

# HOW TO EFFECTIVELY ENGAGE YOUR EMPLOYEES REGARDING THE COVID-19 VACCINE

A PUBLICATION OF THE  
RELAUNCH GREATER  
LANSING TASKFORCE



LANSING **REGIONAL** CHAMBER



# WELCOME MESSAGE

The COVID-19 pandemic has created a new norm for us and how we conduct business. We are navigating challenging times and unknown landscapes and understanding the magnitude of the crisis related to our families, friends, neighbors, colleagues, and community.

The Greater Lansing economy's diverse nature reflects the strong partnerships that have helped our region effectively manage the pandemic as well as any region in Michigan. As we relaunch our economy and continue to handle COVID 19 better, we must remain diligent in taking necessary precautions to provide a safe and healthy workplace for employees and a place of business for customers, the community, and visitors. Business, government, education, and community leaders are committed to working together to find a balance that incorporates safety and renewed economic opportunity.

We thank you for your support as we navigate these unprecedented times together. We will preserve and be stronger as we lead the region into a successful transition, which will transpire the return of a thriving, robust regional economy.

All the best,

**RELAUNCH GREATER LANSING TASK FORCE**

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## TABLE OF CONTENTS

COVID-19 Vaccine Business Preparedness Checklist	<b>03</b>
Educate Employees: Preliminary Covid-19 Vaccination Timeline	<b>04</b>
Educate Employees: COVID-19 & Vaccines	<b>06</b>
Identify Company Needs: Employee Vaccine Preparation Plan	<b>08</b>
Identify Company Needs: Sample Employee Survey	<b>09</b>
Relaunch Greater Lansing Task Force	<b>10</b>

# COVID-19 VACCINE BUSINESS PREPAREDNESS CHECKLIST

The COVID-19 vaccine is our path back to normal everyday life and a strong economy. As employers, we play a critical role in demonstrating confidence in the vaccines' safety and leading our communities in getting vaccinated. There are simple steps that businesses can take right now to help prepare for the vaccine distribution as the supply continues to increase.

## EDUCATE EMPLOYEES

- ☒ Provide information about vaccine safety and efficacy to employees to answer their questions.
- ☒ Demonstrate your confidence in the vaccine and enthusiasm for vaccinating with your employees.

## IDENTIFY COMPANY NEEDS

- ☒ Determine how many employees you have and demographics including age, percentage of work week remote vs. on-site and hometown.
- ☒ Survey and prioritize employees about their vaccine interest: identify whether they want the vaccine immediately or plan to wait.
- ☒ **Connect with your local health department** to indicate your company's vaccine interest and needs.

## SUPPORT VACCINATION LOGISTICS

- ☒ Work with your local public transportation providers (bus or ride-sharing services) to coordinate safe group transportation to clinics.
- ☒ Work with your local health department to consider hosting an on-site vaccination clinic.
- ☒ Need a ride to your vaccination appointment? Our regional transit providers are offering FREE transportation for residents with a scheduled COVID-19 vaccine appointment.
- ☒ Do not schedule all your employees for the same day unless everyone is off the next day – stagger your schedule.



We all need to continue preventative measures such as wearing masks, social distancing, and handwashing to reduce the spread of COVID in our communities even as the vaccine is being administered.

# EDUCATE EMPLOYEES:

## PRELIMINARY COVID-19 VACCINATION TIMELINE & ADDITIONAL VACCINE RESOURCES

The anticipated implementation schedule for moving through the CDC phases is illustrated below. This schedule is provisional and will change over time. To find a vaccine and schedule an appointment, visit [Michigan.gov/COVIDvaccine](https://michigan.gov/COVIDvaccine).

