

A CHECKLIST FOR SMALL BUSINESS OWNERS

Making it easier for employees & workers to get vaccinated

- ☐ I've [communicated](#) to my employees and workers that COVID-19 vaccines are safe and effective, and that vaccination is essential to helping us all get back to the things we love.
- ☐ I've talked about my own commitment to getting vaccinated, or shared about my positive experience getting vaccinated already.
- ☐ I've shared a [one-pager](#) about vaccines and answers to [frequently asked questions](#) via email, as a handout, or posted at my place of business.
- ☐ I'm offering paid time off to my employees and workers for vaccine appointments, as well as time off to recover from possible side effects.
- ☐ I've made it easier for my employees and workers to get vaccinated by offering a transportation voucher, a meal stipend, child care, or other small incentive.
- ☐ I've encouraged my employees and workers to check out [Vaccines.gov](#) to help find a vaccine appointment.
- ☐ I've offered internet access and/or language support services to help my employees and workers schedule their vaccine appointments.
- ☐ I've dedicated time at a staff meeting to [lead a conversation](#) about the safety and importance of vaccinations and answer questions.
- ☐ I've reached out to workers who've been disproportionately impacted by COVID-19 or who may have unique concerns or need extra help accessing vaccines.
- ☐ I've encouraged my employees and workers to visit [GetVaccineAnswers.org](#) and talk to their healthcare provider if they have additional questions.

BONUS STEPS: FOR SMALL BUSINESSES THAT WANT TO DO MORE...

- ☐ I've offered to help individual employees identify and schedule vaccine appointments. One action might be to set aside a staff meeting to offer your assistance and get individuals scheduled.
 - ☐ I've contacted my local health department and offered to support vaccination efforts in my community by donating food, space, supplies, employees as volunteers, etc.
 - ☐ I'm helping educate my customers about the importance of vaccinations by posting [fact-based information](#) about vaccines at my place of business, sharing on social media or offering discounts to vaccinated customers, etc.
- For additional tools and tips, download our [Small Business Guide to COVID-19 Vaccines](#).