Dear [NAME],

This has been a very difficult year with the COVID-19 pandemic, and we thank you for your incredible work and dedication to this organization. Your work has made such a difference to our residents and our organization.

I have some good news to share. ***[If a facility has a clinic planned:]*** We have an upcoming COVID-19 vaccination clinic scheduled for [Insert details on vaccine clinic – date, time, location]. ***[If a facility won’t have the vaccine for a while but starts to collect consent:]*** We are very excited to offer you the opportunity to receive this vaccine in a convenient location and at no cost.

**We are encouraging all staff to receive the vaccine given the danger COVID-19 poses to our residents.** Long term care residents and staff are particularly vulnerable to COVID-19 infection, especially when the virus is spreading in the surrounding community.

**This vaccine has gone through testing and clinical trials to ensure it meets the highest safety standards.** The health and safety of our residents and staff is always our top priority, and we are confident this vaccine is safe and effective. **The more residents and staff we get vaccinated, the better we can protect our community against potential outbreaks and save lives.**

To ensure you have the information you need to make an informed decision, we are offering the following opportunities to learn more about COVID-19 vaccination:

* (insert facility specific strategies, e.g. town halls, one-on-one conversations with senior leaders – for more ideas, see [Top Strategies to Improve Staff Vaccination Rates](https://www.ahcancal.org/News-and-Communications/Documents/GetVaccinated/GetVaccinated-Strategies-Improve-Vacc-Rates.pdf))

We also want to share some links to additional information from trusted and credible sources:

* [CDC COVID-19 Vaccine Guidance](http://www.cdc.gov/coronavirus/2019-ncov/vaccines)
* [AHCA/NCAL #GetVaccinated Website](https://www.ahcancal.org/News-and-Communications/Pages/GetVaccinated.aspx)
* EUA fact sheet **(links:** [Pfizer-Biontech](https://www.fda.gov/media/144414/download), [Moderna](https://www.fda.gov/media/144638/download) or [Janssen](https://www.fda.gov/media/146305/download))

[For Moderna or Pfizer Vaccine Recipients] The vaccine requires two doses. You will need to get both doses to ensure the best results. The second dose will be delivered approximately 21 to 28 days after the first dose. Potential side effects of this vaccine are identified on the attached fact sheet. You will find that the potential side effects are similar to that of the flu shot but occur more frequently.

We will continue to take all necessary precautions after the vaccine is administered, including wearing personal protective equipment and conducting regular testing, to ensure the safety of our residents and staff.

There is a light at the end of the tunnel. We are hopeful that the vaccine will be a lifesaving turning point in the fight against COVID-19. Please do not hesitate to reach out to us with any questions.

Best,

[NAME]