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/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](https://www.chicago.gov/city/en/sites/covid19-vaccine/home/employers.html))
    - 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](https://www.cdc.gov/coronavirus/2019-ncov/healthcare-providers/index.html) 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

Visit CHICAGO.GOV/COVIDVAX for more information
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

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