Dear Employee,

Across the country, the COVID-19 pandemic is having devastating effects. In North Dakota, we have been hit particularly hard by this virus, as 1 in 410 North Dakotans has died and 1 in 120 have been hospitalized. 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 operations.

But now we have an opportunity to take control of this virus, and we can do this by **getting vaccinated against COVID-19.** Getting a COVID-19 vaccine is a way to protect yourself and those in our workplace and community that are most vulnerable to this disease. Many North Dakota workers are at increased risk of getting COVID-19 and spreading it to others because our work-related duties must be performed on site and involve being in close contact with the public or coworkers.

The Delta variant of COVID-19 has changed the game and with the recent emergence of the Omicron variant, it is more important than ever to get vaccinated. Delta (and likely Omicron) causes more infections and spreads faster than early forms of COVID-19. Over 70% of Americans have received at least one dose of COVID vaccine – let’s join the majority and get vaccinated! By choosing to get vaccinated, you reduce your likelihood of spreading the virus to others - protecting your friends, loved ones, and coworkers from COVID-19. Here are some key points about COVID-19 vaccination:

* All COVID-19 vaccines available in the United States are both ***safe*** and ***effective.***
* Millions of people in the United States have received COVID-19 vaccines under the most intense safety monitoring in U.S. history.
* The benefits of receiving a COVID-19 vaccine far outweigh the risk of contracting COVID-19.
* Virtually all COVID-19 hospitalizations and deaths are among those who are unvaccinated.
* ***If you have previously had a COVID-19, getting vaccinated could provide an added boost to your immune system*** – recent research found that those who were unvaccinated had 2.34x greater chance of reinfection compared to those who are fully vaccinated.
* The most common side effects are pain at the site of injection, feeling tired, headache, body aches, chills, and fever.
* ***Getting vaccinated is the best way to get back to the things we love to do safely***.

{IF YOU HAVE SCHEDULED ON-SITE VACCINATION CLINICS} Your health and safety continue to be a top priority to us 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 DO NOT HAVE ON-SITE CLINICS} Please see the [North Dakota Vaccine Locator](https://www.health.nd.gov/covid-vaccine-locator) to find vaccination in our area.

If you want to know more about COVID-19 vaccines, visit the [NDDoH website](https://www.health.nd.gov/covid-19-vaccine-information).

Sincerely,

{INSERT SIGNATURE OF COMPANY LEADER}