

# Employer Toolkit: Helping Your Employees Get COVID-19 Vaccinations

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**Resources for your communication needs:  
Email template, Newsletter content, Social media content**

## A Message from the Oregon Health Authority



The Oregon Health Authority thanks you for helping your employees get vaccinated against COVID-19. Your partnership will help save lives. We are committed to sharing information with you as we continue to roll out Oregon’s vaccination program.

Please feel free to customize this content for the workers you reach. You are an important part of the state’s effort to make sure workers have accurate information about where they can go for a vaccine. If you have questions about this toolkit, please reach out to the OHA Health Information Center at [COVID.19@dhsoha.state.or.us](mailto:COVID.19@dhsoha.state.or.us).

Check for updates to the Communications Toolkit at <https://govstatus.egov.com/or-oha-covid-resources>.

# Talking Points/Key Messages: What Your Employees Need to Know about COVID-19 Vaccines in Oregon



## WHO can get a vaccine? WHEN?

Oregon is doing vaccinations in phases. Only people in eligible groups can get vaccinated.

[▶ Vaccine Sequencing Information](#)



## WHERE can I get vaccinated?

People living in Oregon can get vaccines at several locations.

[▶ Vaccine Location Information](#)

Vaccines will be delivered to workers at:

- Some work sites
- Some worker housing sites

To express interest in hosting a pop-up vaccination event at your work site or worker housing site, contact your local public health authority. Please be aware that limitations with supply and vaccinators mean that only some of these requests will be approved.

[View COVID-19 vaccine information by county.](#)



## HOW to get a vaccine appointment

Eligible Oregonians can go to [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov) to check for vaccine information in their communities, register on the [Get Vaccinated Oregon](#) tool, and check for [county-specific information](#). Scheduling of appointments is not currently available at [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov) but there are links to local public health authorities and mass vaccination sites for appointments.

Oregonians can also get help by texting ORCOVID to 898211 (English and Spanish only) or emailing [ORCOVID@211info.org](mailto:ORCOVID@211info.org) (language help available). If you can't get your COVID-19 vaccine question answered on the website, by text, or by email, you can call 211 or 1-866-698-6155, which is tollfree and open from 6 a.m. to 7 p.m. daily, including holidays. There may be wait times due to high call volume.

For pharmacies, eligible Oregonians can make vaccine appointments directly on their websites. Pharmacies will screen for eligibility.

Bi-Mart: <https://book-ch.appointment-plus.com/ctkqt9ky/#/>

Costco: [costco.com/covid-vaccine.html](https://costco.com/covid-vaccine.html)

Health Mart: [healthmartcovidvaccine.com](https://healthmartcovidvaccine.com)

Rite-Aid: [ritea.id/oregon](https://ritea.id/oregon)

Safeway/Albertsons: [safeway.com/pharmacy/covid-19.html](https://safeway.com/pharmacy/covid-19.html)

Walgreens: <https://www.walgreens.com/findcare/vaccination/covid-19>

Walmart: <https://www.walmart.com/cp/flu-shots-immunizations/1228302>



## WHY get vaccinated

**COVID-19 vaccines can help us get back to the things we love.** We all want to get back to our lives. Vaccinations can help us get back to many of the things we miss most. When enough people get vaccinated, we will be able to see our loved ones, celebrate holidays, and return to more of our normal life.

 **Benefits of getting a COVID-19 vaccine**



## What do I need to know before I go?

**Which vaccine should you get? The one that's offered.** All of the COVID-19 vaccines currently available in the U.S. have been authorized by FDA under an Emergency Use Authorization. This means they've been thoroughly tested and have proven to be safe and effective in reducing severe illness, hospitalizations, and death.

**Get vaccinated as soon as it's your turn.** Although the vaccine supply is currently limited, public health officials are working to make vaccines widely available for everyone. In order to protect yourself and prevent the spread of COVID-19, it's important that you get vaccinated as soon as it's your turn.

▶ Vaccine Safety and Efficacy



## What to expect after vaccination

**After COVID vaccination, you may have some side effects.** After you get the vaccine, there may be some pain, redness, or swelling at the site of the shot. You may be tired, have a headache or muscle aches, fever (rare) or nausea. This means the vaccine is working to keep your body healthy.

▶ Vaccine Side Effects

Once fully vaccinated, you should continue to take safety measures to protect yourself and others because COVID-19 is a new virus and experts continue to learn more about the disease regularly.

▶ What we need to do together

# Frequently Asked Questions

## Questions employers may have:

### Who counts as a frontline worker?

Please see [OHA's vaccine sequencing infographic](#) for a list of who is eligible and when.

