COVID-19 Vaccines & Employers
Guidance and resources for community-based employers in Long Island

As many New Yorkers return to their offices and more community services transition from remote to in-person, employers play a key role in encouraging COVID-19 vaccination and achieving vaccine equity. This fact sheet offers the latest in local, state, and federal guidance and key resources to assist employers in ensuring a safe and equitable workspace.

WHAT STEPS CAN I TAKE TO ENCOURAGE VACCINATION AMONG MY STAFF?

- Post informational flyers about vaccines in the workplace. The CDC has posters for different audiences, many of which are in multiple languages.
- Advertise walk-up vaccination sites and other sites close to the office.
  - Both Suffolk and Nassau County have walk-in vaccine clinics.
- For in-home vaccination in Nassau County, email seniors@hhsnassaucountyny.us or call 516-227-9590. For Suffolk County, call 311 to schedule an appointment.
- Offer resources to get to and from vaccine appointments.
  - Nassau County offers a paratransit program for individuals with disabilities and medical transportation for Medicaid recipients and older adults.
  - Nassau and Suffolk County Medicaid fee–for–service enrollees can utilize medical transportation for vaccine appointments. Call 844–678–1103 to schedule a ride.
  - United Way of Long Island is offering free Lyft rides to vaccine appointments.
- Initiate partnerships with local pharmacists or providers to provide vaccine information sessions and onsite vaccination events at the workplace.
  - Nassau County: Call 516–227–9570 to request vaccination at your workplace.
- Have 1-1 conversations with unvaccinated staff. The Institute for Healthcare Improvement’s Conversation Guide has tips for effective conversations.
- Offer vaccine incentives to your employees.
- Remind employees about their right to paid leave for getting vaccinated.
- Provide paid sick leave for recovery time.
- Remind staff that COVID-19 vaccines are available to everyone for free, regardless of immigration statuses and insurance.
  - There are many acceptable forms of proof of age including a valid foreign passport or permanent resident card.
- Consider requiring staff to be vaccinated or submit weekly COVID-19 tests.
  - Your organization may be required to mandate the vaccine under new state and federal rules.
IS MY ORGANIZATION REQUIRED TO MANDATE THE COVID-19 VACCINE?

- By January 4, any organization that has 100 or more employees must require personnel to be fully vaccinated and follow the federal vaccine requirements issued by OSHA, pending a federal court ruling. Unvaccinated employees may provide weekly negative tests.
- Hospitals, nursing homes, diagnostic & treatment centers, home care programs under Article 36, hospices, and adult care facilities regulated by the NYS Department of Health. must require personnel to be fully vaccinated.
- Psychiatric hospitals licensed by NYS OMH and specialty hospitals regulated by NYS OPWDD must require staff to be fully vaccinated by December 10.
- NYS health care workers are no longer entitled to religious exemptions for COVID-19 vaccine requirements.
- By January 4, FQHC’s and any organization receiving federal or Medicaid/Medicare funding must require personnel to be fully vaccinated according to federal vaccine requirements issued by CMS.

WHAT TYPES OF DOCUMENTATION CAN BE USED FOR PROOF OF VACCINATION?

- CDC Vaccination Card including a photo or copy of the card.
- The Excelsior Pass App
  - The Excelsior Pass Scanner App can be used by employers to verify proof of vaccination records and negative test results.

HOW CAN I REPLICATE WHAT OTHER EMPLOYERS ARE DOING?

- The Health Action Alliance has a customizable COVID-19 Vaccination Policy template and sample request forms for religious and medical exemptions.
- Employers can use this sample COVID-19 Safety Policy created by LiveOn NY, Lawyers Alliance of New York, and Pro Bono Employment Council. Some NYC-specific language in this sample will need to be adapted to fit your organization’s location.
- The Health Action Alliance has a running list of U.S. companies – ranging from large corporations to smaller nonprofit organizations – with COVID-19 vaccination requirements. The list includes basic information about each company’s requirements with a link to learn more about organizational policies.
  - Some businesses and health systems on Long Island have been implementing vaccine requirements in the workplace.
ARE THERE RESOURCES TO HELP WITH IMPLEMENTATION?

- Health Action Alliance’s COVID-19 Employer Policies: A Decision Tool for Employers guide offers the latest health, legal, and other considerations to guide business planning and decision-making.
  - OSHA has additional guidance on mitigating and preventing the spread of COVID-19 in the workplace.
- The Northwell Health Occupational and Environmental Medicine of Long Island provides support to organizations on workplace health and safety. Their locations in Islandia and Great Neck serve Long Island.
- Some applications that are being used to help with compliance tracking include Kokomo, JotForm HIPAA forms, and MyMedBot.
- FEMA Public Assistance Grants may provide funding to eligible applicants for costs related to emergency protective measures conducted due to COVID-19, including costs for COVID-19 testing.

RESOURCES FOR EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19

- Remind employees of COVID-19 testing sites. State-run test sites will not charge for testing. For all other sites, check with the site and your insurer for any potential fees.
- Remind employees about quarantine and isolation guidelines, which differ based on vaccination status.
- Provide information to employees about Monoclonal Antibody Treatment (mAb) for COVID-19.
  - The FDA has given emergency use authorization for the use of Monoclonal Antibodies to treat non-hospitalized patients with mild or moderate COVID-19 meeting certain high-risk criteria to prevent the progression of COVID-19 to more severe diseases. Treatment is administered intravenously usually within 10 days of the onset of symptoms.
  - Nassau and Suffolk County mAb sites can be found here.

CONTACT

MICHELE CALVO, MPH
Program Officer
Center for Community Partnerships and Policy Solutions
The New York Academy of Medicine
MCalvo@NYAM.org

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