COVID-19 Vaccination: What Employers Can Do To Prepare

There are a few things employers can do to prepare while California progresses through the early phases and tiers of California’s COVID-19 Vaccine Plan:

1. Keep abreast of the changes and where we are locally in moving through California’s Vaccine Plan. The situation is very fluid and rapidly evolving. Check the Monterey County COVID-19 vaccine website frequently: https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/2019-novel-coronavirus-covid-19/2019-novel-coronavirus-covid-19-vaccines. Following the Health Department’s social media sites is another quick way to stay informed (@MCHDPIO for Twitter and @mtyhd for Facebook).

2. Designate a point person who will coordinate with the Monterey County Health Department.

3. Begin developing a list of staff/employees who are at risk of occupational exposure to COVID-19. To get started, the list should include name, date of birth, email address, phone number, worksite location, job classification/title, and whether they are willing to be vaccinated.

4. Submit your organization’s interest in vaccinating employees at https://forms.office.com/Pages/ResponsePage.aspx?id=qsBxyiig7EOMMADrYo10fMw4msASlr5Ct5BLe66TX99URDFONIdOWFVOMVY3QTAzMVJMM1BZFVPC4u. Monterey County Health Department staff will contact the person indicated on the form when vaccine clinics for the appropriate phase and tier are available.

5. Set up a system to alert staff when it is time to vaccinate their phase and tier, as well as provide direction on where to go and how to prepare.


7. Continue to follow California Department of Public Health guidelines for business sectors and CalOSHA regulations.

Because vaccine is arriving in California slowly and in unpredictable quantities, it is difficult to predict how quickly California and Monterey County will progress through the phases and tiers of California’s COVID-19 Vaccine Plan.

For More Information:

- Monterey County Health Department COVID-19 Call Center: 831-769-8700 or COVID19HealthCallCenter@co.monterey.ca.us
- Monterey County Health Department COVID-19 website: www.montereycountyvaccine19.com
- California’s COVID-19 Vaccine Plan: https://covid19.ca.gov/vaccines/
- CDPH guidelines for business sectors: https://covid19.ca.gov/industry-guidance/

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