



COVID-19 VACCINE EMPLOYER EQUITY GUIDE



Goal Articulation



Data Collection



Logistics Assessment



Design the Plan



Implement and Track

The *COVID-19 Vaccine Employer Equity Guide* aims to provide employers with a reference tool to help ensure equitable distribution of the COVID-19 vaccine among their staff. This document outlines high-level steps and recommendations employers should take to prepare as the vaccine becomes available to their workers. By following the guidelines in this document, employers will play a crucial role in protecting their workforce and communities across Chicago.

For additional vaccine information, please visit:

- General vaccine information ([Chicago.gov/COVIDVAX](https://www.chicago.gov/COVIDVAX))
- Vaccine information for employers (<https://www.chicago.gov/city/en/sites/covid19-vaccine/home/employers.html>)



GOAL ARTICULATION

Set goal range for your staff

- First, discuss your goal vaccination percentage for your staff
- Then discuss the minimum percentage of staff you want to vaccinate

Factors to inform goals

- Percentage of staff that need to be vaccinated before staff can return to in-person work
- Who is most at risk of harm
- Prioritization strategy framework:
 - Most exposed → then most vulnerable → then most essential
 - Most exposed = most public facing staff, staff in top *COVID-19 Community Vulnerability Index* (CCVI) areas ([click here for more details](#))
 - Most vulnerable = Age 65+, have underlying conditions
 - Most essential = defined by employer based on work needs
 - Example prioritization strategy:
 - Priority 1 (Groups that are exposed, vulnerable, and essential)
 - Priority 2 (Groups that are exposed, vulnerable)
 - Priority 3 (Groups that are exposed)
 - Priority 4 (Groups that are vulnerable, essential)
 - Priority 5 (Groups that are vulnerable)
 - Priority 6 (Groups that are essential)
 - Priority 7 (Everyone else)



DATA COLLECTION

Methods to use

- Survey
 - Utilize the questions in the document *Survey Questions - Employee Vaccine Sentiment Survey* as a guide to draft an employee survey
- Qualitative data and your knowledge of your staff
 - What do you know about how your employees are feeling/what they're nervous about? What else is going on in their lives that may impact their willingness to get the vaccine and how will you address that (e.g. childcare centers/schools being open/closed)?

Additional questions to guide data collection

Exposed staff

- Who are my most public facing/exposed staff?
- Who is coming in regular contact with the public or new people?
- Who is out in the field vs mostly working remote?
- Who lives and or works in area of high COVID vulnerability ([see CCVI index](#))?
- Where have there been the most outbreaks in my workplace?

Vulnerable staff

- Who has acute vulnerabilities based on ADA request, age group, pre-existing conditions, at-risk family members?
- [CDC link](#) to list of underlying medical conditions that put people at increased risk of severe illness

Essential staff

- Who is in the most essential functions to the basic operations of the business?

All staff

- What is their racial/gender/age breakdown?
- How do they feel about getting the vaccine? (if you don't know, consider asking via a survey)



LOGISTICS ASSESSMENT

Assess your infrastructure/logistics

- Do all employees have easy/fair access to the structure/process of vaccination? (physical access to a nurses' station/classroom, transit, language access, disability access)
- Any accommodations needed? (*May need to engage your staff to understand*)

Figure out what your employees will need in order to be ready to get vaccinated

- Are any employees hesitant/resistant?
 - May need to provide education/have a discussion (you could invite a doctor, vaccine educator, etc.)
 - May need to encourage employees to discuss with healthcare providers
- Anything you can do to promote, encourage, or incentivize?
 - Recognize that this is an investment that helps you protect your staff and protect your business. It also helps the city get back to normal.
- Can employees empower one another?
 - Have opportunities to discuss together
 - Learn from those who did take the vaccine
- Plan to document (video or photo) when the leadership team receives their COVID vaccine and plan to include this documentation within internal/external communication



DESIGN THE PLAN

Factors to consider in designing your plan

- Take in all relevant info to design a plan that best addresses your staff's needs
- Have a multi-level, diverse team co-create the plan (not just the supervisors/executives)
- May need to have a general plan and targeted strategies for groups you think may be less willing or have greater barriers
- Share draft with staff for comment/feedback before finalizing



IMPLEMENT AND TRACK

Execute your plan and prepare to adapt as needed

- Set up tracking mechanisms to determine success
- Have a strategy to adapt if/when some part of the plan is not working as desired
- Establish check-ins with staff to hear what their experience is like
- Ensure they have opportunities for anonymous and individual feedback and ensure that information is shared back with all staff
- Do not inappropriately pressure your staff to take the COVID vaccine, instead, encourage and motivate your employees by providing reputable vaccine information and materials. There are many useful materials on the [Downloads tab at Chicago.gov/covidvax](https://www.chicago.gov/covidvax)