COVID-19 Vaccine Toolkit for School Settings and Childcare Programs

Materials for Communicating with Staff

- **Letters/email templates:**
  - Letter from superintendent or childcare association director to school principals/administrators/directors
  - Letter from principals/administrators to school staff (e.g., teachers, assistants, paraprofessional educators, office staff, nurses, school nutrition staff, bus drivers, coaches and athletic trainers, custodians) from superintendent or childcare association director to school principals/administrators/directors

- **Newsletter/drop-in article content**

- **COVID-19 vaccine basics (PowerPoint Slide Deck)** *(also available in Spanish):* These basic slides about COVID-19 vaccines are for informational meetings within your organization. You can use all or part of the set or also add your own school or program’s information.

- **Key messages:** Use these key messages about the COVID-19 vaccine to educate your staff.

- **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 all vaccinated staff to enroll in the v-safe After Vaccination Health Checker and share answers to the frequently asked questions about v-safe.

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!