

Template for email to employees

This template email is an example of a message that could be shared with employees. Feel free to use all or parts of this message, or to adjust the language to suit your organization's needs. This template email can also provide talking points for in-person conversations.

Subject: A note about COVID-19 vaccine boosters

As you may have heard, COVID-19 vaccine boosters are now available for anyone 5 or older if enough time has passed since the first series of shots – five months after Pfizer or Moderna, and two months after Johnson & Johnson. The Alaska Department of Health and Social Services advises anyone who is eligible for a booster to get one for their personal protection.

COVID-19 immunity, from vaccines and prior infection, wanes over time. While initial vaccinations still provide protection, booster shots keep that protection strong and long-lasting. One study showed that fully vaccinated people who haven't gotten a booster shot were 5.3 times less likely to be hospitalized by COVID-19 than unvaccinated people. But people who got their booster were much better protected: boosted people were 23 times less likely to be hospitalized than unvaccinated people. Staying up to date with COVID-19 vaccination is critical for protecting against severe illness.

If you're vaccinated and enough time has passed, [business name/management team name/manager/we/I] support[s] your decision to get a booster shot. [We/I] will work to accommodate your schedule to ensure you can get your booster as soon as possible.

[Business name/management team name/manager/we/I] [are/am] so grateful for the effort our employees have put into making our workplace as safe as possible throughout this pandemic. For those who are vaccinated, getting a booster is another important step we can take right now to keep each other healthy. [We/I] want you to know that you will be fully supported in that decision.

To learn more about COVID-19 vaccine boosters, you can refer to the attached materials from Alaska DHSS. For questions, feel free to reach out to [us/me/human resources] at [contact information].

Make an appointment today: visit covidvax.alaska.gov to find a vaccine provider near you. You can also call the Alaska COVID-19 helpline at 907-646-3322 or email covidquestions@alaska.gov. If you're not vaccinated and would like more information, resources are available at covidvax.alaska.gov.

Thank you for everything you do!

Sincerely,

[name]