

Employer—please customize the letter below for your organization.

Dear Employee,

Across the country, the COVID-19 pandemic is having devastating effects. We appreciate how much you have already done to adapt during this challenging time. As you know, we have been taking preventive measures at **{INSERT YOUR COMPANY NAME}** against COVID-19 to help keep you, our entire staff, your families, and our customers safe. We have worked under some uncertain and often stressful conditions, and you have helped make it possible for us to continue our essential operations.

It's important that essential workers like you are vaccinated because of your role in maintaining critical infrastructure operations. Essential workers are at increased risk of getting COVID-19 and spreading it to others because work-related duties must be performed on site and involve being in close contact with the public or coworkers.

Getting the COVID-19 vaccine gives you an extra protection against COVID-19 and could also protect your coworkers and your family. Here are some key points about COVID-19 vaccination:

- All COVID-19 vaccines available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet from people who don't live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.

{If your company is not holding a clinic at a specific location, but encouraging your employees to get vaccinated} Your health and safety continue to be our priority. To register for the vaccine, you should go here: <https://coronavirus.maryland.gov/pages/vaccine>.

{If you have scheduled vaccination clinics} Your health and safety continue to be our priority and, to ensure convenient access to vaccination, we will have vaccines available to our staff at **{INSERT INFORMATION ABOUT WHERE TO GET VACCINATED}**.

If you have questions about our vaccination clinics, please contact **{INSERT NAME AND CONTACT INFORMATION FOR YOUR COMPANY'S POINT OF CONTACT}**.

If you want to know more about COVID-19 vaccines, visit <https://covidlink.maryland.gov/content/faqs/>.

Sincerely,

{INSERT SIGNATURE OF COMPANY LEADER}