



Key Components of a Workplace Vaccination Policy

A workplace vaccination policy is an important measure employers should implement to protect their workers and the public. Include these components in your vaccination policy.

1. Scope

Explain the purpose of the policy, the risk of COVID-19 transmission, who the policy applies to and what personal information will be collected.



2. Actions required

State specific actions workers must take, including providing proof of vaccination status or a medical exemption, and completing a vaccination education course if they choose not to get vaccinated.



3. Deadlines

Specify when the action(s) must be taken by workers covered under the policy.



4. Supports available

Share how you will support staff to get vaccinated, including paid time off, transportation to and from clinics, on-site vaccination clinics or other accommodations.



5. Provisions for unvaccinated workers

List options for workers who do not get vaccinated during a COVID-19 outbreak, including redeployment or reassignment, alternate work arrangements or remote work.



6. Consequences of not complying

Outline the potential consequences for workers who do not comply with the policy.



7. Privacy considerations

State how you will protect workers' vaccination information in accordance with applicable privacy legislation.



8. Staff contact

Provide contact details for the person staff should contact if they have questions about the policy or what is required of them.

