Dear [NAME],

This has been a very difficult year with the COVID-19 pandemic, but I am pleased to share some good news. The U.S. Food and Drug Administration has found a COVID-19 vaccine to be safe and effective. As health care workers, we will be among the first to receive the vaccine. This is very encouraging news.

***[If a facility knows when they will have the vaccine and has a clinic planned:]***

We will begin administering the vaccine to staff [Insert details on vaccine clinic – date, time, location]. We need you to read the attached (or linked) EUA fact sheet and feel free to ask any questions before deciding to sign the consent form for the pharmacy to administer the vaccine. Receiving the vaccine will come at no cost.

***[If a facility won’t have the vaccine for a while but starts to collect consent forms:]***

A COVID-19 vaccine will soon be available to all staff. We are moving forward with plans to administer the vaccine and will provide you additional details in the near future. In the meantime, we need you to read the attached (or linked) EUA fact sheet and sign a consent form for the pharmacy to administer the vaccine. Receiving the vaccine will come at no cost.

**We strongly encourage all staff to give consent 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, 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 for use. **The more residents and staff we get vaccinated, the better we can protect our community against potential outbreaks and save lives.**

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 are identified on the attached fact sheet. You will find that the potential side effects for the COVID-19 vaccine are similar to the potential side effects 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. You can also visit [www.cdc.gov/coronavirus/2019-ncov/vaccines](http://www.cdc.gov/coronavirus/2019-ncov/vaccines) to learn more about the vaccine.

Best,

[NAME]