



MARYLAND DEPARTMENT OF HEALTH

*Dennis R. Schrader, Acting Secretary*

MARYLAND DEPARTMENT OF COMMERCE

*Kelly M. Schultz, Secretary*

Dear Employer,

The Maryland Department of Health (MDH) and Maryland Department of Commerce (MDC) appreciate your partnership and dedication to the constituents of Maryland.

This letter provides information for Maryland businesses and their employees regarding Maryland's vaccination plan under Phase 1C, which includes essential workers in the following categories:

- All other public safety (not in Phase 1A)
- All other healthcare (not in Phase 1A), including, but not limited to Lab Services, Public Health, Vaccine Manufacturing, other healthcare professions).
- Food and Agriculture Production
- Critical Manufacturing
- U.S. Postal Service
- Public Mass Transit
- Grocery Stores
- Veterinarians and Support Staff
- Education staff, including K-12 teachers, support staff and daycare providers
- Clergy and other essential support for houses of worship

This packet contains resources to help employers communicate with their employees about the state's vaccination program. It is important to know and to communicate, the federal government is giving Maryland approximately 10,000 doses per day for over 2 million people who are currently eligible. Supply is very limited, and vaccines may not be available to your employees for some time, especially as the vaccine is becoming available to more people across the state.

Please be patient as the available supply of the vaccine in Maryland works to catch up to the demand. However, by planning now this will help ensure a smoother process for everyone when additional vaccine doses become available. It is also important to communicate that not everyone in the company may be vaccinated at the same time, due to the limited supply of vaccines and other factors. For that reason, it is essential to continue following State [orders](#) and [guidance](#) including face coverings, social distancing, and capacity limits.

MDH recognizes that employers may have questions such as whether all workers in a company should register for vaccines at this time, or only certain workers. Eventually, all Maryland workers will have access to a COVID-19 vaccine, however, the following priorities should be communicated

to employees and/or used as a guide for employer-based vaccination clinics, if offered:

1. Workers who have not already been vaccinated and who are currently eligible in phase 1a or 1b who may have additional risk factors such as age (65 and older, especially 75 and older), medical conditions that put them at risk, or other risk factors (see REF).
2. Workers who have increased risk of exposure (frequent direct interaction with the public or other workers, especially longer, closer contact interaction).
3. Workers who are “mission critical.”

For more information about identifying essential workers in your company, see the [U.S. Department of Homeland Security’s Critical Infrastructure Workers’ Advisory Memorandum \(December 16, 2020\)](#).

Employers should expect questions about the COVID-19 vaccine and registration process. Workers who have not already been offered vaccination for other reasons (in Phase 1A or 1B) should register for the vaccine at: <http://covidvax.maryland.gov/>.

The U.S. Centers for Disease Control and Prevention (CDC) has also created a toolkit which includes sample letters, key messages, frequently asked questions, posters and flyers, and other materials, in a variety of languages, for employers about COVID-19 vaccination, available at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html>.

If you have any further health related questions, please contact [MDH](#). If you have any further business related questions, please contact [secretary.commerce@maryland.gov](mailto:secretary.commerce@maryland.gov).

Sincerely,



Tara Hargadon  
Director of Stakeholder Engagement  
Unified Command: COVID-19 Vaccines