**COVID-19 Vaccine Letter to Residents and Family Members/Responsible Party**

**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, infection prevention nurse, etc. Following are some suggestions to help maximize your message:

* Personalizing the letter may provide stronger encouragement for recipients to get a vaccine.
* The letter can be used in settings requiring OR mandating vaccines.
* The template is framed to take a caring approach rather than a statement of enforcement.
* It is recommended that the letter be sent to ALL residents and/or family members to avoid singling out those who remain unvaccinated.

Dear (named resident or named family member/responsible party),

Booster vaccination for COVID-19 is important so that everyone in the facility feels safe. If everyone is vaccinated, we can reduce our risk of getting COVID-19 and spreading it to other residents, staff, and visitors.

The COVID-19 virus is known to be transmitted in three 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 one’s eyes, nose, or mouth with contaminated hands (have the virus on them). To learn more about how the coronavirus spreads, visit the CDC’s website: <https://tinyurl.com/3yzvcs3n>

The safety measures we take in our nursing home (screening upon entry, masking, hand hygiene) are part of a larger effort to control this pandemic. The COVID-19 vaccine booster provides the ultimate protection against this virus.

Getting the booster vaccine is important to help us safely transition to the future, especially now that we have learned about COVID-19 variants, which are 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 booster vaccine has proven to decrease the severity of illness and 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,