| **Item** | **Due date** | **Description of Item** | **Complete:**  **yes/NO** | **Comments** |
| --- | --- | --- | --- | --- |
| 1 |  | **Does the OSHA ETS apply to my organization?** Private Employers with 100 or more employees, firm-or corporate-wide; Not Covered by a state OSHA plan and for whom the Healthcare ETS or other federal vaccine mandate does not apply |  |  |
| 2 | 1/10/2022 | **Vaccination Policy-** Develop, implement, and enforce a mandatory COVID-19 vaccination policy. Or,  Establish, implement, and enforce a policy allowing employees to elect either to get vaccinated or to undergo weekly COVID-19 testing AND wear a face covering at the workplace (see policy template in ICPP appendix) |  |  |
| 3 | 1/10/2022 | **Roster and Proof of Vaccination-** Determine the vaccination status of each employee   * Obtain acceptable proof of vaccination from vaccinated employees, * Maintain records of each employee’s vaccination status * Maintain a roster of each employee’s vaccination status |  |  |
| 4 | 1/10/2022 | **Support Employee Vaccination-** Provide employees reasonable time, including up to four (4) hours of paid time, to receive each primary vaccination dose. Provide reasonable time and paid sick leave (up to 2 days per injection) to recover from any side effects experienced following each primary dose |  |  |
| 5 | 1/10/2022 | **Notice of Employee Positive Test Result -** Policy Requiring employees promptly provide notice when they receive a positive COVID-19 test or are diagnosed with COVID-19 |  |  |
| 6 | 1/10/2022 | **Remove Positive COVID-19 Employees from the Workplace-** Immediately remove from the workplace any employee, regardless of vaccination status, who received a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider, and keep the employee out of the workplace until “return-to-work” criteria are met |  |  |
| 7 | 1/10/2022 | **Training: Employee Language and Literacy Level -** Provide each employee with information, in a language and at a literacy level the employee understands about:   * The requirements of the ETS and workplace policies and procedures established to implement the ETS * Vaccine efficacy, safety, and the benefits of being vaccinated by providing the CDC document “Key Things to Know About COVID-19 Vaccines” * Protections against retaliation and discrimination * Laws that provide for criminal penalties for knowingly supplying false statements or documentation |  |  |
| 8 | 1/10/2022 | **Records Availability Process -**  Make certain records available for examination and copying to an employee (and to anyone having written authorized consent of that employee) or an employee representative |  |  |
| 9 | 2/9/2022 | **Ensure Employee COVID-19 Testing -** Each employee who has not received their final dose of a primary vaccine as of February 9th is tested for COVID-19 at least weekly (if present in the workplace at least once a week) or within seven (7) days before returning to work (if away from the workplace for a week or longer) |  |  |
| 10 | 2/9/2022 | **Face Covering-**  Ensure that each employee who is not fully vaccinated as of February 9th wears a face covering when indoors or when occupying a vehicle with another person for work purposes, with exceptions for certain limited circumstances(eating, drinking, etc.) |  |  |

**NOTE: Employers should consult the standard for full details. Read the full text of the ETS at: www.osha.gov/coronavirus/ets2.**