

# KEY CONSIDERATIONS WHEN IMPLEMENTING A WORKPLACE IMMUNIZATION POLICY



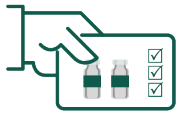
## 1. Purpose

Explain why the policy is being implemented within your workplace. Include the risks of COVID-19 transmission as well as the importance of vaccination.



## 2. Scope

Explain who the policy applies to. Will the policy affect all employees, students, contractors, volunteers? Will the policy have an effect on clients or customers?



## 3. Policy

State the specific actions employees must take. This includes providing proof of immunization, providing proof of medical exemption, or completing a vaccination education session if choosing not to receive the vaccine. Will mandatory testing be required if employees choose to remain unvaccinated?



## 4. Timelines

Provide a reasonable timeline for employees to complete the requirements of the policy.



## 5. Non-compliance

Outline the potential consequences for workers who do not comply with the policy.



## 6. Provisions for unvaccinated employees

Provide options for employees who are unvaccinated during a COVID-19 outbreak; including redeployment or reassignment, alternate work arrangements or remote work. Continue practicing social distancing, masking, increased hand washing and sanitizing surfaces.



## 7. Supports

Demonstrate your commitment to supporting workers to get vaccinated. Supports could include; vaccine champions to initiate conversations with their peers, facilitating discussions with a health care professional, providing paid leave to get vaccinated, reminding employees that they are entitled to up to three paid sick days if they have side effects from the vaccine, providing transportation support to get vaccinated, or hold a vaccination clinic on-site.



## 8. Confidentiality

Ensure personal health/vaccination information is kept in a secure manner and only used when required.



## 9. Communication

Have a clear communication plan to inform workers about the policy.



## 10. Identify a staff contact

Identify a contact person within your organization that employees can contact with questions about the policy, to request accommodation, or for more information about how to comply with the policy. This may include initiating conversations with workplace health and safety committees, unions or workplace associations. Finding a key contact within the workplace proves beneficial in building employee confidence and trust.