A photograph of a man with a beard and a young boy sitting at a desk. The man is smiling and looking at a laptop screen. The boy is leaning over his shoulder, also looking at the screen. The background is a bright, indoor setting with large windows. The image is overlaid with a blue and green geometric pattern in the top left corner.

Employer's Guide to Running a Vaccination Clinic for COVID-19 and Flu

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Vaccination Facts & Health Disparities

As you begin learning about best practices for making sure your employees are able to receive COVID-19 and flu vaccinations, it's important to understand impacts of these illnesses.



Value of Vaccines for Certain Preventable Diseases

**OVER
100 Years**

Vaccines have helped
save lives for over
100 years¹



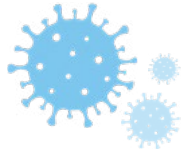
Vaccines are one
of the best ways to help
protect yourself from certain
vaccine-preventable diseases¹



Vaccines can help prevent
serious illness and potential
serious complications¹



COVID-19 Facts



COVID-19 can be very contagious and spread quickly, especially indoors. It can even spread if symptoms are not present^{2,3}

6 Months+

The CDC recommends that everyone ages 6 months and older stay up-to-date with COVID-19 vaccinations^{4,5}



According to a 2021 study, the estimated per-patient hospitalization cost related to COVID-19 was **\$21,889** among patients with a primary diagnosis of COVID-19⁶

Flu Facts



The flu can be spread to others before any symptoms are present⁷



Flu vaccines have been shown to reduce illness and the risk of serious flu complications¹

8%

According to a CDC study in 2018, about **8% of the U.S. population** gets sick from the flu each season. That's **more than 26 million people!**⁷

Tip: You can play a big role in your employees' health! As the situation with COVID-19 continues to evolve and the fall/winter flu season approaches, it's important to stay vigilant and help your employees stay up-to-date with recommended vaccinations.

Employees at High Risk for Severe COVID-19

Some people are more likely than others to get very sick if they get COVID-19.⁸

Certain risk factors for severe COVID-19 include⁸:

- ▶ Being 50 years of age or older⁹
- ▶ Being obese or overweight
- ▶ Being a current or former smoker
- ▶ Having diabetes
- ▶ Having heart conditions
- ▶ Having chronic lung diseases
- ▶ Having a weakened immune system

75%
of US adults

are estimated to have at least one risk factor that may increase the risk of severe COVID-19¹⁰

This is not an exhaustive list. There are many different factors that millions of Americans live with each day. To learn about additional risk factors for severe COVID-19, please see the link below⁸:

- ▶ [List of COVID-19 Risk Factors](#)

Tip: Remind your employees about their health plans and coverage! Doing this could help break down barriers to vaccination hesitancy and access.

Building Health Equity in the Workplace

There are many factors that create barriers to vaccination access and acceptance, and disproportionately affect racial and minority groups. Some of these factors include¹¹:

- ▶ Gaps in healthcare access
- ▶ Lack of trust in the healthcare system due to historical factors
- ▶ Transportation conditions
 - Those who face geographical challenges to vaccination access and acceptance are more likely to get seriously ill due to the factors listed above



Promote trust and health equity within the workplace. By hosting a company vaccination clinic, you are letting all your employees know they are important to you. You'll build vaccine confidence, educate employees, raise awareness about COVID-19 and flu, and more.

Protecting Employee Health Within Your Company

Facilitating vaccinations can help promote a healthier workplace, improve employee morale, and benefit your company's bottom line.



Benefits of Employee Wellness

Hosting a clinic to help your employees get vaccinated shows that their personal health is important to you. This may include potential for:



Reduced absences due to sickness and doctors visits¹²



Reduced costs due to fewer absences, resulting in improved productivity¹²



Improved morale due to lack of absences and less individual workload¹²

Employer Best Practices for Vaccination Clinics

Before you get started on planning your vaccination clinic, let's look at some important things to consider.



