

COVID-19 Vaccination Toolkit for Employers

Guide, FAQs, & Sample Policies



Overview: COVID-19 Vaccination Toolkit for Employers

This Toolkit provides guidance to in-house legal and human resources as an employer decides on the workplace vaccination approach that best serves the needs of its organization.

Guide

This Guide provides an update on the approval status (including the Emergency Use Authorization), availability, and distribution of the COVID-19 vaccine.

Questions & Answers

In order to assist employers in planning for availability of the vaccine and answer many of the questions that they will face in deciding on the best approach for their operations, a series of frequently asked questions and answers have been prepared. These Q&As incorporate information provided in the EEOC's December 16, 2020 guidance regarding COVID-19 vaccinations.

Template Policies*

**included under separate cover within the Toolkit zip file, as Appendix F*

This Toolkit includes two different policies for employers: (1) a policy in which vaccinations are recommended (**non-mandatory**) for employees; and (2) a policy in which vaccinations are required (**mandatory**) for employees, recognizing that exceptions may be required in order to comply with applicable law. The policies need to be customized for an employer's use with the help of the Guide/Q&As.

DISCLAIMER: Please be advised that this Toolkit is not intended to provide legal advice or opinion. Such advice may only be given when related to specific fact situations. The materials are for informational purposes only, not for the purpose of establishing an attorney-client relationship and should not be relied upon as legal advice. This document is a general example. It is not a substitute for experienced legal counsel. For use in practice, it is highly recommended that experienced employment counsel review and revise any policies or procedures in light of the circumstances of each specific employer. Please note that this Toolkit is limited to providing guidance regarding employee-related issues that may arise regarding COVID-19 vaccination programs. Additionally, note that Littler has created a healthcare-specific version of this Toolkit and thus this version does not address issues that are specific to healthcare employers.

The materials in this Toolkit may be updated periodically in light of the rapidly evolving legal issues occurring in this area.

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