**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. Personalizing the letter may provide stronger encouragement for recipients to get vaccinated.

* The letter can be used in all settings where vaccines are promoted.
* 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 or are not up to date on their vaccinations.



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

We take many safety measures to help keep our residents and staff healthy. Besides cleaning, masking as needed and handwashing, we also encourage those who are due to get vaccines. This is all part of our effort to control infections.

**Vaccination can help keep everyone in our facility safe.** Vaccines can reduce the risk of sickness, hospitalization or death. The more people who take vaccines, the less likely they are to spread illness. For this reason, we are reviewing everyone’s current vaccination status for COVID-19, flu, pneumonia, respiratory syncytial virus (RSV) and shingles.

COVID-19, flu, RSV and shingles are caused by viruses. In fact, shingles is caused by the same virus as chickenpox. Pneumonia is caused by bacteria. No matter what causes them, they all spread through air droplets. **But the good news is that vaccines can prevent these illnesses.**

We support the CDC’s recommendation that everyone who can, gets an annual COVID-19 and influenza vaccine. Also recommended are the pneumonia, RSV and shingles vaccines, which are not yearly.

Even if a person has had a virus, they may get the virus again. Also, they can spread the virus even if they do not have symptoms. **Getting the vaccine can decrease how sick someone gets and reduce the likelihood of getting long viral illnesses such as long COVID.** It also reduces the chance of death from these illnesses.

If a resident in our care has missed any vital vaccines, we will contact the resident or responsible party (as appropriate) to help us get their vaccinations up to date. We may also contact a resident or responsible party for clarification of vaccine status.

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. Our nursing staff, consultant pharmacist and medical director can help you learn about vital vaccines.

Sincerely,