Benefits of COVID-19 and Flu Clinics

So, why should you consider offering COVID-19 and flu vaccinations to employees during the same clinic?

- ✓ COVID-19 vaccines can help protect your employees from getting seriously ill or being hospitalized with COVID-19¹³
- ✓ According to the CDC, eligible people may receive more than one vaccine during the same clinic visit.¹⁴ Employees can ask their healthcare provider or pharmacist about the risks and benefits of getting more than one vaccine in the same clinic visit

Adding Vaccination Clinics to Health Events

Consider integrating vaccination clinics into other health events scheduled for the fall and winter seasons. These include:

- ▶ Health fairs & wellness events
- ▶ Biometric screenings: health exams that include blood work & other measurements

Timing: When to Hold Clinics

- ▶ Consider holding full-day clinics that last for at least 2 days or clinics that have multiple shifts
 - This can help give all your employees, whether they are hybrid or part-time, time to get vaccinated when it fits into their work schedule
- ▶ Hold clinics after mid-September and before the end of October to ensure inventory is available for COVID-19 and flu vaccines
 - By hosting clinics during the height of vaccination season, you can help your employees get their vaccines when it is top of mind

Healthcare Coverage

- ▶ Vaccine-related reimbursement will depend on your employees' insurance plans, whether that's private/commercial, Medicare, or Medicaid¹⁵

Vouchers for COVID-19 and Flu Vaccines at Off-Site Clinics

- ▶ Consider providing vouchers for remote employees, those not covered by health insurance, or family members not covered by the employer benefits plan—so they can get vaccinated at a participating pharmacy



Incentives Offered by Employers

When you begin to think about setting up your own vaccination clinic, incentivizing action can play a large role in influencing higher vaccination rates in the workplace. Consider offering incentives such as:



Monetary Incentives

- ▶ \$0 out-of-pocket cost for recommended vaccinations
- ▶ Gift cards to local businesses



Non-monetary Incentives

- ▶ Raffles with prizes
- ▶ Company gear like coffee mugs, T-shirts, phone chargers

Tip: Consider offering incentives to employees who are business travelers or work remotely.

Planning a Vaccination Clinic for COVID-19 and Flu

If your company is already hosting a flu clinic this year, make it easier on you and your employees by expanding the event to include COVID-19 vaccinations. By turning your flu clinic into a combined COVID-19 and flu clinic, you could be providing more value to your employees and supporting the health of your workplace.



COVID-19 & Flu Vaccinations

So, why should you offer COVID-19 vaccinations at your clinic? Coadministration is a common medical practice. Getting more than one vaccine at a time helps people get up-to-date on vaccinations all in one visit.¹⁶

- ▶ According to the CDC, eligible people may receive more than one vaccine during the same clinic visit¹⁴
- ▶ Employees can ask their healthcare provider or pharmacist about the risks and benefits of getting more than one vaccine in the same clinic visit

Best Practices for Vaccination Clinics

- ✓ Get started with our [10-Point Checklist: Setting Up an On-Site Vaccination Clinic](#)
- ✓ Or, for a step-by-step guide to best practices for vaccination clinics, refer to the [CDC Checklist of Best Practices for Vaccination Clinics](#)

Resources That Help Increase Vaccination Rates

To help encourage your employees to receive their COVID-19 and flu vaccinations, provide resources that help them understand the benefits of vaccination.

- ▶ Refer to [Vaccine Facts & Health Disparities](#) for impactful talking points you should share with your employees

How to Spread the Word

Promote COVID-19 and flu vaccination clinic(s) in the following ways:

- ▶ Emails to employees can highlight the date and time of the clinic(s)—include resources, such as the COVID-19 facts, and offer paperwork to be completed ahead of time to expedite vaccinations
- ▶ Posters in break rooms, cafeterias, and other high-traffic areas
- ▶ Promotional signs with the date and time of the clinic(s) should be posted in high-traffic areas
- ▶ Company intranet can be used to promote the clinic and vaccinations
- ▶ Distribute vaccination information (printed or PDFs) that employees can take home and share with their families
- ▶ Providing [key facts](#) about COVID-19 and flu can encourage vaccine awareness
- ▶ If your employees can't attend a clinic, you can share these two websites to help them find a vaccine: covidvaxoption.com for a vaccine option by Pfizer and BioNTech and the CDC site vaccines.gov

