

CHECKLIST | COVID-19 VACCINE WORKPLACE PLANNING

Presented by Wedgwood Insurance Limited

Employers can play a key role in COVID-19 vaccine distribution and should prepare for when vaccine access reaches the general public. This document compiles guidance from Health Canada and offers considerations for employers when conducting COVID-19 vaccine workplace planning. To get started, employers can review topics on this checklist.

Initial COVID-19 Vaccine Planning	YES	NO	N/A
Is your organization monitoring vaccine availability from Health Canada and local health officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization determined whether your workplace will have a mandatory or voluntary vaccination policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization determined your workplace's eligibility to offer on-site vaccinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 Vaccine Policy Development	YES	NO	N/A
Has your organization created a voluntary or mandatory COVID-19 workplace vaccine policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, does your vaccination policy specify a date by which a vaccination will be required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, does your vaccination policy specify how employees can certify they have received a vaccination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, does your vaccination policy specify disciplinary actions for not complying by the designated deadline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, has your workplace developed a policy for employees who have a medical, religious or other exemption from receiving the vaccine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your workplace developed a policy for employees to take time off to receive the vaccine, and if necessary, take time off work due to potential side effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 Vaccine Distribution Planning	YES	NO	N/A
Has your organization determined whether your workplace will offer on-site vaccinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If offering vaccinations on-site, has your organization planned for the logistics of vaccine distribution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not offering vaccinations on-site, has your organization determined alternative sites where employees can receive vaccines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization created a schedule for employees to get vaccinated (factoring potential worker shortages due to the time required to get the vaccine, and if necessary, recover from potential side effects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization established how employees should determine when to get vaccinated (e.g., consult with manager, follow a staggered schedule or other practice)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Communications Planning	YES	NO	N/A
Is your organization sharing any updates with employees on an ongoing basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization using multiple channels that effectively reach all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization established two-way communications with employees and specified a point of contact for employees who have questions, comments or concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 Vaccine Communication Topics	YES	NO	N/A
Has your organization shared general information about the COVID-19 vaccines with employees? <ul style="list-style-type: none"> • Overview of available vaccines and their differences • Number of doses required for vaccination • Facts and myths about the vaccine • How vaccines work • Benefits • Efficacy and safety • Possible side effects 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization keeping employees up to date on expected vaccination timelines for your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization's voluntary or mandatory vaccination policy been shared with employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization shared details with employees for how to request a medical, religious or other vaccination exemption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization shared expectations for vaccination scheduling (e.g., requiring employees to consult with a manager, follow a staggered schedule or other practice)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Has your organization provided employees with vaccination site details (whether employees will receive a vaccine on-site, or at an alternative site)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization provided employees with details for vaccination costs (including potential paid time off for getting vaccinated or recovering from any side effects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization clarified expectations of employees for continued COVID-19 safety precautions or protocols, such as handwashing, mask-wearing and avoiding close contact in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Reopening	YES	NO	N/A
Has your organization planned for how vaccinations will impact efforts to reopen the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization established post-vaccination safety precautions or protocols, including social distancing, handwashing and mask requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>