Communications Templates

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# Email/Letter for patients, employees, customers, and/or members:

Dear [NAME],

The COVID-19 vaccine is one of the best strategies we have to protect ourselves and our loved ones from COVID-19. The COVID-19 vaccine is available to all people 12 years and older.

Visit [Vaccine Locator](https://vaccinelocator.doh.wa.gov/) to find and schedule an appointment. You can also call 1-833-VAX-HELP (1-833-829-4357). For interpretative services, say your language when the call is answered. [Or replace with your clinic’s information] We are hosting an on-site clinic on [DATE]. [ADD CLINIC & SECOND DOSE CLINIC DETAILS].

We encourage you to get the vaccine. Here’s a few things to know:

* **Safety:** The vaccines were shown to be safe and effective in clinical trials. Your vaccine provider will have you answer a few questions before you get the shot to ensure that it is safe for you.
* **Side effects:** You may feel side effects for about a day. Common side effects are a sore arm, tiredness, headache, or muscle pain. But these symptoms are a sign the vaccine is prompting an immune response.
* **Cost:** You will not be charged or billed for the vaccine. The federal government will cover the cost of your vaccine, and you should not be charged for an office visit if you only receive the vaccine.
* **After your vaccine:** We do not know if the vaccine prevents you from carrying the virus, so it’s important to wear your mask, stay six feet (two meters) apart, and keep gatherings small. However, if you do get the virus, your illness may not be as bad.

For more information about the vaccine, please visit [www.CovidVaccineWA.org](http://www.CovidVaccineWA.org).

Best,

[YOUR ORGANIZATION]

# Newsletter article

The COVID-19 vaccine is one of the best strategies we have to protect ourselves and our loved ones from COVID-19. The COVID-19 vaccine is available to all people 12 years and older.

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# Employee or member portal

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# On-hold or voicemail script

The COVID-19 vaccine is one of the best strategies we have to protect ourselves and our loved ones from COVID-19. To learn more, visit [w](http://www.CovidVaccineWA.org) w w DOT covid vaccine w a DOT org.

# Text message

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