

Sample employee email to encourage them to get vaccinated

To all employees:

COVID-19 is unpredictable. It can cause no symptoms, some symptoms, serious illness requiring hospitalization, and even death. It can cause various symptoms that last for months. We don't know who it will affect the worst or how.

As your employer, we care about you and your families. We want you all to stay as safe as possible, and that's why we're hosting a mobile COVID-19 vaccine clinic **in our offices at TIME on DATE** for all employees and eligible family members (everyone over 12 years of age).

An appointment isn't necessary if you choose to get vaccinated at our clinic – just show up with your family, insurance cards, and photo identification. **You will not have to clock out or be charged for that time.** And if the vaccine causes you to feel under the weather, you can use up to four hours of administrative leave time, or your sick time.

There are many good reasons to choose to get a vaccine, but the most important one is that it will protect you and your loved ones from serious illness, hospitalization, and even death. The data is clear – the vast majority of COVID-19 deaths in Idaho are among those who have not gotten vaccinated yet. If you get vaccinated, it protects those around you who can't, such as children ages 12 and younger and those with compromised immune systems.

If you still have concerns about the vaccine and aren't quite ready to commit, please come to the clinic and ask the clinic staff your questions.

We hope to see you at **TIME on DATE.**