



Vaccines for Unaffiliated Workers

COVID-19 Vaccination Guidance for Workers Not Getting the Vaccine from their Employer

The Washington State Department of Health (DOH) has identified the initial phases of the COVID-19 vaccination program, beginning with [phases 1A and 1B](#).

Unaffiliated workers, or people who qualify for the vaccine but whose employers aren't offering the vaccine directly, may be able to get the vaccine from another provider. The Department of Health is recommending the use of a voucher letter or the Phase Finder tool for workers to get their vaccinations from providers they are not affiliated with.

Employers Identify Eligible Workers

Employers must identify workers who meet eligibility guidelines for the current phase of vaccine distribution. The objectives during the initial phases are to protect those at highest risk of exposure, maintain a functioning health system, and protect highly vulnerable populations.

For current eligibility guidelines, refer to [WA State COVID-19 Prioritization Guidance and Interim Allocation Framework](#).



Identify

Employers identify workers that meet current eligibility criteria.



Provide

Employers provide eligible workers with a voucher letter or recommend use of Phase Finder.



Obtain

Eligible employees use the voucher letter or Phase Finder eligibility confirmation to obtain the vaccine.

Employers Provide a Voucher Letter

Employers who are not offering the vaccine directly should provide workers with a letter verifying that they meet current eligibility guidelines as specified by the Department of Health.

The voucher letters should identify the individual worker by name and be issued to the worker as soon as possible. When issuing the voucher letter, employers should:

- Instruct workers to make an appointment with a vaccine provider that is open to unaffiliated workers.
- Provide workers with the instructions on this page to get vaccinated.
- Remind workers to bring employee identification or state or federal issued identification to the appointment.

Alternatively, employers can direct workers to use the Phase Finder tool to verify eligibility.

Workers Use Phase Finder

Instead of a voucher letter, unaffiliated workers can use [Phase Finder](#) to demonstrate eligibility for vaccine providers. Here's how it works:

- Fill out the Phase Finder questionnaire to find your spot in line.
- If you are eligible, you will get a confirmation and Phase Finder will show you where you can get the vaccine.
- Take your eligibility confirmation (printed or a screenshot) with you when you get the vaccine.
- If you are not eligible yet, you can sign up to get a text or email alert when you are.

Workers who use Phase Finder to verify their eligibility do not need a voucher letter.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Eligible Workers Get Vaccinated

Once the employee has the voucher letter or Phase Finder eligibility confirmation, they should:

1. Use the [Vaccine Locator](#) to find a vaccine provider near you.
2. Contact a provider to make an appointment to be vaccinated.
3. Visit the provider at the time of the appointment to obtain the vaccination. Bring the voucher letter or Phase Finder eligibility confirmation and identification (employee ID or state or federal issued ID).
4. Make an appointment for the second dose of the vaccine (Pfizer-BioNTech and Moderna vaccines only). Workers should get their second dose 21 days (Pfizer) or 28 days (Moderna) after the first dose. Workers who get the Johnson & Johnson vaccine do not need a second dose.
5. Report any adverse events to the [Vaccine Adverse Event Reporting System](#) (VAERS).
6. Go to the second appointment and get the second dose of the vaccine to be fully protected from the virus.



COVID-19 Vaccine Program

Office of Immunization & Child Profile
Washington State Department of Health
COVID.Vaccine@doh.wa.gov

DOH 821-129 March 2021