Estimated Schedule for First Dose Administered: December 2020 to December 2021.														
Phase	People Covered	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1A	Healthcare Workers													
	Long-term care residents and staff													
1B	75 years and over not covered above													
	Prioritized frontline responders													
	School and childcare staff													
	Corrections staff and detained individuals													
	Agriculture and food processing workers				MARCH 1									
	Other essential frontline workers													
1C	65-74 years old													
	50-64 with disabilities/pre-existing conditions				MARCH 8									
	Caregivers of children with special health care needs				MARCH 8									
	16-49 with disabilities/pre-existing conditions													
	Remaining essential workers					MARCH 22								
2	50-64 years not covered above					MARCH 22								
	16-49 years not covered above					APRIL 5								

# EDUCATE EMPLOYEES:

## PRELIMINARY COVID-19 VACCINATION TIMELINE & ADDITIONAL VACCINE RESOURCES

**By Jan. 11**, all areas of the state may, as vaccine supplies are available, implement vaccination of people who are health care workers or working or residing in long-term care facilities (Phase 1A Priority One, Two, and Three), age 65 years or older (Phase 1 B Group A and Phase 1C Group A), or frontline workers whose work role has frequent or and, due to the nature of the work, are not able to maintain social distance (including frontline responders, school and child care staff, or corrections staff) (Phase 1B Group B). Vaccination will take place in different phases that occurs simultaneously.

**By March 1**, all areas of the state may, as vaccine supplies are available, also implement vaccination of people who are frontline essential workers in the food processing and agricultural industries.

**By March 22**, all areas of the state may, as vaccine supplies are available, implement vaccination of people who are aged 50 and up (part of Phase 2), as well as vaccination of people aged 16 and up who have disabilities and/or medical conditions, as well as their caregiver family members and guardians.

**By April 5**, all areas of the state may, as vaccine supplies are available, implement vaccination of all people aged 16 and up who were not previously eligible.

### ADDITIONAL RESOURCES

- [Michigan Vaccine Locator](#)
- [Michigan COVID-19 Vaccine Dashboard](#)
- [Michigan Find a Test Site](#)
- [Michigan COVID-19 Response](#)
- [CDC COVID Data Tracker](#)
- Michigan's COVID-19 Hotline 1-888-535-6136, press 1
- [Barry-Eaton District Health Department](#)
- [Ingham County Health Department](#)
- [Mid-Michigan District Health Department](#)
- [Sparrow Health System](#)
- [McLaren Greater Lansing](#)
- [Lansing Urgent Care](#)
- [Meijer](#)
- [Walmart](#)
- [Kroger](#)
- [CVS](#)
- [Walgreens](#)
- [Rite Aid](#)
- [HomeTown Pharmacy](#)

# EDUCATE EMPLOYEES:

## COVID-19 AND VACCINES

All COVID-19 vaccines go through the same FDA authorization process. Each vaccine is safe and effective. It is recommended that you get the vaccine that is available to you — don't wait.

Manufacturer	Pfizer	Moderna	Janssen (Johnson & Johnson)
Doses Required	2	2	1
Effective at preventing virus with symptoms in the U.S.	✓	✓	✓
Effective at preventing severe illness	✓	✓	✓
Protects from hospitalization and death	✓	✓	✓
Age for use	16+	18+	18+
Building protection	About 14 days after the second dose	About 14 days after the second dose	About 14 days after the dose
Mild side effects after vaccination	Common	Common	Common

Data Courtesy MDHHS



### ARE THE VACCINES EFFECTIVE?

- Based on evidence from large clinical trials, the CDC reports Pfizer and Moderna vaccines were each roughly 95% effective at preventing laboratory-confirmed COVID-19 illness in people who received two doses. The Johnson & Johnson vaccine is effective after only one dose and is 85% effective at preventing moderate to severe illness, and is at least 66% effective in preventing symptomatic illness. In comparison, the flu vaccine reduces the risk of illness by between 40% and 60%. In clinical trials, all three vaccines were nearly 100% effective at preventing death and are highly effective at preventing severe illness from COVID-19, which health experts say is their most important attribute.
- Experts believe a COVID-19 vaccination may keep you from getting seriously ill even if you do get COVID-19.



