

## COVID-19 VACCINE COMMUNICATION TEMPLATE

### LETTER TEMPLATE

*Customize this letter about COVID-19 vaccination to send to your employees. (Adjusted from [CDC communication toolkits](#) to be Utah specific.)*

Dear [EMPLOYEE],

While the COVID-19 pandemic has kept us apart, there is new hope—vaccines are here. They will help us move closer to ending the pandemic.

At {INSERT YOUR ORGANIZATION NAME} we want everyone in our community to be safe and get back to hugging our families and friends and shaking hands with our neighbors. Getting the COVID-19 vaccine adds one more layer of protection for you, your family, and your loved ones. Here are some key points about the COVID-19 vaccine:

- All COVID-19 vaccines currently available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet apart from people who don't live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.

We have developed the following vaccination plan: {INSERT YOUR ORGANIZATION'S VACCINATION PLAN}

We all play a part in this effort, and you are key. Please sign up to get your COVID-19 vaccination at {INSERT INFORMATION ABOUT WHERE TO GET VACCINATED}.

If you have questions about COVID-19 vaccines, Utah's vaccination distribution plan, or vaccination clinics, please visit [coronavirus.utah.gov/vaccine](https://coronavirus.utah.gov/vaccine).

Sincerely,

{INSERT SIGNATURE OF ORGANIZATION LEADER}