### Do employees or employers need to provide proof that individual employees are frontline workers?

No. We are relying on the honor system. A frontline worker will not have to show proof that they are eligible, but vaccine providers may ask them to declare in some way that they are.

### Will there be a possibility for onsite vaccination?

Yes, we are hoping that some employers will host vaccine clinics at work sites or worker housing sites. This will require planning and coordination with your local public health authority. It won't be an option for every employer. But for many employers it will make sense, as long as there is enough workforce in the region to staff the clinic. Contact your local public health authority if you are interested in hosting an event.

### How will employees make appointments for vaccines? Can employers assist?

Employers can assist by letting their employees know where to go to schedule their vaccination appointments.

Eligible Oregonians can go to [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov) to check for vaccine information in their communities, register on the [Get Vaccinated Oregon](#) tool, and check for [county-specific information](#). Scheduling of appointments is not currently available at [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov).

Oregonians can also get assistance by texting ORCOVID to 898211 (English and Spanish only) or emailing [ORCOVID@211info.org](mailto:ORCOVID@211info.org) (language assistance available). If they can't get their COVID-19 vaccine question answered on the website, by text, or by email, they can call 211 or 1-866-698-6155 (toll-free), which is open from 6 a.m. to 7 p.m. daily, including holidays. Call volumes may be higher than normal. You will be given the option to get a call back rather than waiting on hold.

### Will there be prioritization within the frontline worker group?

Starting March 29, migrant and seasonal farmworkers, seafood and agricultural workers, food processing workers, and wildland firefighters will be eligible for vaccination against COVID-19. All other frontline workers will be eligible April 19.

A frontline worker is a person who has a job that puts them at higher risk for contracting COVID-19 because they cannot perform their job duties from home or in another setting that limits the close or routine contact with others outside of their household. A frontline worker's job also must have:

- Regular close contact with others outside of their household (less than six feet); and
- Routine (more than 15 minutes per person(s)) close contact with others outside of their household.

If a person meets these criteria, and is included in the list of industries specified by the CDC in its Phases 1b or 1c, or are on the Oregon Health Authority's (OHA) list of industries, then the person is considered a frontline worker.

OHA's list can be found here: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3527A.pdf>

CDC's more exhaustive list, which includes definitions, can be found here: <https://www.cdc.gov/vaccines/covid-19/categories-essential-workers.html>

People will need to determine for themselves whether they are a frontline worker. The state is not requiring verification that a person falls within a specific category, though you may be asked at a vaccination site what category you fall into.

Due to the volume of questions about frontline worker eligibility, OHA cannot answer specific questions about frontline worker eligibility. OHA will continue to work on its Frequently Asked Questions (FAQs), so check that resource periodically for more specific answers.

The FAQs can be found here: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390u.pdf>

## Following are questions you may get from workers:

### Where can I get vaccinated?

Right now, places that are giving vaccines include local public health authorities or their partners, pharmacies, hospitals, vaccination events, Federally Qualified Health Centers, and tribal health authorities. For now, due to the limited supply, your primary care provider (your doctor's office) likely won't get vaccines.

### How do I find out if I am eligible to get vaccinated?

Go to [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov) and use the Get Vaccinated Oregon tool. It is designed to help you understand if you are eligible. You will want to register to get updates on vaccination opportunities. If you need help getting registered, ask someone to help or call 211.

## When can I get vaccinated?

As of March 29, certain frontline workers are eligible to get COVID-19 vaccines. ([See the full list of who's eligible and when.](#)) Because vaccines are scarce, it may take a few days or even weeks for you to get an appointment to get vaccinated. You've waited a long time. It's hard to wait but we ask that you please have patience. Some counties are still vaccinating other eligible Oregonians and the federal vaccine supply is scarce.

## Where can I go for more information?

Go to [covidvaccine.oregon.gov](https://covidvaccine.oregon.gov).

Text ORCOVID to 898211 to get text/SMS updates (English and Spanish only).

Email [ORCOVID@211info.org](mailto:ORCOVID@211info.org).

If you can't get your COVID-19 vaccine question answered on the website, by text, or by email, call the call center at 211 or 1-866-698-6155 (toll-free). It is open from 6 a.m. to 7 p.m. daily, including holidays. Wait times may be long due to high call volumes. There is an option to get a call back rather than wait on hold. English and Spanish are spoken at the call center. Free interpretation is available for all other languages. TTY: Dial 711 or call 1-866-698-6155.

## What ID do I need to bring with me to prove my eligibility?

You do not have to show proof that you're eligible, but vaccine providers may ask you to declare in some way that you are.