### ARE THE VACCINES SAFE?

- The COVID-19 vaccine studies have been evaluated by the FDA and the data from these studies clearly show that the known and potential benefits of the FDA-authorized COVID-19 vaccines greatly outweigh the known and potential risks.
- People who have had severe allergic reactions to a vaccine or any other injected medication should talk to their physician or pharmacist about the vaccine.

# EDUCATE EMPLOYEES:

## COVID-19 AND VACCINES



### ARE THERE SIDE EFFECTS FROM THE VACCINES?

- Some people may experience mild side effects, which is a normal sign that your body is building protection.
- The side effects from a COVID-19 vaccination may feel similar to the flu and could affect your ability to do daily activities, but they should go away in a few days. Your arm may be sore, red, or warm to the touch.
- You may experience a low-grade fever, chills, headache, and just a general feeling of “not yourself.”



### CAN I GET COVID-19 FROM THE VACCINES?

- While some vaccines for certain viruses contain that specific virus in a dead or weakened state to elicit an immune response, Pfizer and Moderna use mRNA technology, which does not contain the virus, nor does it cause infection.
- mRNA technology has been in development and testing for more than a decade.



### WILL A COVID-19 VACCINATION ALTER MY DNA?

- COVID-19 mRNA vaccines never enter the nucleus of cells where DNA is kept. The vaccines cannot affect or interact with our DNA in any way.



### IF I GET THE VACCINE, WILL I TEST POSITIVE FOR COVID-19?

- Neither COVID-19 vaccine will cause you to test positive on viral tests, which are used to see if you have a current infection. After receiving the vaccine, you may test positive on some antibody tests, which are used to see if you have had a previous infection or have some level of immunity against the virus.



### SHOULD I GET VACCINATED IF I'VE HAD COVID-19?

- We don't know how long natural immunity lasts after a person has had COVID-19. It is uncommon to be reinfected in the 90 days after the first infection from COVID-19.
- Because of the severe health risks associated with COVID-19, the CDC recommends people should be offered the vaccine even if they've already had COVID-19.



### HOW MUCH DOES THE VACCINE COST?

- The federal government pays for the vaccine itself. Some vaccination providers may charge administration fees, but insurance, Medicare, or Medicaid usually pay these fees.

## ADDITIONAL COVID-19 VACCINE FAQs

- [COVID-19 Vaccine Facts and FAQs for Business Leaders \(U.S. Chamber\)](#)
- [COVID-19 Vaccine Facts \(CDC\)](#)
- [COVID-19 Vaccine FAQs \(CDC\)](#)

# IDENTIFY COMPANY NEEDS:

## EMPLOYEE VACCINE PREPARATION PLAN

### OBJECTIVE

Provide employers with communication assets to educate employees in overcoming vaccine hesitancy.

### ACTION STEPS

The steps below should be taken to prepare your workforce to be vaccinated, either onsite or at a vaccination site with your local country health department.

1

#### STEP ONE

Complete the survey to help the department prioritize employer interest for onsite vaccinations here:

- [Ingham County Health Department](#)
- [Barry-Eaton District Health Department](#)
- [Mid-Michigan District Health Department \(Clinton County\)](#)

2

#### STEP TWO

Once you complete the appropriate health department survey, let's breakdown your workforce.

We suggest you create an internal survey/checklist to help you categorize your onsite and remote workforces.

##### Workforce Checklist

- If onsite COVID vaccination is offered, would you receive the vaccine?
- What percentage of your workweek is onsite?
- What percentage of your workweek is remote?
- If multiple locations, ask their work location.

3

#### STEP THREE

We suggest you also communicate with your workforce on the vaccination timeline and the benefits of the COVID-19 vaccination. If you consider an employee vaccine mandate or incentivize employees who receive the vaccine, we recommend you consult with your legal counsel.

