

Appendix A. COVID-19 Vaccine Communication and Confidence Checklist

Use this checklist to promote COVID-19 vaccine confidence among your healthcare personnel.

	Activity
1	<input type="checkbox"/> Give COVID-19 vaccine communication and confidence basics presentation to healthcare personnel. CDC Resources: <ul style="list-style-type: none"> • Building Confidence in COVID-19 Vaccines Among Your Patients: Tips for the Healthcare Team (<i>PowerPoint</i>) • How to Build Healthcare Personnel’s Confidence in COVID-19 Vaccines (<i>Guide</i>)
2	<input type="checkbox"/> Hold an initial discussion with 8–10 staff to identify strategies for making vaccine confidence visible. CDC Resource: COVID-19 Vaccine Confidence Conversation Starter (<i>Guide</i>)
3	<input type="checkbox"/> Provide training and education <ul style="list-style-type: none"> <input type="checkbox"/> Educate all staff about COVID-19 vaccine. <input type="checkbox"/> Train healthcare teams about the vaccines, how to build vaccine confidence, and how to have effective conversations about vaccines with patients. CDC Resources: <ul style="list-style-type: none"> • COVID-19 Vaccine Basics: What Healthcare Personnel Need to Know (<i>Flyer</i>) • Building Confidence in COVID-19 Vaccines Among Your Patients: Tips for the Healthcare Team (<i>Flyer</i>) • Quick Answers to Common Questions People May Ask about COVID-19 Vaccines: Tips for Healthcare Professionals (<i>Flyer</i>)
4	<input type="checkbox"/> Post COVID-19 vaccine educational materials in staff break rooms and common areas in your health facility (posters, handouts, FAQs).
5	<input type="checkbox"/> Post COVID-19 vaccine information blogs and/or articles on your website, intranet, and social media platforms (blog posts, social media, videos).
6	<input type="checkbox"/> Create and publicize a feedback mechanism for staff members to ask questions or receive guidance about COVID-19 vaccination (email inbox, phone number, point of contact).
7	<input type="checkbox"/> Share regular staff updates on COVID-19 vaccination efforts (staff meetings, email blasts)
8	<input type="checkbox"/> Communicate where, when, and how healthcare personnel will be offered the vaccine. Share any plans to support personnel needing time away from clinical care if they are experiencing any expected post-vaccine side effects (posters and flyers in break rooms, staff meetings, email blasts).
9	<input type="checkbox"/> Have conversations with staff about the vaccines, and use strategies identified during staff discussions to make vaccine confidence visible in your facility. CDC Resource: <ul style="list-style-type: none"> • COVID-19 Vaccine Confidence Conversation Starter
10	<input type="checkbox"/> Share testimonials from healthcare personnel who volunteer to speak about why they got vaccinated and promote among staff, such as on the intranet or internet, in staff meetings, and on social media (social media, blog posts).
11	<input type="checkbox"/> Recognize healthcare personnel who have been effective vaccine confidence boosters (staff meetings, email blasts, social media, blog posts).