**COVID-19 Vaccine Letter to Team Members Tips for Using the Letter to Promote Vaccination**

The letter on the following page is a template intended to be adapted for use by an Administrator, Director of Nursing, Medical Director, Pharmacy Consultant, Department Manager, etc.

1. Personalization of the letter may provide greater incentive for getting a vaccine.
2. The letter can be used in settings requiring OR mandating vaccines.
3. It is intended to be a caring approach rather than a statement of enforcement.
4. It is recommended that the letter be sent to ALL team members and not just unvaccinated to avoid singling out those team members who remain unvaccinated.

Dear Team Member, (or named person),

Employee vaccination for COVID-19 is important so that everyone in the workplace feels safe and (FACILITY NAME) maintain health. If everyone is vaccinated, the risk of you getting COVID-19 and spreading it to your family members, team members, or residents in your care, is greatly reduced.

The COVID-19 virus is known to be transmitted in 3 ways:

1. Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
2. Having small droplets land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
3. Touching eyes, nose, or mouth with hands that have the virus on them. By touching items contaminated with the virus and then touching one's eyes, mouth, or nose. [How Coronavirus Spreads | CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)

All the safety measures in our nursing home (screening upon entry, masking, hand hygiene, and wearing additional protective equipment as necessary based on assignment) are part of a larger effort to control this pandemic. The COVID-19 vaccine provides the ultimate protection against this virus.

Getting the vaccine by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (option not to use date) is important to get us through the COVID-19 pandemic, especially now that we have learned about the COVID-19 variants; especially the Delta variant, which is known to spread faster and cause more severe illness.

Even if you have had COVID-19, you may get the virus (or a variant) again, and you can spread the virus, even if you do not have symptoms. Getting the vaccine has proven to decrease the severity of illness, and greatly reduces the likelihood of death associated with COVID-19.

If you have questions or concerns, please feel free to email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or schedule a face-to-face conversation by calling \_\_\_\_\_\_\_\_\_\_\_\_\_ to reserve a date and time.

Sincerely,