Resources for Remote or Off-Site Employees

If you have employees working remote, hybrid, or at smaller campuses, you may still want to encourage off-site vaccinations. Give your employees the tools they need to schedule vaccine appointments:

How to Schedule Local Vaccination Appointments

COVID-19 Vaccination

- ▶ Visit covidvaxoption.com for a vaccine option by Pfizer and BioNTech
- ▶ Text your ZIP code to 438829
- ▶ Call the CDC COVID-19 Hotline at 1-800-232-0233
- ▶ Call your primary care doctor or local pharmacy

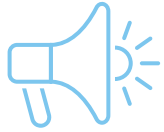
Flu Vaccination

- ▶ Visit the CDC site vaccines.gov
- ▶ Call your primary care doctor or local pharmacy

Alternatives to Planning a Vaccination Clinic

Vaccination clinics may not be ideal for all companies, based on their size or number of remote workers. But there are alternatives to hosting an on-site clinic. Even without hosting your own clinic, you can still share the importance of employee health and vaccines to help your employees stay up-to-date on vaccinations.





How to Spread the Word

Promote COVID-19 and flu vaccination(s) in the following ways:

- ▶ Emails to employees can highlight ways to schedule local vaccine appointments and link to resources, such as COVID-19 and flu facts
- ▶ Educational posters can be posted in break rooms, cafeterias, and other high-traffic areas
- ▶ Company intranet can be used to promote vaccinations
- ▶ Providing [key facts](#) about COVID-19 and flu through email or company intranet can help drive vaccine awareness and boost vaccination rates
- ▶ Distribute vaccination information (printed or PDFs) that employees can take home and share with their families



Vouchers for COVID-19 and Flu Vaccination at Off-Site Clinics

- ▶ Consider providing vouchers for all employees—including remote employees, those not covered by health insurance, or family members not covered by the employer benefits plan—so they can get vaccinated at a participating pharmacy

Resources for Off-Site Employee Vaccination

Help your employees receive their COVID-19 and flu vaccines off-site. Provide these resources to help them understand the steps to scheduling appointments and the benefits of vaccination.

How to Schedule Local Vaccination Appointments

COVID-19 Vaccination

- ▶ Visit covidvaxoption.com for a vaccine option by Pfizer and BioNTech
- ▶ Text your ZIP code to 438829
- ▶ Call the CDC COVID-19 Hotline at 1-800-232-0233
- ▶ Call your primary care doctor or local pharmacy

Flu Vaccination

- ▶ Visit the CDC site [vaccines.gov](https://www.cdc.gov/vaccines)
- ▶ Call your primary care doctor or local pharmacy

Benefits of Vaccination

- ▶ Refer to [Vaccine Facts & Health Disparities](#) for impactful talking points you should share with your employees

Tip: Thinking about hosting a combined vaccination clinic in the future?

Getting both vaccines at once may be more convenient than scheduling 2 visits

If Possible, Consider Hosting a COVID-19 and Flu Vaccination Clinic

Helping your employees get vaccinated not only shows that their personal health is important to you, it also provides several big occupational health benefits to your business. This may include potential for¹²:

- ▶ Reduced absences due to sickness and doctors visits
- ▶ Reduced cost due to fewer absences, resulting in improved productivity
- ▶ Improved morale due to lack of absences and less individual workload

Plus, vaccinations are often already covered under employee health plans.¹⁵

A photograph of two men sitting on a wooden bench with several pillows. The man on the left is wearing a white polo shirt and is looking towards the man on the right. The man on the right is wearing a maroon polo shirt and is looking at a laptop. The background is a plain white wall.

