

# MANAGING EXPECTATIONS FOR YOUR WORKPLACE: COVID-19 VACCINATIONS

## FIGHT COVID-19 THROUGH PREVENTION BEFORE AND AFTER VACCINATIONS



### MANAGE COVID-19 BY USING MULTIPLE INFECTION CONTROL STRATEGIES

#### THERE IS NO ONE WAY TO END THE IMPACT OF COVID-19

Businesses within the Commonwealth of Pennsylvania are advised to continuously assess workplace infection control policies and prioritize prevention efforts. Proper handwashing, social distancing, mask-wearing, environmental disinfection, and the exclusion of sick employees are all key. COVID-19 vaccinations and boosters are not a “cure”, but they are important tools in controlling outbreaks

#### COMMUNICATION MATTERS

Provide forums for employees to have their questions answered. Focus company emails, publications, and intranet, on the importance of getting vaccinated and workplace policies that support employees’ decision to be vaccinated. Talk about the safety and efficacy of vaccines. Promote any incentives that you give employees who are up-to-date with COVID-19 vaccinations.

#### POLICY FLEXIBILITY MAY BE NEEDED

Establish Human Resources policies that allow employees to take paid leave to get COVID-19 vaccinations and boosters in the community. Supplying transportation to off-site vaccination clinics is a perk employees may appreciate.

#### DEVELOP PARTNERSHIPS

Local partnerships between businesses and vaccine providers are encouraged by the Commonwealth of Pennsylvania’s Department of Health. Employers can refer to the DOH vaccine [provider map](#) to find a provider near your workplace. Distribute posters and flyers that advertise vaccination locations for primary shots and boosters. Provide access to a workstation for employees to make vaccine reservations electronically.

#### AVOID WORKER SHORTAGES

Make a plan for staggering employee vaccination schedules to avoid worker shortages due to vaccine side effects. Most side effects occur within the first three days of vaccination and resolve within one to two days. Side effects tend to be more frequent and severe following a second vaccination dose.

#### THINKING ABOUT HOSTING A COVID-19 VACCINATION EVENT?

Requests for hosting a vaccine clinic can be found at [PA Unites Against COVID | PA.GOV](#).

There are many important considerations when hosting a clinic including obtaining senior management support, identifying a vaccine coordinator, enlisting expertise from local public health authorities, maintaining cold storage, infection control measures, medical staffing, and observation planning.

### STAY UP-TO-DATE ON YOUR SHOTS



**1-877-PA-HEALTH**  
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[Businesses \(pa.gov\)](#)

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