



DEAR STAFF:

Thank you for everything you do to keep _____ one another and your coworkers safe and healthy. Getting a COVID-19 vaccine can be an important step to prevent getting sick with COVID-19 disease. We care about your health; getting vaccinated now can help protect you and others around you who are at risk for severe illness from COVID-19.

To offer convenient access to the Moderna vaccine, we have partnered with Oliver | VanDyk Insurance and Grand Rapids-based HealthBar, a provider of customized health care services to consumers and businesses across the state, to provide on-site COVID-19 vaccination for employees free of charge on _____.

Pre-registration is required and can be done via the COVID Registration Form.

We understand you may have questions about the vaccine. COVID-19 vaccines are being held to the same safety standards as all other vaccines. You may have some side effects. The most common side effects are pain at the injection site, fever, and chills. These side effects tend to be mild to moderate and go away on their own within 1–2 days. Please reach out to _____ if you experience side effects.

After vaccination, everyone in the facility should continue to follow all the current workplace policies.

Thank you again for all you are doing to keep yourself, your family, and co-workers safe and healthy. We want you to feel confident in your decision to get vaccinated and welcome any questions you may have.

Please contact us with additional questions at _____.

Sincerely,

