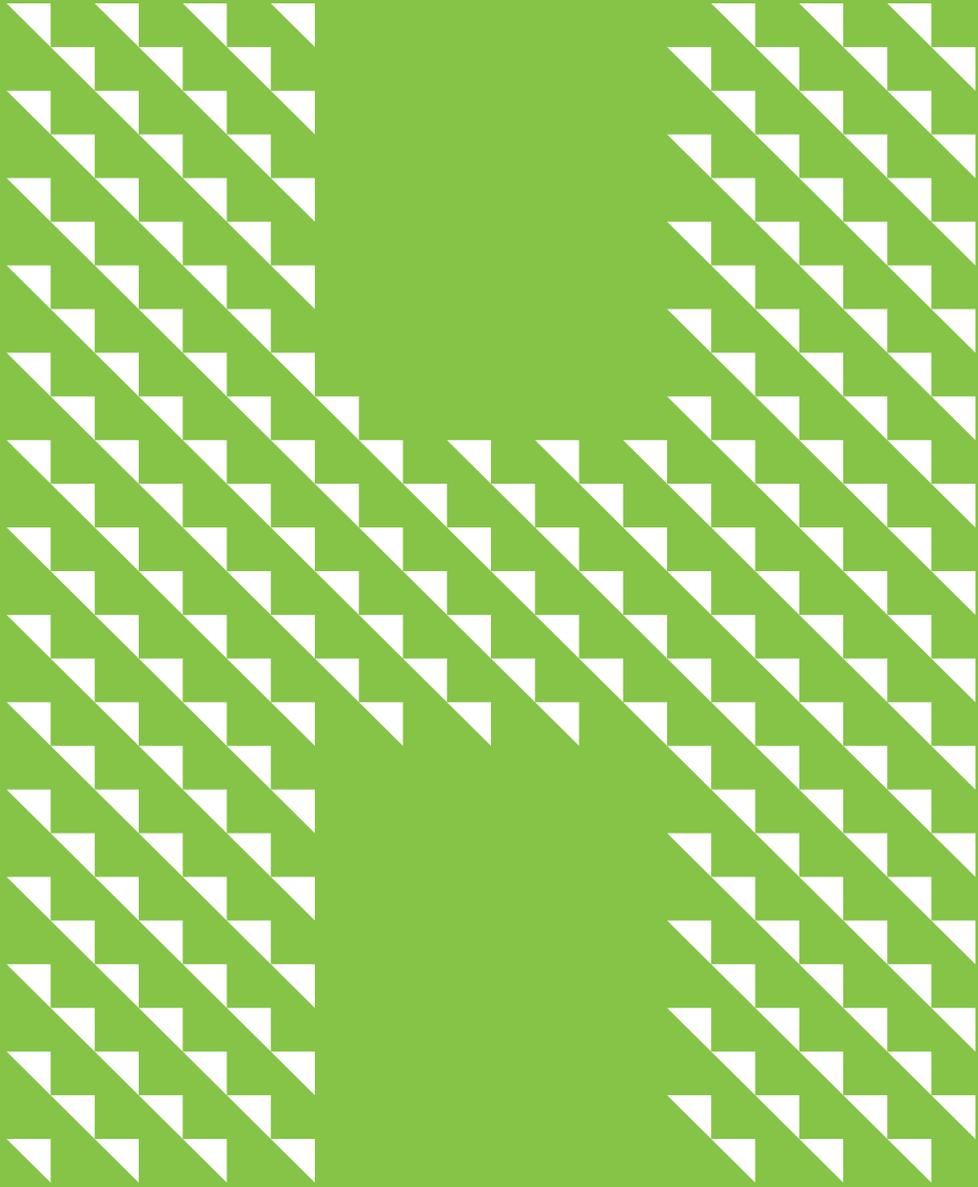


# Your 10-Step COVID-19 Vaccine Action Plan



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At Humana, we're committed to giving you timely information to help you prepare your workplace ahead of the coming mass vaccinations. As COVID-19 vaccines become more available, you probably have lots of questions on how to be prepared.

