

## Sample Letter to Residents:

A message from: *<Name of Facility's Administrator>*

Dear Resident:

Thank you for everything you do to protect yourself and others from getting COVID-19. As many of you know, residents of long-term care facilities are now recommended to receive COVID-19 vaccines. Making sure you get vaccinated early can help save your life and protect the lives of others, as you have the highest risk for infection and severe illness from COVID-19. We care about your health. Getting vaccinated is an important step to prevent getting sick with COVID-19 disease.

To offer convenient access to the vaccine, we have partnered with *<insert provider name>* to provide on-site COVID-19 vaccination for residents and staff free of charge. Please watch for additional information about on-site vaccination clinics in the coming weeks. When you agree to get vaccinated, this will be documented in your medical chart. We will work directly with *<provider name>* to ensure you also receive a fact sheet before vaccination, explaining the risks and benefits of the COVID-19 vaccine. This is called an Emergency Use Authorization (EUA) Fact Sheet.

We understand you may have questions about the vaccine. After getting vaccinated, you may have some side effects, which are normal signs that your body is building protection. The most common side effects are pain at the injection site, fever, and chills. These side effects tend to be mild to moderate and go away on their own within 1–2 days.

We will work with you to report any health problems that occur after vaccination. We call these types of health problems possible [side effects](#) or adverse events. In addition, we are encouraging residents who have a smartphone to [enroll in v-safe](#), a tool that can be used to tell CDC if someone has any side effects after getting a COVID-19 vaccine.

COVID-19 vaccines are an important tool to help stop the pandemic. However, even after vaccination, everyone will need to continue following all the [current guidance](#) to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, following facility and community guidance on visitation and [infection control](#), and cleaning hands often.

Thank you again for all you are doing to stay safe. We will continue to update you on any new information about COVID-19 vaccination.

Please contact us with additional questions at *<insert contact information>*.

Sincerely,

*<Name of Facility's Administrator/Medical Manager>*