Tip: To learn more about hosting a combined COVID-19 and flu clinic, refer to our [Planning a Vaccination Clinic for COVID-19 and Flu](#) page.

Planning a Vaccination Clinic for COVID-19

For companies that are hybrid or fully back to office, the importance of vaccination is still on our minds. By providing vaccinations on-site, you are emphasizing that employee health is important to your company.



Best Practices for Vaccination Clinics

- ✓ Get started with our [10-Point Checklist: Setting Up an On-Site Vaccination Clinic](#)
- ✓ Or, for a step-by-step guide to best practices for vaccination clinics, visit [CDC Checklist of Best Practices for Vaccination Clinics](#)

Resources That Help Increase Vaccination Rates

To help encourage your employees to receive their COVID-19 vaccinations, provide resources that help them understand the benefits of vaccination.

- ▶ Refer to [Vaccine Facts & Health Disparities](#) for impactful talking points you should share with your employees



How to Spread the Word

Promote COVID-19 and flu vaccination clinic(s) in the following ways:

- ▶ Emails to employees can highlight the date and time of the clinic(s)—include resources, such as the COVID-19 facts, and offer paperwork to be completed ahead of time to expedite vaccinations
- ▶ Posters in break rooms, cafeterias, and other high-traffic areas
- ▶ Promotional signs with the date and time of the clinic(s) should be posted in high-traffic areas
- ▶ Company intranet can be used to promote the clinic and vaccinations
- ▶ Distribute vaccination information (printed or PDFs) that employees can take home and share with their families
- ▶ Providing [key facts](#) about COVID-19 and flu can encourage vaccine awareness
- ▶ If your employees can't attend a clinic, you can share these two websites to help them find a vaccine: covidvaxoption.com for a vaccine option by Pfizer and BioNTech and the CDC site vaccines.gov

Resources for Remote or Off-Site Employees

If you have employees working remote, hybrid, or at smaller campuses, you may still want to encourage off-site vaccinations. Give your employees the tools they need to schedule vaccine appointments:

How to Schedule Local Vaccination Appointments

COVID-19 Vaccination

- ▶ Visit covidvaxoption.com for a vaccine option by Pfizer and BioNTech
- ▶ Text your ZIP code to 438829
- ▶ Call the CDC COVID-19 Hotline at 1-800-232-0233
- ▶ Call your primary care doctor or local pharmacy

Flu Vaccination

- ▶ Visit the CDC site vaccines.gov
- ▶ Call your primary care doctor or local pharmacy

A photograph of three diverse individuals (two men and one woman) smiling and looking towards the right. They are positioned in the foreground, with a blurred city skyline at night in the background. The lights of the city are out of focus, creating a bokeh effect. The overall mood is positive and hopeful. The image is framed with a dark blue and green gradient at the top and bottom.

Resources for Planning

In this section you will find a 10-point checklist to get you started with your on-site vaccination clinic and some other helpful links to support you along the way.

10-Point Checklist: Setting Up an On-Site Vaccination Clinic

- 1** Help defend against flu and COVID-19 in one on-site clinic
- 2** Choose a vaccination supervisor(s) for your company
- 3** Enlist a professional provider of vaccination services
- 4** Pick a date: Fall may be the best time for your vaccination clinic
- 5** Ensure you have enough vaccine doses on-site
- 6** Give employees a time slot to get their vaccinations
- 7** Consider offering vaccinations to employees' families
- 8** Set goals to boost enthusiasm and participation
- 9** Follow CDC's guidelines and best practices for hosting a vaccination clinic
- 10** Promote your event!

Turn the page for the
10-point checklist in detail.