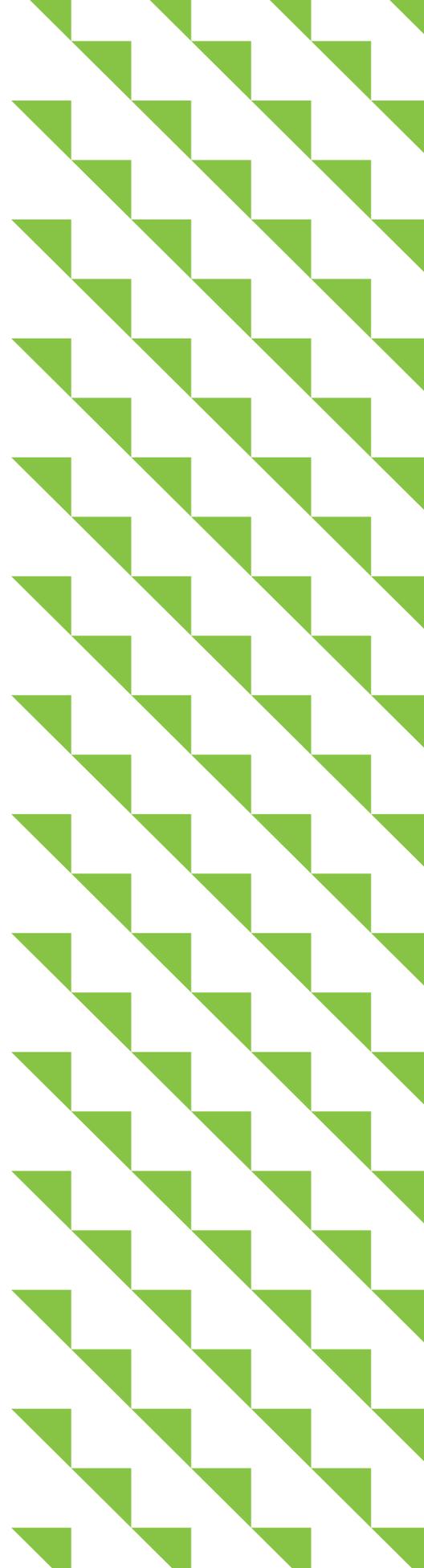
Now's the perfect time to start planning ahead of more people becoming vaccinated. This guide provides ten helpful tips brought to you by Humana and Fisher Phillips to help you develop workplace practices to help keep your employees' healthy and safe.

We're here to help and support your teams!

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## 1. Establish a vaccine committee

Establishing a committee of key employees with legal, workplace safety, and human resources knowledge should be the first course of action to:

- Serve as a central point of contact
- Develop a formal vaccine plan and rollout
- Build education and communication materials
- Provide sign-up instructions for employees and identify locations
- Sign up for government registration



## 2. Figure out your place in the vaccine line

As the open vaccination season begins, **employees of essential businesses** will be the first to receive the vaccine. To determine whether your employees are essential or nonessential, you can connect with your local trade or industry association for more details if you are unsure.



## 3. Determine if you will mandate the vaccine

Depending on your specific business circumstances, you may consider whether or not to mandate the vaccine for a portion or all of your employees. To avoid legal issues, you should coordinate with your legal counsel to ensure you address factors such as accommodation, privacy, discrimination and other potential issues ahead of time.

# Are employers considering mandating the vaccine?



Meanwhile, **78% of employers say that they will encourage their employees to get vaccinated**

Above statistics sourced from [Fisher Phillips Flash Survey](#).



#### 4. If you don't mandate, consider encouraging the vaccine

If you choose not to mandate the vaccine, you can adopt protocols to encourage your employees to get the vaccine. Work with your legal counsel to create a proper correspondence that reflects your encouragement.



#### 5. Consider incentivizing the vaccine

Incentivizing the vaccine can be used as encouragement in place of a mandate. There are potential [legal risks](#) associated with wellness program rules, IRS requirements, ADA and religious accommodations, financial limitations on incentives and notice requirements under the federal law. Consult your legal counsel for assistance in designing your incentives.



#### 6. Create an effective education campaign

While concerns for the COVID-19 vaccine are understandable, addressing these concerns by providing educational materials sourced from the [CDC](#) or your local health authority can help alleviate these concerns. Remember to be as forthcoming as possible with this [information](#).



#### 7. Consider on-site vaccinations

Larger employers might consider offering on-site vaccination centers by permitting healthcare personnel to administer the vaccine on company property. Be sure to consult your legal counsel regarding the potential issues of premise liability, privacy, confidentiality and more before establishing your on-property vaccination site.



#### 8. Account for post-vaccination issues

It's not uncommon for vaccine recipients to experience side effects following the second dose. You'll need to proactively determine how to manage potential staff shortages by staggering vaccine appointments within departments, scheduling lighter days following the vaccine and potentially offering more PTO.



## 9. Maintain safety measures in the workplace

It's recommended that you require all employees, even those who have been vaccinated, to follow the CDC guidelines until otherwise notified by the CDC. This includes:

- Wearing face masks over nose and mouth
- Staying at least six feet away from others
- Avoiding crowds
- Avoiding poorly ventilated spaces
- Social distancing
- Washing hands often



## 10. Monitor vaccine developments closely

The nature of the pandemic and available vaccines continues to change rapidly, so it is extremely important for your company to monitor developments as they evolve.



With widespread COVID-19 vaccination quickly approaching, these steps will help you navigate open season as efficiently as possible for your employees and your company. Stay up-to-date on the latest COVID-19 vaccine information by visiting the [Humana COVID-19 Resource Center](#) as well as the [Fisher Phillips Vaccine Resource Center](#).

The 10-step plan was produced by [Fisher Phillips](#).

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