



## Wisconsin Employer-Based COVID-19 Vaccination Clinics

COVID-19 vaccinations are one of the best ways you can protect yourself, your employees, and your customers. Healthy employees are more productive and investing in their well-being shows that you care about their health and safety, and the health of their families, which can improve morale and employee retention.

Wisconsin employers with staff who are currently eligible for the COVID-19 vaccine can consider hosting a COVID-19 vaccination clinic for their employees in coordination with an approved vaccine provider. Please note that only Wisconsin Department of Health (DHS) approved vaccinators can administer COVID-19 vaccine. Employers wishing to host a vaccination clinic for their employees can reference the information below.

If your business cannot offer COVID-19 vaccinations to employees as a group, encourage employees to seek COVID-19 vaccination in their community and provide them with information about [where they can get the vaccine](#) (pharmacies, their health care provider, community-based vaccination clinics, etc.). Additional information for employers can be found on the [COVID-19 Employer factsheet](#).

### Planning your Vaccination Clinic

1. Identify an approved vaccinator who is willing to host a clinic for your facility. A map of vaccine providers actively administering vaccine in Wisconsin is available at <https://www.dhs.wisconsin.gov/covid-19/vaccine-map.htm>.
2. Work with the vaccine provider to determine a targeted date, location, and number of vaccines needed for the clinic.
3. The vaccine provider will submit a request to DHS for the vaccine. Requests will be accepted through the current bi-weekly allocation survey every other Wednesday, beginning on March 17. The vaccine provider will be notified by DHS if the request is approved. Please keep in mind that requests for vaccine exceed the current supply and DHS will not be able to fulfill all requests.

Some additional considerations are below:

- Determine the number of eligible employees who want the COVID-19 vaccine. Some of your employees may have received their vaccine elsewhere or are not interested.
- Identify target date(s) for first dose vaccination clinic and second dose if applicable. Allow ample time for the vaccinator to request vaccine from DHS.
- Sub-prioritize your employees in the event that there is not enough vaccine for all eligible employees. Use current [DHS guidance](#) to help make these decisions.
- Ensure eligible employees know whether or not they are eligible and how to register or sign up to receive the vaccine.
- Provide an attestation form for employees to sign in the event they cannot show proof of their eligibility or are eligible starting March 29 because of a medical condition.
- Some employees may experience side effects that mostly occur within the first three days. Most employees will not need to miss work, but you should have a plan in place to ensure continuity of operations in case some individuals in critical positions do not feel well enough to work for a day.

## **Encourage Your Employees to Get the Vaccine**

Use any of the [DHS partner resources](#) and [the Centers for Disease Control promotional posters/flyers](#), and your current communication avenues (emails, newsletters, postings) to relay the importance of the COVID-19 vaccine. Be sure to include information in multiple languages as needed.

## **Vaccination Clinic Set Up and Logistics**

See Appendix 3, "Planning a COVID-19 Vaccination Clinic Checklist," in the [WI DHS COVID-19 Vaccination Program Recommendations for Coordination of COVID Vaccination of Individuals Eligible March 1, 2021](#).

## **Questions**

Employers should email [dhscovidvaccinator@wi.gov](mailto:dhscovidvaccinator@wi.gov) with any questions.