



Mandatory COVID-19 Employee Vaccination Policy *Template*





In an effort to stop the spread of COVID-19, federal and state governments are implementing COVID-19 vaccination mandates which must be carried out by employers.

If you haven't already created an employee vaccination policy, now is the time to consider how you will effectively communicate with your employees.

80 million American workers are affected by the vaccination mandate.

You can ensure your employees are prepared for new changes by developing a plan and clearly communicating. To help, we've included a free vaccination policy template you can customize to meet your unique needs.

How to Use this Document:

You will first see the sample letter to employees informing them of your COVID-19 mandatory vaccination policy. Following this is a second version with fully editable text so you can customize the letter to the needs of your organization.

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COVID-19 VACCINATION POLICY LETTER TO EMPLOYEES

Dear [Employee],

Our first responsibility as a business is the safety of our employees, our customers and our community. Further, we are now required by law to comply with federal and state COVID-19 vaccination mandates.

We are taking all necessary precautions to promote public health and safety and for these reasons, all employees will be required to offer proof of receipt of an FDA-approved vaccination against COVID-19 or be subject to weekly testing.

All employees will be granted paid time off work in order to receive their vaccination(s).

We strongly believe that this is the best path forward as a company, prioritizing the safety of all employees and their families.

In the coming months, as policies are updated, we will share further details about our requirements and expectations. If you have any questions, concerns or are unable to receive a vaccination, please reach out to [email].

We thank you for your cooperation!

Sincerely,

COVID-19 VACCINATION POLICY LETTER TO EMPLOYEES



About Paycor

Paycor builds HR software for leaders. Our Human Capital Management (HCM) platform modernizes every aspect of people management, from the way you recruit, onboard and develop people, to the way you pay and retain them. But what really sets us apart is our focus on business leaders. For 30 years, we've been listening to and partnering with leaders, so we know what you need: HR technology that saves time, powerful analytics that provide actionable insights and a Personalized Support Model. That's why more than 28,000 organizations nationwide trust Paycor to help them solve problems and achieve their goals.



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