What is the purpose of this document?

This document describes the options the Missouri employers have to participate in the vaccination of their workforce. Missouri employers play a critical role in protecting their employees from COVID-19 workplace exposure and in making sure economic vitality continues through efforts to help employees receive access to the vaccine.

Because federal guidance on vaccine priorities and state vaccine administration recommendations change frequently, the information in this document may change over time.

For the most recent vaccine information, go to [MOStopsCOVID.com](http://MOStopsCOVID.com).

When will my employees be eligible to receive the COVID-19 vaccine?

Currently, all individuals are eligible for vaccination. Phase 3 (all Missouri residents) opened April 9, 2021. Information about the phases can be found at [MOStopsCovid.com](http://MOStopsCovid.com).
How can employers encourage and/or participate in the vaccination of their employees?

Employers may assist with the state’s vaccination efforts in three important ways:

1. Communicate the importance of the vaccine to employees.
2. Consider providing vaccination to employees in the workplace or coordinating on their behalf at a specific vaccination site.
3. Help employees find a vaccine provider in their community.

How can employers communicate the importance of the vaccine to employees?

One of the most important things an employer can do is to encourage employees to get the COVID-19 vaccine when it becomes available to them. Employees need to educate themselves on the importance of receiving the vaccine. While the COVID-19 vaccine is optional, education, convenience and access will help encourage individuals to get the vaccination when available. A communications toolkit can be found at MOStopsCovid.com/toolkit. The toolkit provides messaging, printable communications and digital information employers may use as part of a communications strategy to employees.

Additional resources for businesses are available at MOStopsCovid.com/priority.

Note: Develop a communication plan for employees desiring to be vaccinated, including who the point of contact at your organization will be for questions they may have, second dose coordination, etc.

How can employees receive the vaccination in their workplace?

Depending on the size of the workforce, employees’ interest in receiving the COVID-19 vaccine and vaccine availability, it may make sense to offer vaccinations at the workplace.

What are the benefits of providing the vaccination to employees at my facility?
The benefits of participating include:

- Demonstrating a commitment to employees’ health and safety.
- Reducing operational disruptions by having employees receive the vaccine at work rather than leaving work to be vaccinated.
- Serving as an important community partner in public health response.

**How can employers determine whether a workplace (private) vaccination event makes sense for their organization?**

To help determine if an employer should consider sponsoring a private vaccination event at their facility, conduct a survey to determine how many employees would agree to be vaccinated if a clinic was held in the workplace. Each employer will determine if there is a sufficient level of interest to proceed with planning an on-site clinic.

**How do employers provide the vaccination to employees?**

Employers who are interested in sponsoring a private vaccination event at their facility have the following options:

1. **Use on-site health care providers.**

   Employers may be able to sponsor a private vaccination event at their facility if they have medical staff on-site (a provider, nurse, paramedic, etc.) or have existing contracts/relationships with a health care provider who has registered with the Missouri Department of Health and Senior Services (DHSS) as a COVID-19 vaccinator. Information about becoming a DHSS-approved vaccinator is available at [MOStopsCovid.com/vaccinators](http://MOStopsCovid.com/vaccinators).

   Employers who sponsor a private vaccination event should establish an agreement with the vaccinator(s) describing roles and responsibilities and a plan that includes:

   - The location and layout of the area where vaccinations will occur, keeping in mind social distancing/infection control procedures and a place where people who have been vaccinated can be observed for 15 minutes after they receive the vaccine.
   - A strategy for the safe and secure storage of vaccine, which may require refrigeration or ultra-low storage temperatures (-60º to -80ºC).
   - Providing non-medical staff from the organization to assist with vaccination efforts (e.g., registration, distributing educational literature, monitoring for adverse reactions, etc.).
   - Training for employees who will assist with vaccination efforts.

