**COVID-19 VACCINATION - SAMPLE STAFF MESSAGE**

***Update December 1, 2020***

Dear [Staff Member]:

We’re gearing up to distribute the COVID-19 vaccine as soon as we get it. We expect to start staff vaccinations on [insert dates.]

**Here are the details of our vaccine plan:**

* There will be no cost to you for the shots.
* You’ll need two shots with x weeks in between for it to be effective.
* You will be paid for the time it takes to get both vaccine injections.
* If you’ve had COVID-19, you should still get the shots.
* Some people have had a sore arm, mild aches and fever after getting the shot, but you cannot be infected by COVID-19 through the shot. These types of side-effects are more common with the first injection but not as common with the second injection. It’s important you receive both shots.

The Minnesota Department of Health decided that healthcare staff in long-term care are in the highest priority group to get the vaccine first. Because our residents are in a high-risk group, they are prioritized next. We anticipate our residents will receive vaccines starting in [insert timeframe here.] Resident families and other people in the general community will have to wait until later in the year, when the supply of vaccines is larger.

We have prepared a [Frequently Asked Questions](https://www.leadingagemn.org/assets/docs/FINAL_COVID-19VaccinationEducation-FAQStaff_120120.docx) to help you understand more about why the vaccine is so important in defeating COVID-19. If you have other concerns, please contact [insert your vaccine champion’s name here], talk to your supervisor, or let me know how I can help.

Getting vaccinated against COVID-19 is one of the best ways to protect yourself and everyone around you, particularly those who are at increased risk for severe illness. Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it is ready to fight the virus if you are exposed. Getting these shots will not only protect you from being infected; it will help us take a big step towards ending this pandemic.

The news of a vaccine gives us hope for a new chapter to our fight against this virus. I am so incredibly proud the job that you have all done during these past nine tough months. Thank you for your commitment to our community. Together, we’re moving toward a COVID-free future.

Sincerely,