

Essential Workers COVID-19 Vaccine Toolkit



Materials for Communicating with Staff

- + **Introductory letter:** Send this letter to encourage your branches, offices, or units to review and use the toolkit materials.
- + **Letter to your employees:** Customize this letter about COVID-19 vaccination to send to your staff.
- + **Newsletter content:** This short newsletter-style blurb can be widely distributed to share information on COVID-19 vaccines.
- + **COVID-19 Vaccine Basics (PowerPoint Slide Deck) (also available in Spanish):** These basic slides about COVID-19 vaccines are for informational meetings within your organizations. You can use all or part of the set or also include your own organization's information.
- + **Key messages:** Use these key messages about COVID-19 vaccine to educate your employees. [Printable Key Messages \(Spanish version\)](#)
- + **Print Resources:** These posters, factsheets, and other print resources encourage and support your staff in their decision to get vaccinated. You can print and post them in your buildings.
- + **COVID-19 vaccine factsheet:** This plain language fact sheet is available in several languages.
- + **Address myths and promote facts:** Proactively address and mitigate the spread and harm of misinformation by sharing credible and accurate information.
- + **V-safe:** Encourage your employees who are vaccinated to enroll in v-safe and get answers to the frequently asked questions about V-safe.

Information & FAQs

Use the links below to help answer questions about COVID-19 vaccine in your workplace.

- [Information for Employers](#)
- [Download FAQs for Employers](#)
- [Download Spanish FAQs for Employers](#)
- [Information for Employees](#)
- [Download FAQs for Employees](#)
- [Download Spanish FAQs for Employees](#)

Six Ways to Help Build COVID-19 Vaccine Confidence

1. Encourage leaders in your family, community, or organizations to be vaccine champions.
2. Have [discussions with your friends and family](#) about vaccination to understand their perspective and encourage their decision to vaccinate.
3. Share [key messages](#) through multiple channels that people trust and that promote action.
4. Help educate people about [COVID-19 vaccines](#), how they are developed and monitored for safety, and how individuals can talk to others about the vaccines.
5. Learn more about [finding credible vaccine information](#). When you come across COVID-19 information, cross-check with [CDC.gov](#) and learn how to respond to misinformation you encounter.
6. When vaccine is offered to you, make [visible](#) your decision to get vaccinated and celebrate it!