2. **Contact the Local Public Health Agency (LPHA) or Regional Implementation Team (RIT) in your area.**

   LPHAs may be able to help connect employers with a vaccinator who is willing to hold a private vaccination clinic at their workplace. The LPHAs have been on the front lines of

   **Note:** LPHAs may be maintaining a waiting list due to limited vaccine supplies
This pandemic response. Most LPHAs are enrolled as vaccination providers and/or have relationships with vaccination providers within their jurisdiction. A listing of LPHAs is available at Health.Mo.Gov. Coordinating at the local level is often the most efficient and effective means to address public health needs, including planning workforce vaccination events.

To best use limited supplies of vaccine, several Regional Implementation Teams (RITs) are established throughout Missouri to support coordination of vaccination efforts. These RITs can act as a vaccination hub to assist LPHAs and employers in connecting with a vaccinator. These teams are equipped to help employers efficiently navigate the vaccination planning and administration process.

If you are interested in partnering with an active RIT, please email RIT-Coordination@health.mo.gov or go to https://covidvaccine.mo.gov/vaccinators/RIT-Contacts.pdf.

What if there isn’t enough vaccine, initially, for all the interested employees?

Because only limited amounts of vaccine may be available, employers may need to further assess their workforce to determine which employees should receive the vaccine first. The following questions will help in making this decision.
Does the employee mainly work indoors or outdoors?
Is the employee required to wear a face covering when performing tasks?
How physically close is the employee to other employees and/or customers?
Does the employee touch shared surfaces, common items, and other employees or customers?
How many interactions does the employee have with other employees and/or customers occur daily?
How long does an average interaction last?
Are there screening procedures that protect the employee from interactions with contagious co-workers and/or customers?
How frequently is the employee’s work area sanitized and cleaned?
Are handwashing stations readily available to the employee?
Does the employee require highly specialized skills?

How can employers help employees find a vaccine provider in the community?

If sponsoring a private vaccination event is not an option for an organization/business, or if employees do not choose to be vaccinated through the workplace, employers should still encourage employees to be vaccinated as soon as possible. LPHAs, in conjunction with the RITs, can assist employers with finding vaccinators in the community who can vaccinate their employees. Options include:

- Local pharmacies such as Hy-Vee, CVS, Walgreens and Walmart
- Community-sponsored vaccination events
- Employees’ primary health care providers

The MOStopsCovid.com website includes a map of approved vaccinators. Each vaccinator will have specific guidance on how to partner with their site for vaccination of your employees.

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Some may have an email address for initial inquires or a web portal for interested employees/employers.

A list of vaccination events can be found here. To register to receive the vaccine, go to VaccineFinder. By registering through Vaccine Navigator, you will receive information about vaccine availability in your region as well as the entire state. In addition to helping individuals register for a vaccine, the Missouri Vaccine Navigator will remind registrants when it is time to schedule their second dose.

**What can I do now?**

As an employer, we encourage you to continue or develop a COVID-19 testing strategy, exposure mitigation plan and guidelines for your employees.
Additionally, please encourage your employees to maintain normal COVID-19 precautions while waiting for vaccination. These include:

- Wash hands often
- Stay at least 6 feet away from others
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Stay home while you are sick
- Wear a cloth mask, which covers your mouth and nose, when outside your home.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing
- Avoid contact with people who are sick, especially if you are 60 or over or have an underlying health condition, like heart disease, diabetes, lung disease or a weakened immune system.

Where can employers find more information?

Thank you for your partnership in keeping all Missourians safe and healthy, we truly are Stronger Together! For more information regarding COVID-19 vaccination planning, visit the Frequently Asked Questions page for employers at MOStopsCOVID.com, e-mail us at RIT-Coordination@health.mo.gov or call us at 877-435-8411.

Additional resources can be found at:
https://covidvaccine.mo.gov/residents/Handout-Residents.pdf (English)
https://covidvaccine.mo.gov/residents/Handout-Residents-Spanish.pdf (Spanish)