



This is our shot.



Frontline Leader Discussion Guide

Last Updated: March 30, 2021

Frontline leaders influence not only their team members' behaviors, but beliefs and attitudes. As such, a leader who discusses the vaccine can have an impact on their employees' interest in getting vaccinated against COVID-19.

This document provides guidance for leaders who would like to discuss the vaccine with their team members. It can also be used as a guide for any coworker talking to a colleague.

Good Messages to Share

Choice Getting vaccinated is a matter of personal choice, and we respect our coworkers' right to choose the options that are right for them.

Safe The COVID-19 vaccines are considered safe by leading health experts:

- No steps were skipped in the FDA approval process.
- Millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in U.S. history.

Effective All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.

Reasons to get vaccinated

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. Vaccines help prevent serious complications and death.
- If you get sick, you could spread the disease to friends, family, and others around you. The vaccine has been shown to prevent the spread of COVID-19.
- Getting vaccinated is one way to help get us back to normal. It is one more step we can take to move our community to a point where mask-wearing and social distancing can be discontinued. But not until most of us are vaccinated. We need to get to community immunity.

Appointments Vaccines are now widely available. Here are ways to make an appointment at a location near you:

- Via our Health Account Plan providers, Kaiser Permanente or Anthem.
- Check your local pharmacy's website to see if vaccine appointments are available.
- Visit [VaccineFinder.org](https://www.vaccinefinder.org) to find vaccination providers near you.
- Through your county health services website. Find yours at covid19.ca.gov/get-local-information/.
- 2021 California Supplemental Paid Sick Leave provides paid time off for COVID-19 vaccination. Please use the "Emergency Paid Leave" time code for approved time off to get vaccinated.

Concerns If you have concerns about the safety, efficacy or need for vaccinations, you should talk to your health care provider and do some research yourself. On the next page there is a list of some reliable resources that PG&E's medical experts, Dr. Mary and Dr. Jon, recommend.

No cost Employees have no out-of-pocket expenses associated with getting vaccinated. There is no cost to you.

Protocols Even after getting vaccinated, employees must continue to follow COVID-19 safety protocols at work. When our communities get to a point where COVID is no longer a significant risk, those rules will be relaxed, and the more people who get vaccinated, the faster we will get there.

If you and your family have been vaccinated or plan to be, share your personal story with others if you are comfortable doing so.



This is our shot.



Frontline Leader Discussion Guide

Last Updated: March 30, 2021

What Not to Say as a Leader

Don't Ask, Don't Insist

- Leaders should not ask their employees if they have been vaccinated.
- You can encourage, but do not insist or continue to encourage vaccination if an employee expresses they don't want to or don't intend to.
- Don't say things that imply the vaccination is required, such as "You have to get vaccinated."
- Leaders and other coworkers must not discriminate or retaliate against or disparage employees who cannot or do not want to be vaccinated, or express opposing viewpoints about the vaccine.
- While PG&E strongly encourages coworkers to get vaccinated, remember that it is the employee's decision, and PG&E is not requiring vaccination.

Not tied to work

Don't imply that getting vaccinated is in any way tied to the ability to work or to favorable treatment at work.

Privacy

Don't inform other team members of the vaccination status of a colleague if you learn it. It is OK for people to share with one another, but leaders must not share others' immunization status.

No debating

Don't debate opinions about safety and effectiveness. You can point to resources to learn more, but avoid being pulled into a debate.

As a leader, if you disagree with PG&E's stated position on the COVID-19 vaccine, we respect your choices as we do for all employees. We do not expect you to advocate for things you do not believe in; however, you should not attempt to block access to or undermine the credibility of the information the company is providing its employees, or discourage vaccination.

Topic	Source
Key Things to Know About COVID-19 Vaccines	CDC
Vaccine FAQs	CDC
Myths and Facts about COVID-19 Vaccines	CDC
PG&E's stance on vaccines	PG&E COVID-19 Employee Website
CA fact sheet on vaccines	State of California
Vaccine safety facts	CDC
Vaccine Safety: Side Effects and Coincidences	Harvard Medical School
Vaccine Myths, Debunked	Mayo Clinic