Dear [NAME],

We are thankful to you for entrusting the care of your loved one to us.

Respiratory viruses are more common during the winter months. Increases in influenza, respiratory syncytial virus (RSV), COVID-19, and other respiratory viruses are occurring in the general population, with some hospitals nearing or at capacity. Our elderly residents, particularly those with multiple medical conditions, are at greater risk for developing serious illnesses or exacerbations of their other illnesses, hospitalization, or death.

To help protect our residents, we are encouraging as many residents as possible to get the COVID-19 vaccination. The vaccination enables continued protection against serious illness due to COVID-19. The more residents who get the vaccine, the better we can protect our community against potential outbreaks this winter and save lives.

The COVID vaccine has gone through testing and clinical trials to ensure it meets the highest safety standards. The health and safety of our residents is always our top priority, and we are confident this vaccine is safe and will help prevent serious illness or death. It also is safe and recommended for those that have already had the virus. I am pleased to share that we will be hosting an upcoming vaccination clinic on [insert details on vaccine clinic – date, time, location].

We will be administering the COVID vaccine. [Insert information on the flu vaccine if you will be conducting a joint clinic]. We need your consent for the pharmacy to administer the vaccine to [insert name of resident and relationship to recipient of letter]. Completed consent forms (scanned) and/or general consent should be emailed to [insert email]. There will be no cost to get the vaccine.

Please read the attached EUA fact sheet [select which vaccine will be provided Pfizer-BioNTech or Moderna] [insert information on flu if co-administering] and contact [insert staff contact name, email and number] with any questions. Potential side effects are listed on the fact sheet. You will find that these side effects are similar to the potential side effects of the flu shot, but they occur more frequently with the COVID-19 Vaccine.

We will continue to take all necessary precautions after administration of the vaccine to ensure the safety of our residents and staff.

Please do not hesitate to reach out to us with any questions.

Best,

[NAME]