

Vaccination Toolkit for Employers

California Department of Public Health

Use this toolkit to understand:

- Types of vaccination support models
- How to submit a worksite mobile clinic request
- Other best practices to help employees access vaccines

Vaccination Support Models

Partner with Local Providers on Offsite Vaccination Events

1. Fill out a short [online survey](#) to provide CDPH with your request and the department will follow up with a list of local providers.
2. Choose a provider to coordinate with scheduling your employee vaccination event at the provider's site.
3. Hold the event on scheduled dates and times and promote widely.
 - [Click here](#) for examples of promotional material that could be shared with employees.

Requesting a Worksite Mobile Clinic:

1. Reach out to the [California Department of Public Health](#) about setting up on-site vaccination events.
2. See "Submitting a Mobile Clinic Request" section below for a step-by-step guide.

Submitting a Mobile Clinic Request

Note: In situations where part of the employer's workforce is represented by a union, there may be bargaining obligations before implementation of a vaccination program.

1. Understand your employee vaccination needs:
 - What percentage of your employees need vaccination?
 - Would a worksite vaccination event help support your employees (and potentially their family members) access vaccines?
2. Review the [infrastructure requirements](#) for a worksite mobile clinic.
3. Submit a support request for the event:
 - Fill out a short [online survey](#) to send your request to CDPH.
 - A representative will reach out within 3 business days to follow up.
4. Help your employees get vaccinated on-site on your schedule:
 - Host the event on scheduled dates and times and promote widely.
 - [Click here](#) for examples of promotional material that could be shared with employees.
5. Have additional questions? Contact: mobilevaccinesites@cdph.ca.gov

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Other Best Practices to Promote COVID-19 Vaccines

Help Employees Find and Book Vaccinations

- ✓ Appointments are available to schedule at convenient times or on a walk-in basis.
 - To book an appointment, visit [MyTurn.ca.gov](https://myturn.ca.gov) or call 1-833-422-4255 (8am – 8pm)
 - To find a walk-in vaccination clinic, visit [MyTurn.ca.gov/clinic.html](https://myturn.ca.gov/clinic.html) or call 1-833-422-4255 (8am – 8pm)
 - Federal pharmacy appointment finder: vaccines.gov
 - Text ZIP code to GETVAX (438829) for English or VACUNA (822862) for Spanish to receive a message back with three possible vaccination sites, with phone numbers to call for an appointment.

Share Vaccinate ALL 58 Educational Materials

- ✓ Find [downloadable materials](#) to support outreach of vaccination information.

Promote Resources that Support Employees in Getting Vaccinated

- ✓ California employees in the public or private sectors who work for employers with more than 25 employees are entitled to [COVID-19 Supplemental Paid Sick Leave](#) that may be used for a vaccine appointment or if they cannot work or telework due to vaccine-related side effects.
- ✓ Provide guidance from the [California Department of Fair Employment and Housing](#) and the [Department of Industrial Relations](#) to assist employees and employers on frequently asked questions about how to keep workplaces safe during the COVID-19 pandemic while also upholding civil rights.
- ✓ Medical or non-medical rides are available on [MyTurn.ca.gov](https://myturn.ca.gov) or via the CA COVID-19 Hotline at 1-833-422-4255 (8AM-8PM) for those needing assistance to reach clinics.
- ✓ For employees and family members who cannot easily leave their homes due to fragile health, at-home vaccination services are available:
 - Request assistance at [MyTurn.ca.gov](https://myturn.ca.gov)
 - Call CA COVID-19 Hotline at 1-833-422-4255 (8AM-8PM)