4

#### STEP FOUR

Once this is completed, please contact Steve Japinga, vice president of publicaffairs, Lansing Regional Chamber of Commerce, at [relaunch@lansingchamber.org](mailto:relaunch@lansingchamber.org). The objective of this is for you to be ready when the local health department is ready to vaccinate your workforce.

\*Note: The LRCC staff uses the U.S. Department of Homeland Security, Cybersecurity, and Infrastructure Security Agency (CISA) EssentialCritical Infrastructure Workforce Guidance Version 4.0.



# IDENTIFY COMPANY NEEDS:

## SAMPLE EMPLOYEE SURVEY

As we begin to reopen and move towards a more normal daily life, your health and safety in the workplace are a top priority. The approved COVID-19 vaccines provide us with hope for ending this pandemic. We are surveying our employees on their interest in receiving the vaccine and working with local public health to ensure that we are doing all we can to protect you moving forward. We ask two questions to gauge interest in the vaccine in our workplace and help determine prioritization of vaccine, as supply continues to increase.

### 1. WHAT IS YOUR INTEREST LEVEL IN RECEIVING THE VACCINE?

- I would like to receive the vaccine
- I plan to wait to receive the vaccine
- I have already received the vaccine
- I do not wish to say

### 2. IF YOU WOULD LIKE TO RECEIVE THE VACCINE, PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT WE CAN WORK WITH LOCAL HEALTH TO DETERMINE PRIORITIZATION:

- Age:

Please know that we are NOT mandating the COVID-19 vaccine. We understand everyone has a right to decide to vaccinate. We recognize the vaccine has been approved only after its safety has been ensured and it presents our best hope for reopening. We encourage those with questions to speak with their healthcare provider or seek information from a credible source such as the [U.S. Centers for Disease Control and Prevention](#) or [Michigan.gov/COVIDvaccine](#).

Thank you for your commitment and dedication during this unprecedented global pandemic. We look forward to the days where we can work alongside each other safely once again.

### WE ALSO ENCOURAGE EMPLOYERS TO IDENTIFY THE FOLLOWING WORKFORCE DEMOGRAPHICS:

- Total number of employees
- Percentage of employees who would like to receive the vaccination
- Average age of your workforce
- Percentage of workforce on-site
- Percentage of workforce that is remote

**TRUSTED LEADERS WORKING TOGETHER FOR THE  
BETTERMENT OF THE LANSING REGION.**

# RELAUNCH GREATER LANSING TASK FORCE

**Terrance Augustine**, Eaton County Board of Commissioners

**Farhan Bhatti, M.D.**, Care Free Medical

**Bryan Crenshaw**, Ingham County Board of Commissioners

**Tim Daman**, Lansing Regional Chamber of Commerce

**Tico Duckett**, Duckett Brothers Distributing

**Brent Forsberg**, T.A. Forsberg

**Peter Graham, M.D.**, Chief Medical Officer, Physicians Health Plan

**Kevin Irwin**, TechSmith

**Greg Klapko**, Shiawassee Regional Chamber of Commerce

**Janet Lillie**, Michigan State University

**Jason Mellema**, Ingham Intermediate School District

**Bob Mooney**, Meijer

**Julie Pingston**, Greater Lansing Convention & Visitors Bureau

**Matt Resch**, Resch Strategies

**Carrie Rosingana**, Capital Area Michigan Works!

**Andy Schor**, Mayor, City of Lansing

**Patricia Scott**, Foster Swift

**Bob Trezise**, Lansing Economic Area Partnership

**Linda Vail**, Ingham County Health Department

**Kam Washburn**, Clinton County Board of Commissioners

**Mike Zamiara**, Niowave



LANSING REGIONAL CHAMBER

500 E. Michigan Avenue, Suite 200 | Lansing, MI  
(517) 487-6340 | [www.lansingchamber.org](http://www.lansingchamber.org)

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