

# Best Practices: COVID-19 Vaccine Employer Mandates



Long term care employers who implement COVID-19 vaccination mandates should communicate in-person to staff whenever feasible. Time frames for compliance should be established and made clear. Communication with staff should include information about the safety and benefits of getting a vaccine.



## ROLL OUT THE POLICY:

- Announce the mandate to staff first, before sharing externally.
- Explain why the organization is setting a mandate, emphasizing that staff vaccines are vital to the health and well-being of the residents and will make for a safer workplace.
- Establish a deadline for staff to be vaccinated.
- Announce the policies that support staff to be vaccinated (e.g., paid time off).
- Lead by example and ensure that management are vaccinated.

## CONTINUE VACCINATION EDUCATION CAMPAIGNS:

- Provide open channels of communication.
- Deliver clear and frequent communication to educate staff on the safety and importance of the vaccines.
- Engage in one-on-one conversations between senior leaders and hesitant staff.
- Provide access to trusted medical professionals to answer staff questions.
- Recruit staff influencers/ambassadors to help with peer-to-peer outreach and messaging.
- Check out additional resources on the AHCA/NCAL [#GetVaccinated](#) website, including a list of proven [top strategies](#) to improve vaccination rates.
- Review the [CDC's Workplace COVID-19 Vaccine Toolkit](#)

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## BREAK DOWN POSSIBLE BARRIERS:

- Make obtaining the vaccine as easy as possible for employees; provide onsite clinics where feasible.
- Cover any costs that might be associated with getting the vaccine, such as cost of transportation to a pharmacy if the vaccine can't be administered on site.
- Provide paid time off for employees to get the vaccine and recover from any potential side effects.
- Consider providing incentives, such as gift cards or company swag, to employees who get vaccinated.

## KNOW THE LEGAL PARAMETERS:

- Consult your company's employment attorney and review the [EEOC guidance](#) on employer mandates.
- Exemptions for medical conditions and religious beliefs needs to be considered. EEOC provides technical guidance on the provision of these exemptions.
- Union or other employment contracts may impact vaccine requirements.

## MANAGE EMPLOYEE VACCINE RECORDS APPROPRIATELY:

- While vaccination status may not be protected information, all employee information should be treated respectfully.
- Information about medical conditions must be maintained confidentially.



## COMMUNICATE YOUR WORKPLACE POLICIES TO RESIDENTS AND FAMILIES:

- Consider sharing information about your staff vaccination requirements with residents and their loved ones.
- Be transparent with potential customers. Consider sharing your policy on your website or other communication materials for consumers to easily find.
- Consider providing regular updates on your progress to increase the number of staff who are vaccinated.
- Be respectful of sensitive or confidential personnel information.