



Getting Started

Promoting COVID-19 Vaccination in the Workplace Checklist

Employers are a trusted source of information for their employees. Workplaces can be a supportive environment that make it easier for employees to get vaccinated. Use this checklist to promote COVID-19 vaccine confidence 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, employees are protected from COVID-19 and enhanced employee and customer confidence in returning to the business/workplace.
- Post vaccine information in staff break rooms and common areas. Use credible sources that balance benefits and risks. Include locations & dates of nearby clinics.
- Recruit employee / management champions to talk about why they got vaccinated.
- 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 [second dose challenge](#). Offer incentives for employees to confirm they are fully vaccinated.
- Depending on the size of your workplace, you could also consider partnering with other local organizations to host a joint vaccination clinic in a nearby location for employees and residents.