

Valued Partners-

We want to first thank you for all you are doing to keep your employees safe and operations running. General Mills, along with our peers and trade associations, have been advocating for appropriate prioritization of our industry frontline workers to receive the COVID-19 vaccine with state and federal governments. The Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (CDC ACIP) affirmed the placement of frontline food and agriculture essential workers in Phase 1B COVID-19 vaccine allocation. However, not all states are following that guidance. Some large states have moved those age 65+ ahead of our essential workers. If you have any employees who are eligible please encourage them to go ahead and get the vaccine at their local provider.

To help support your safety efforts we wanted to share some resources and best practices regarding vaccine distribution. We are taking steps to prepare for our employees to receive the vaccine as soon as they are eligible. We are working with local county health departments and medical providers to ensure timely access for our employees. Each state and county is administering the vaccine differently so it makes it difficult to create a one size fits all approach. County health departments are a great resource for information.

Based on our recent discussions with our peers, retail partners and public health officials, we recommend you consider the following:

- Established line of communication with local health officials. The National Association of County and City Health Officials has a search directory [here](#). We believe the below information may be useful to the county/city as they finalize vaccine distribution plans.
 - Facility address, name, identification and type (manufacturing plant, distribution warehouse, etc.)
 - Contact information for company's point person on vaccines
 - We recommend an HR or safety manager
 - Number of employees interested in receiving the vaccination
 - We know that not everyone is comfortable receiving the vaccine. Surveying your employees for interest in receiving it will help in making decisions on how best to facilitate vaccine administration. Consider education opportunities to provide information to your employees. CDC has [resources](#) to help.
 - The National Association of Manufacturers has launched [This is Our Shot](#) campaign to promote the vaccine.
 - Possibility of onsite administration. Some considerations to include:
 - Determine days and times if you are thinking of holding an on-site clinic. Work to stagger staff if possible to minimize disruption.
 - Decide on location and layout of the area where vaccinations will occur, keeping in mind social distancing/infection control procedures and a place where people who have been vaccinated can be observed for 15 minutes after they receive the vaccine.

- Develop a communication plan for employees desiring to be vaccinated, including who the point of contact at your organization will be for questions they may have, second dose coordination, etc.
 - Providing non-medical staff from the organization to assist with vaccination efforts (e.g., registration, passing out educational literature, monitoring for adverse reactions, etc.).
 - Training for employees who will assist with vaccination efforts.
 - Some employees may feel more comfortable receiving the vaccine on their own.
- A handful of states are using the CDC's [Vaccine Administration Management System \(VAMS\)](#), to coordinate vaccinations. It is a web-based application supporting mobile COVID-19 vaccination clinics. We recommend you ask your vaccine provider what system they are using to register and what information is needed.

Other Resources:

- The CDC recently released a [communication toolkit](#) for essential employers.
- The U.S. Department of Homeland Security is hosting a Food and Ag Sector call on vaccinations every Tuesday and Thursday at 3PM EST. Dial-In #: 1-800-619-3427 Passcode/PIN: 2725748

We hope this information is helpful as you make plans to get your employees vaccinated.