



The following document is for historical purposes and is no longer being updated. Please go to the [COVID-19 Vaccination Clinical & Professional Resources](#) for more recent information.



Sample Facility Letter to Staff:

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

Dear Staff:

Thank you for everything you do to keep <Name of Facility> residents and your coworkers safe and healthy. Getting a COVID-19 vaccine is an important step to prevent getting sick with COVID-19 disease. We care about your health; you are on the front lines and risk being exposed to COVID-19 each day on the job. Healthcare personnel like you are among the first to receive the vaccine because of your essential role in fighting this pandemic. Getting vaccinated now will help protect you and the residents you care for and who are at risk for severe illness from COVID-19. This is also an opportunity for you to serve as a role model in our community. By getting vaccinated first, you can positively influence vaccination decisions of coworkers, residents, friends, and family.

To offer convenient access to the vaccine, we have partnered with <insert vaccine provider name> to provide on-site COVID-19 vaccination for residents and staff free of charge. [This includes](#) paid and unpaid staff, contractual staff and temporary workers. Please watch for additional information about on-site vaccination clinics in the coming weeks. If you are not present for the on-site vaccination clinics, you may choose to get vaccinated by another COVID-19 vaccination provider that is vaccinating healthcare personnel in your area.

We understand you may have questions about the vaccine. COVID-19 vaccines are being held to the same safety standards as all other vaccines. 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. Please reach out to your manager if you experience side effects.

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. If you report serious side effects, someone from CDC will call to follow up.

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

Thank you again for all you are doing to keep our residents and facility staff safe and healthy. We want you to feel confident in your decision to get vaccinated. We welcome any questions you may have. By getting vaccinated, you can serve as a role model in your community and can positively influence vaccination decisions of coworkers, residents, friends, and family.

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

Sincerely,

<Name of Facility's Administrator/Medical Manager>