

DOH VACCS¹ Center COVID-19 Vaccination Planning Resource Guide to Employers in Agriculture, Seafood, and Food Processing

Introduction

As vaccine supply is ramping up and eligibility phases expand, the Department of Health (DOH) wants to provide employers with additional resources to enable them to quickly get their employees vaccinated.

How to Vaccinate Your Employees. While there may be instances where an employer can partner with a nearby vaccine provider, planning for an employer-based site may be the best solution to achieve the greatest reach of employees. Below are key resources to assist you in planning.

- **Overall Employer Guide, Including Important Communication Tools.** Consult the Washington State Department of Health's [COVID-19 vaccine toolkit for employers and businesses](#). It explains the benefits of offering workplace vaccination and walks through two options for employers: how to host a clinic on site, and how to support employees getting vaccinated off site.
- **CDC Guides.**
 - Tool Kit for employers on vaccination. [Workplace Vaccination Program | CDC](#)
 - Tool Kit for essential workers. [Essential Workers COVID-19 Vaccine Toolkit | CDC](#)
- **Getting Started to Set-up an Employer Vaccination Site.** There is a series of manageable steps to set up a site. See the Department of Health's [COVID-19 vaccine toolkit for employers and businesses](#) to walk through each step.
 - **Video Overview of a Site.** Watch the Schweitzer Engineering Laboratories (SEL) Vaccination Tour (useful short video of their site) [Vaccine Clinic Resources | Schweitzer Engineering Laboratories \(selinc.com\)](#).
 - SEL can assist businesses in becoming a vaccine provider (provided the employer has a licensed provider on staff). For assistance, call the SEL Vaccine Clinic Hotline (509)-592-4784 or email covid@selinc.com.
 - **Size Your Site for Planning.** See pages 32-33 of the Challenge Seattle Playbook [Vaccine Playbook for Public-Private Partnerships \(filesusr.com\)](#) (Through-Put Matrix and Assumptions for Daily Totals (page 33); Site Space Size Requirements and Assumptions (page 32)).

¹ COVID-19 Vaccine Action Command and Coordination System ([VACCS](#)) Center. Contact information: VACCSCenterSupport@doh.wa.gov

- **Playbooks to Set-up an Employer Vaccination Site.** There are several useful playbooks:
 - The Washington State Department of Health’s [COVID-19 vaccine toolkit for employers and businesses](#)
 - Challenge Seattle Playbook www.challengeseattle.com (great for planning a large site, but with coverage of essential elements for all size vaccination sites) (See Sections 5 (Operations Welcome) - end)-on; Pages 30-end) [Vaccine Playbook for Public-Private Partnerships \(filesusr.com\)](#)
 - SEL Vaccine Clinic Resources [Vaccine Clinic Resources | Schweitzer Engineering Laboratories \(selinc.com\)](#)
 - Guide to Set-Up a Pop-Up Site. Amazon. <https://assets.aboutamazon.com/55/38/6e92c8454b81b3f803fa866a1bfc/popup-vaccine-clinic-playbook-2021.pdf>
- **Get Free Private Sector Advisors on Logistics Planning to Stand Up Vaccination Sites.** VACCS Center partners Amazon, Kaiser-Permanente, Microsoft, Providence, Starbucks and Schweitzer Engineering Laboratories have all been involved in rapidly standing up different types of vaccine clinics in the past few months. They have offered individuals with “on-the-ground” experience to provide logistical advice to help employers quickly plan and stand-up an employer site appropriate to the workforce and environment, including:
 - site selection;
 - type of clinic best suited to employer’s needs/circumstances;
 - how to partner with provider;
 - general planning/logistics issues.

Email VACCSCenterSupport@doh.wa.gov to request a VACCS Center Vaccination Site Planning Advisor.

- **Pre-launch of Site Checklist.** See pages 8-10 of Amazon Pop-Up Vaccine Clinic Playbook <https://assets.aboutamazon.com/55/38/6e92c8454b81b3f803fa866a1bfc/popup-vaccine-clinic-playbook-2021.pdf>
- [Recommended Strategies and Checklists for Businesses and Employers](#)
- **Vaccinators and Other Health Practitioners.** Work with your [local health jurisdiction](#) to reach out to waserv@doh.wa.gov and provide the positions that are needed and how many.
- **FAQs around Volunteers.** [Emergency Volunteer Health Practitioners: Washington State Department of Health](#)
- **Additional Volunteers.** If you have a need for volunteers beyond what you can deploy from your community, LHJ and DOH, contact VACCSCenterSupport@doh.wa.gov.

- **Critical Coordination with DOH and LHJs.** It is critical to coordinate with both your local health jurisdiction and DOH. Find out how in the [DOH employer and business toolkit](#).
 - See also [COVID-19 Vaccination FAQs for Agriculture/Farm/Seafood and Food Processor Employers](#)
- **Other.** For other questions concerning vaccination (eg, eligibility, transportation, available DOH communication materials) email covid.vaccine@doh.wa.gov. You can also find materials to use to promote COVID-19 vaccination in [DOH's COVID-19 Vaccine Partner Toolkit](#).

More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

A person's race/ethnicity or nationality does not, itself, put them at greater risk of COVID-19. However, data are revealing that communities of color are being disproportionately impacted by COVID-19. This is due to the effects of racism, and in particular, structural racism, that leaves some groups with fewer opportunities to protect themselves and their communities. [Stigma will not help to fight the illness](#). Share only accurate information to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions? Call our COVID-19 Information hotline: **1-800-525-0127**

Monday – 6 a.m. to 10 p.m., Tuesday – Sunday and [observed state holidays](#), 6 a.m. to 6 p.m. For interpretative services, **press #** when they answer and **say your language**. For questions about your own health, COVID-19 testing, or testing results, please contact a health care provider.

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.