## How much will it cost?

Do I need to have insurance to get a vaccine? COVID vaccines will be free for you. You do not need health insurance. If you have health insurance, vaccine providers may charge your insurance company an administration fee for giving you the vaccine. This means that you might be asked for your insurance information when you get the COVID vaccine, so please bring your health insurance card if you have insurance. Vaccine providers cannot charge you for giving you a vaccine.

## Vaccine Administration Questions

### What happens after I get a vaccine?

You will still need to wear a mask and physically distance after getting the vaccine for now. Things can't go back to normal until enough people are vaccinated. We know getting vaccinated prevents people from getting sick. But we don't know yet if a person who got both shots can still spread COVID-19. We don't want you to spread it to people who haven't yet been vaccinated. It is important to keep wearing a mask, stay 6 feet from others, wash your hands, and not spend time with people you don't live with.

**You may also need to get two doses of the vaccine.** For most kinds of the vaccine, you may need to get two shots. You get the second shot 3 or 4 weeks after you get the first one. It is important for you to get both shots for the vaccine to work. Talk to who gave you the first shot about when you can get your second shot. You should get your second dose at the same place you got your first one. Do this unless the nurse or doctor tells you to get your second dose somewhere else.

### **What if I get exposed to COVID-19 after my first dose?**

If you are exposed to COVID, you should follow the public health guidelines and stay home for 14 days even if you've gotten your first shot.

### **How long will I need to be observed for after I am vaccinated?**

You will be observed for 15-30 minutes. This means you need to wait where you got your shot so the vaccine provider can watch you to make sure you're feeling okay.

### **What are the vaccine side effects?**

After getting the COVID-19 vaccine, you will probably have a sore arm. You might have muscle aches, joint pain, tiredness, headache, chills, or maybe a fever. (Fever is less common.) It means the vaccine is working to keep your body healthy. These are normal signs that your body is building protection. Sometimes these side effects may stop you from doing your normal activities for a couple days. Most of these side effects should go away in a few days.

### **Who should I call if I have side effects: the vaccination site or my primary care provider?**

Side effects are common after COVID-19 vaccination. If you have concerns about any side effects after you leave the vaccination site, you should contact your primary care provider. Or you can go to an urgent care or emergency facility.

### **Will I need to keep wearing a mask and being physically distant?**

You will still need to wear a mask and physically distance after getting the vaccine for now. Things can't go back to normal until enough people are vaccinated. We know getting vaccinated prevents people from getting sick. But we don't know yet if a person who got both shots can still spread COVID-19. We don't want you to spread it to people who haven't yet been vaccinated. It is important to keep wearing a mask, stay 6 feet from others, wash your hands, and not spend time with people you don't live with.

For more questions about the COVID-19 vaccine, see our [Frequently Asked Questions](#).

# How to support local vaccination events and/or host an event

## Recruit volunteers for local vaccination events/your vaccination event

One of the biggest barriers to getting Oregonians vaccinated quickly is a shortage of people qualified to administer vaccines. The good news is, there are people qualified to do this, such as emergency medical technicians (EMTs), retired healthcare workers, and former healthcare workers who have switched careers. They just haven't been asked to help yet.

You can help recruit these volunteers by putting the call out to your employees, their families and networks, and your customers. Use the text below in emails and/or social media posts:

### **Volunteers needed to administer vaccines**

If you have past professional training in giving shots, [insert name of county] needs your help.

Volunteer to help vaccinate our community against COVID-19

Register to volunteer at <https://serv-or.org>.

## Host a vaccination event

We are hoping that some employers will host vaccine clinics at their work sites or worker housing sites. This will require planning and coordination with your local public health authority. It won't be an option for every employer. But for some large employers it will make sense, as long as there is enough vaccine and available clinical workforce in the region to staff the clinic. **Contact your local public health authority (LPHA) if you are interested in hosting a vaccine administration event.**

# Additional Resources

In addition to using the templates in this OHA toolkit, we encourage you to check out the CDC and Health Action Alliance's regularly updated resources. They offer free tools and resources for the business community, curated by experts in business, health and communications. The materials can be found here:

- [CDC Customizable COVID-19 Vaccine Content for Essential Workers](#)
- [Health Action Alliance COVID-19 Communications Resources for Businesses](#)
  - [Communications Guidance for Businesses](#)
  - [Key Messages for Employees](#)
  - [Conversation Guide for Managers](#)
  - [Small Business Guide to COVID-19 Vaccines](#)
  - [Audience Insights and Messaging Guidance for Black, Hispanic, American Indian and Alaska Native Communities](#)
  - [Sample Employee Communications Plan](#)
  - [Social Media Toolkit](#)
  - [Sample Text Messages](#)



**Resources for your communication needs:  
Email template, Newsletter content, Social media content**