

Dear HR Leaders,

It was great to see you many of you on this morning's call. Thank you for another fantastic discussion where we spent the majority of time talking about the vaccine prioritization and distribution, and the importance of education around the efficacy of the vaccine. Attached you will find the letter to President-Elect Biden referenced on our call.

Below you will find notes from the discussion along with information for our next meeting. These notes and attached letter will be posted to our new [HR Leaders in Dairy Member Page](#) on our website.

Kindly circulate any items you would like to include on the agenda for next time. As always, we welcome your feedback on how we can continue to make these sessions valuable to you. We look forward to our next meeting on **Friday, February 5**.

I hope you all have a wonderful weekend. Take good care of yourselves.

Best,  
Heather

## Notes from Discussion

### Vaccine Distribution

- IDFA sent the attached letter along with 14 other food associations to President-Elect Biden and his transition team today. The letter highlights the need for a coordinator in every state, federal funding, and increased coordination between HHS, state governments, and local public health officials. IDFA has been in discussion with the Biden transition team to develop a comprehensive partnership plan to vaccinate essential employees in the food and ag space. This plan would include a list of member companies with on-site nurses and clinics to highlight existing infrastructure needed to vaccinate, especially in rural areas.
- Communication with employees and education regarding the safety, efficacy, and reasons employees should get vaccinated is critical. Survey results indicate that employees are hesitant due to a number of factors. Companies can leverage survey data to develop a company-wide communication and education plan. Webinars, on-site training, and informational packets were suggested ways to communicate with employees. By continuing to offer support at the corporate level in coordination with public health officials at the state and local level, employees will see the company moving forward and boost confidence in the vaccine and other safety measures.
- As a consensus, all safety measures should remain in place until it is scientifically proven that the vaccine slows the spread of COVID-19.
- Prioritization of employees has been done based on shift assignment, job function, self-identified risk factors, or randomly. Anticipated level of absences after a vaccination and number of people needed to continue business operations are factors to consider when prioritizing employees for a vaccination schedule.

- Tracking existing employee vaccinations and adding vaccinations as a pre-employment requirement are being considered, but questions were raised regarding negative impacts on vaccination rates, legality, and concerns surrounding the use of data collected.

### **Return to Work/Remote Work (Timeline)**

- Many companies are extending telework policies until March pending the results of vaccination information.
- Questions were raised on how COVID-19 will affect long-term business operations.

### **Drug Testing**

- The legalization of marijuana has not changed pre-employment and safety accident drug testing requirement. Most companies are continuing to follow federal guidelines.
- Timeframe for reapplication after a positive test ranges from 30 days to six months.

### **Compensation Survey Update**

- We will be circulating a brief survey to this group to identify potential types of data and information that would be of value to members when they are developing an employee compensation and benefits strategy. The survey will seek to determine those factors that are most important, such as pay structure and adjustments, job descriptions, and other items that will be included in the survey information. In addition, the survey will ask if your organization uses compensation and benefit consultants to assist in providing survey information or best practices.
- The survey will be circulated in the next few days. Please contact Neil Moran ([nmoran@idfa.org](mailto:nmoran@idfa.org)) if you have any questions.