

## COVID-19 Vaccine Boosters Communications Checklist

This checklist suggests ideas for how to promote information about COVID-19 vaccine boosters for your staff. Please feel free to implement what works best for your workplace.

- Communicate where, when, and how personnel can receive the vaccine.
- Post COVID-19 vaccine booster educational materials (posters, info sheets) in staff break rooms and common areas in your health facility.
- Post COVID-19 vaccine booster information through employee websites.
- Share regular staff updates on COVID-19 vaccination and booster efforts (staff meetings, email blasts).
- Share any plans to support personnel needing time away from work if they are experiencing any expected post-vaccine side effects (posters and flyers in break rooms, staff meetings, email blasts).
- Share testimonials from personnel who volunteer to speak about why they got vaccinated or boosted and promote them among staff, such as on the intranet or internet, in staff meetings, and on social media (blog posts, etc.).
- Recognize personnel who have been effective vaccine promoters (staff meetings, email blasts, social media, blog posts).
- Create and publicize a feedback mechanism for staff members to ask questions or receive guidance about COVID-19 vaccination and boosters (email inbox, phone number, point of contact).