10-Point Checklist: In Detail

1 Help defend against flu and COVID-19 in one on-site clinic

- ▶ Consider offering COVID-19 and flu vaccinations at your on-site clinic. Giving more than one vaccine during a visit is called coadministration¹⁶
 - To read more about coadministration and answers to common questions employees may have, visit: <https://www.cdc.gov/flu/prevent/coadministration.htm>

3 Enlist a professional provider of vaccination services

- ▶ [Here is a list of retail pharmacies](#) providing on-site vaccination clinics nationwide that may be able to partner with you to host a clinic.¹⁷ Although most pharmacies do not require minimum participation, some do. If you cannot meet the minimum, ask about locating your event at the nearest store. You can also work with other types of private companies
- ▶ The role of vaccination provider is to **manage all aspects of vaccine administration**. These include on-site set-up, appointment scheduling (if needed), clinical and support staffing, check-in, immunization, observation, reporting, and other standard requirements

2 Choose a vaccination supervisor(s) for your company

- ▶ Define clear roles and responsibilities for them. While anyone capable can take on this critical role, occupational health personnel or workplace safety staff may lead these efforts

4 Pick a date: Fall may be the best time for your vaccination clinic

- ▶ Schedule clinics that last at least 2 days with multiple shifts
- ▶ Plan clinics after mid-September to ensure inventory is available for COVID-19 and flu vaccines
- ▶ Flu season usually begins in the fall, so consider hosting your vaccination clinic before the end of October¹⁸

5 Ensure you have enough vaccine doses on-site

- ▶ Work with your pharmacy partner to ensure you have enough vaccine doses available
- ▶ Have employees sign up for specific time slots to facilitate schedules and encourage participation

7 Consider offering vaccinations to employees' families

- ▶ Vaccinating employees and families can play an important role in helping protect the health of the communities where your business operates¹

9 Follow CDC's guidelines and best practices for hosting a vaccination clinic

- ▶ This comprehensive, step-by-step guide can be found here: [Resources for Hosting a Vaccination Clinic](#). After implementing these best practices, make sure your organization signs the pledge to be recognized as an organization that follows best practices

6 Give employees a time slot to get their vaccinations

- ▶ Ask managers and supervisors to allow employees to attend your on-site vaccination clinic as part of their workday and without having to take time off or making up for it after normal business hours
- ▶ Ensure consistent messaging about the upcoming clinic to encourage employees to incorporate it into their work schedule

8 Set goals to boost enthusiasm and participation

- ▶ Consider beating last year's numbers. Or offer a company-wide award if a participation goal is reached

10 Promote your event!

- ▶ Posters, email, website, social media, fact sheets—multichannel communication can put the dates of your vaccination clinic in employees' calendars. On the day of the event, place posters around the office, directing employees to the vaccination site

▶ If your company has the resources to provide your own on-site vaccination clinic, keep reading to learn how to set up a combined vaccination clinic (COVID-19 & flu) or COVID-19 clinic

Helpful link: [CDC Checklist of Best Practices for Vaccination Clinics](#)

Resources for Communication

Here are some resources for you and your employees to stay up-to-date on COVID-19, ways for employees to schedule vaccinations off-site, and email templates for vaccination clinics.





Stay in the Loop

Here is a way for your HR team and employees to get the latest COVID-19 information sent straight to their inbox.

- ▶ Go to covid19pfizer.com to enroll and receive updates and resources on COVID-19 and a vaccine option by Pfizer and BioNTech



Find a Vaccination Site Near You

Finding a vaccination appointment is easy! Share these two websites with your employees who can't attend a clinic:

- ▶ covidvaxoption.com for a vaccine option by Pfizer and BioNTech
- ▶ CDC site vaccines.gov



Email Templates - Announcement Email

New message
— ✖ ×

Subject **Coming up! Our On-Site COVID-19 & Flu Vaccination Clinic**

Hello **[Insert Company Name]** team,

This year, our company will be hosting a combined COVID-19 and flu vaccination clinic. With COVID-19 and flu both being vaccine-preventable diseases, it's important to consider vaccination, which can help protect you and your coworkers from serious illness.¹

COVID-19 can more easily spread indoors.³ Staying up-to-date with COVID-19 vaccinations and taking COVID-19 preventive actions are important, especially if you are 50 years and older or have certain health conditions, as these factors can increase your risk for serious illness.⁹

