



# Responding to a COVID-19 Vaccine Mandate

How UKG solutions support your vaccine management  
strategy and better protect your people



COVID-19 has changed the way employees work and heightened the critical role that employers play in protecting their employees' safety. Managing the COVID-19 vaccination process adds complexity for employees, frontline managers, and HR leaders. New vaccination mandates and policies have the potential to further complicate the return to work in an already fraught business environment.

On September 9, 2021, President Biden announced the Path Out of the Pandemic plan, which includes mandatory COVID-19 vaccination for certain employees in the private sector, the federal government, and healthcare settings.<sup>1</sup> The plan directs OSHA (Occupational Safety and Health Administration) to issue an emergency temporary standard (ETS) requiring covered businesses to mandate that their employees will be vaccinated against COVID-19 (absent medical or religious accommodations) or undergo weekly COVID-19 testing. The ETS will be subject to state-level or local jurisdiction, and employers who do not comply could face OSHA penalties of up to \$14,000 per violation.<sup>2</sup> Since the announcement of the federal mandate, numerous state and corporate mandates have been introduced.

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## Protecting employees — and your business

Organizations responsible for complying with COVID-19 vaccination mandates need to put processes in place to monitor and track employee vaccination status, exemptions, test results, and health attestations. The process should be transparent, ensuring that employees are fully informed and feel confident of their safety at work.

Tracking employee health requirements manually is a cumbersome process that involves countless emails and intradepartmental communications, and data that's captured only in spreadsheets. Without an automated solution, meeting vaccine mandate management, reporting, and compliance requirements is much more difficult.

## How HR Service Delivery complements workforce management

To ease the burden on HR of complying with COVID-19 mandates, policies, and legislation, organizations should tie HR Service Delivery into their workforce management solution. Depending on the provider, HR Service Delivery offers sophisticated document management and automated request workflows for employees to receive HR assistance anytime, anywhere. Administrators can easily update and communicate policy requirements; access a central location to manage and track vaccination records, exemptions, and test results; get real-time visibility into which employees can't work; and ensure that employee privacy and confidentiality are addressed.

## Seamlessly capture status

Managing COVID-19 vaccination requirements starts with seamlessly capturing employees' status by using automated notifications and triggers. Employees are notified if they need to be vaccinated and are instructed where and how to upload necessary documents. HR gets an alert when steps have not been completed — for example, when an employee's vaccination card is missing. And shift managers are notified of an employee's impending absence so they can alleviate staffing issues.

## Reporting

Organizations will have to run and submit reports of vaccination status as proof of compliance, including how many exemptions they've allowed. Requirements for data collection will be ongoing due to turnover as new employees are hired and must prove their vaccination status. It's likely that laws and policies around COVID-19 will continue to evolve, so organizations need to be prepared to respond with updated data-collection processes and reporting requirements. Relying on manual processes such as spreadsheets could lead to missing information, compliance issues, and difficulty keeping pace with changing regulations.

## A transparent process

Managing people in a pandemic is no easy task, but transparency goes a long way toward easing the pressure on HR. Employees want a clear, easy-to-use process that allows them to see how vaccination policies are being implemented and understand what is required of them. What vaccine information does HR have on file for an employee? Are any documents missing? Are there outstanding tasks that the employee needs to complete? What is the process used to determine and verify medical and religious exemptions? By communicating openly and fully with employees, you can build trust and demonstrate that the organization cares about employee wellness and safety.

## Keeping a safe — and compliant — workplace

The COVID-19 pandemic clearly demonstrates the increasing need for employers to address employees' health and well-being. As an employer, you owe your employees a workplace that is safe and healthy, and the technology used to support COVID-19 vaccination management is a crucial part of that strategy. Vaccine requirements are safety measures that aim to protect the health of employees, customers, and others in the workplace. Vaccine mandates drive relevant operational impacts such as tracking vaccination status and health attestation as well as monitoring trends such as booster doses and changing regulations.

As the pandemic continues and new evidence emerges, new vaccine requirements may evolve. Employers will continue to be responsible for planning for, communicating, and effectively responding to these requirements. An integrated HR Service Delivery solution can help you manage the process from start to finish in one place, allowing you to protect the well-being of your people and keep your business operating efficiently and productively.

## Why UKG?

At UKG, our purpose is people™. We are committed to helping leaders protect their people, communicate with ongoing transparency, strengthen connections between teams, and design and adapt their business strategies to face any crisis.

Customers choose UKG HR Service Delivery™ for its ease of implementation and ability to integrate with any core HR system of record. Comprehensive self-service capabilities, built-in advanced analytics, and sophisticated security permissions ensure teams can comply with any changing federal, state, or corporate policies while protecting your people's privacy.

To schedule a demo, [contact us](#) today.

## About UKG

At UKG (Ultimate Kronos Group), our purpose is people™. Built from a merger that created one of the largest cloud companies in the world, UKG believes organizations succeed when they focus on their people. As a leading global provider of HCM, payroll, HR service delivery, and workforce management solutions, UKG delivers award-winning Pro, Dimensions, and Ready solutions to help tens of thousands of organizations across geographies and in every industry drive better business outcomes, improve HR effectiveness, streamline the payroll process, and help make work a better, more connected experience for everyone. UKG has more than 13,000 employees around the globe and is known for an inclusive workplace culture. The company has earned numerous awards for culture, products, and services, including consecutive years on Fortune's *100 Best Companies to Work For* list. To learn more, visit [ukg.com](https://ukg.com).

### References:

1. The White House, *Path Out of the Pandemic*, found at <https://www.whitehouse.gov/covidplan/>.
2. SHRM, *OSHA Sends COVID-19 Vaccination Rule to White House for Review* (October 13, 2021), found at <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/Pages/OSHA-Sends-COVID-19-Vaccination-Rule-to-White-House-for-Review.aspx>.



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