



INFORMATION FOR EMPLOYERS EMPLOYEE VACCINATION PLANNING

Michigan.gov/Coronavirus

Widespread vaccination for COVID-19 will allow Michigan's to return to the workplace and drive economic recovery. As the vaccine supply increases, more people will be eligible to receive the vaccine. Employers have a role in ensuring employees have the knowledge and opportunity to be vaccinated as soon as they are eligible. Employers, especially those identified within the [Essential Critical Infrastructure Workforce](#) should **begin planning now** to best protect their employees and their business.

The State of Michigan and its partners will be providing information to eligible employers about which types of workers are eligible for vaccination. Employers should stay up-to-date at Michigan.gov/COVIDVaccine where information is posted frequently.

Planning for vaccine

Vaccines will be administered through local health departments (LHD), hospitals, pharmacies and other outpatient clinics based on availability and phase of vaccination. Employers should work with their [LHD](#) to determine when and how employees should be vaccinated.

Employers may develop contracts with health care systems, occupational health programs and providers to have their employees vaccinated. These agencies must be registered with MDHHS as a COVID-19 Vaccine Provider. (INSERT information here on the link to do so). Employers that have existing contracts for flu vaccines should consider the same avenues for COVID-19 vaccination.

To get started, visit Michigan.gov/COVIDVaccine and locate information about the LHD where your business is located. Most LHDs have provided surveys for essential businesses to provide information to aid in vaccine planning. **The surveys are currently the best way to connect with the LHD.**

How essential workers will be vaccinated

Vaccine distribution is a local function, and will look different based on the needs of each community. Some things to expect are:

- Employers may be asked to provide a list of employees deemed essential and critical if receiving vaccine during the early phases where vaccines are scarce resources.
- Clinics will require registration to allow for social distancing and mitigation measures.
- Some communities may offer drive thru clinics.
- Michigan National Guard may be at vaccination sites providing support throughout the state.

- As vaccine supply increases, it is anticipated that additional locations will be identified to support community vaccination efforts. At this time there is no estimated timeline for this expansion. Monitor Michigan.gov/COVIDVaccine to stay up-to-date.

Employer policies

Employers have made many modifications to the workplace during this COVID-19 pandemic. Take this time to review your organizations policies including those that address vaccination.

Employee education

Each employer has a critical role to play in educating their workforce on continued COVID-19 mitigation measures. This includes the importance of continued wearing of masks for those who continue to work, even after vaccination. In addition, each employer plays a critical role in supporting COVID-19 vaccination amongst their employees. Employers remain a trusted source for accurate information.

Michigan.gov/COVIDVaccine provides resources including:

- [Frequently asked questions](#)
- [How mRNA vaccines work](#)
- [How COVID-19 vaccines are approved and developed](#)
- [COVID-19 Vaccine Prioritization Guidance](#)

Employees who meet another eligibility category (e.g. health care employees and those age 65 years and older) should consult their [local health department's](#) website for additional information about vaccine availability.

The vaccine has been provided at no cost from the federal government, but an administration fee can be charged to an individual's health care insurer. However, there should be no cost to those who do not have coverage for the vaccine administrative fee.