These vaccines will be available to all employees **[OPTIONAL: and their families]** and will be offered on-site. **[OPTIONAL: We'll even be giving away a few prizes!]** Information about the **[Insert Company Name]** Vaccination Clinic is below:

- Date: **[Insert]**
- Time: **[Insert]**
- Location: **[Insert]**


Off-site clinic options:

For our employees who work **[hybrid, off-site, at smaller satellite campuses, or are business travelers]**, you can always schedule vaccine appointments near you. Some ways to do so are:

- COVID-19 Vaccination
 - Visit covidvaxoption.com to find a vaccine option by Pfizer and BioNTech
 - Text your ZIP code to 438829
 - Call the CDC COVID-19 Hotline at 1-800-232-0233
 - Call your primary care doctor or local pharmacy
- Flu Vaccination
 - Visit the CDC site vaccines.gov
 - Call your primary care doctor or local pharmacy

By getting vaccinated, you are taking an important step toward protecting your health while also creating a healthier work environment for your coworkers.^{1,13}

If you're looking to stay in the loop, enroll to receive updates and resources on COVID-19 and a vaccine option by Pfizer and BioNTech. Scan the QR code or visit <https://pfi.sr/signmeup> to enroll!



Send
📎 | +
🗑️ | +

Email Templates - Value of Vaccination Email

New message — ✖ ×

Subject Let's Talk About the Value of Vaccination


Hello [Insert Company Name] team,
With the [fall and winter] season(s) quickly approaching, we wanted to share the value of vaccines to help you decide what's best for you.



Did You Know?

- Both COVID-19 and flu can spread to others before any symptoms are present^{2,7}
- Vaccination is the best way to help protect yourself against certain preventable diseases¹
- Some vaccine-preventable diseases can have serious complications. For COVID-19 and flu, vaccination provides protection not only against the disease itself, but also against dangerous complications or consequences¹

[Consider attending our upcoming COVID-19 & flu vaccination clinic on (DATE) from (TIME FRAME)] OR [Consider scheduling an appointment near you] to get up-to-date on vaccinations—in one visit!

If you're looking to stay in the loop, enroll to receive updates and resources on COVID-19 and a vaccine option by Pfizer and BioNTech. Scan the QR code or visit <https://pfi.sr/signmeup> to enroll!



Send |  | + |  | +

Email Templates - Reminder Email

New message
— ✖ ✕

Subject On-Site Vaccination Available Tomorrow!

Hello [Insert Company Name] team,

This is a reminder that our company will be hosting a combined COVID-19 and flu vaccination clinic for the next [1-3] day(s). With COVID-19 and flu both being vaccine-preventable diseases, it's important to consider vaccination, which can help protect you and your coworkers from serious illness.¹

COVID-19 can more easily spread indoors.³ Staying up-to-date with COVID-19 vaccinations and taking COVID-19 preventive actions are important, especially if you are 50 years and older or have certain health conditions, as these factors can increase your risk for serious illness.⁹

These vaccines will be free to all employees [OPTIONAL: and their families] and will be offered on-site. [OPTIONAL: We'll even be giving away a few prizes!] Information about the [Insert Company Name] Vaccination Clinic is below:

- Date: [Insert]
- Time: [Insert]
- Location: [Insert]


Off-site clinic options:

For our employees who work [hybrid, off-site, at smaller satellite campuses, or are business travelers], you can always schedule vaccine appointments near you. Some ways to do so are:

- COVID-19 Vaccination
 - Visit covidvaxoption.com to find a vaccine option by Pfizer and BioNTech
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By getting vaccinated, you are taking an important step toward protecting your health while also creating a healthier work environment for your coworkers.^{1,13}

If you're looking to stay in the loop, enroll to receive updates and resources on COVID-19 and a vaccine option by Pfizer and BioNTech. Scan the QR code or visit <https://pfi.sr/signmeup> to enroll!



Send
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