Getting Started
Promoting COVID-19 Vaccination in the Workplace Checklist

Workplaces can be a supportive environment that make it easier for employees to get vaccinated, including their booster dose. Vaccination is the best measure to prevent serious illness from COVID-19 variants. Use this checklist to promote COVID-19 vaccination in the workplace.

☐ Workplace safety is a shared responsibility. Talk to your Joint Health & Safety Committee, human resources, management team and/or union about how to support employees to get vaccinated.

☐ Highlight the benefits of having high vaccination rates at your workplace, including reduced absenteeism, increased protection from COVID-19 and serious illness, as well as enhanced safety for employees and customers.

☐ Post vaccine information from credible sources in staff break rooms and common areas. Include locations & dates of nearby vaccination clinics.

☐ Recruit employee / management champions to talk about why they got vaccinated and boosted.

☐ Create policies that make it easier for employees to get vaccinated. Offer flexible hours or paid sick days if they have side effects after getting vaccinated.

☐ Use your organization's internal communication channels such as the intranet or all staff emails to encourage employees to get vaccinated.

☐ Create a workplace challenge or a booster dose challenge. Offer incentives for employees who are up-to-date on all their recommended COVID-19 vaccine doses.

☐ Depending on the size of your workplace, consider partnering with other local organizations to host a joint vaccination clinic in a nearby location for employees and residents.

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