

# COVID-19 VACCINE

# TOOLKIT / EMPLOYERS







# INTRODUCTION

City of Chicago Department of Public Health (CDPH) has created a toolkit to facilitate outreach to your employees, dispel doubts, and ensure they receive their vaccination.

This toolkit can be used immediately. It includes an email template that can be customized for your employees, a fact sheet dispelling misinformation about the COVID-19 vaccines, posters, flyers, and social media tiles. All materials are available in both English and Spanish. You have full permission to copy or adapt messaging and flyers for your communications. We hope these resources help you answer questions and meet other communications needs.

Additional materials from CDPH regarding the vaccine are frequently added and can be found <u>here</u>.

# Email template from leadership to employees

#### Good morning/afternoon,

Across the country, the COVID-19 pandemic is having devastating effects. Here at [INSERT], we have felt the pain and loss in our own community. We've supported families who have been affected and mourned those we have lost.

We have worked under some uncertain and often stressful conditions, and you have helped make it possible for us to continue our essential operations. It's important that essential workers like you are vaccinated because of your role in maintaining critical infrastructure operations.

While the pandemic has kept us apart, there is new hope – vaccines are here. Taking the vaccine when it is your turn is the best way to protect yourself, your family and your community.

Your safety is a top priority. Only vaccines that are deemed safe are being distributed in Chicago.

#### Please remember:

The COVID-19 vaccination will help keep you from getting sick with COVID-19. The COVID-19 vaccination is safe. You may experience minor side effects, but you cannot get COVID-19 from the vaccine.

The COVID-19 vaccine is our best chance to end the pandemic.

In order to receive your vaccine... [fill in specific instructions for your employees]

I understand some of you may be concerned about getting vaccinated. I urge you to review the attached and visit chicago.gov/covidvax for additional information.



# Email template from leadership to employees (Spanish)

Buenos días/tardes,

La pandemia del COVID-19 está teniendo efectos devastadores en todo el país. En [INSERTE], hemos sentido el dolor y la pérdida en nuestra propia comunidad. Hemos apoyado a las familias que se han visto afectadas y lloradO por aquellos que hemos perdido.

Hemos trabajado en situaciones de incertidumbre y estrés y usted ha ayudado a mantener nuestras operaciones esenciales funcionando. Es importante que los trabajadores esenciales como usted estén vacunados dado el rol que usted tiene en mantener operaciones de infraestructura críticas.

Aunque la pandemia nos ha separado, hay esperanza – las vacunas están aquí. Vacunarse cuando llegue su turno es la mejor manera de protegerse, no solo a usted sino también a su familia y a su comunidad.

Su seguridad es una prioridad absoluta. Sólo las vacunas que son consideradas seguras se están distribuyendo en Chicago.

La vacuna del COVID-19 le ayudará a no enfermarse del COVID-19. La vacuna del COVID-19 es segura. Usted puede experimentar efectos secundarios, pero no se contagiará del COVID-19 por la vacuna. La vacuna del COVID-19 es nuestra mejor oportunidad para acabar con la pandemia.

Para recibir su vacuna... (incluya las instrucciones específicas para sus empleados).

Soy consciente de que recibir la vacuna puede preocuparle. Le animo a que revise el documento adjunto y visite chicago.gov/covidvax para más información.





# **TOOLBOX TALKS**

### Toolbox Talks for Employers

#### CLICK TO DOWNLOAD

Use these scripts and key messages at staff meetings to educate, help answer questions about COVID-19 vaccines, encourage and support your staff in their decision to get vaccinated.

The toolbox talks focus on:

- The basics
- Vaccine safety
- Clarifying rumors
- When and where to get your vaccine
- What to expect when you get your vaccine





# **FACT SHEET**

### COVID-19 Vaccine Fact Sheet

#### **CLICK TO DOWNLOAD**

I'VE HEARD. -LET'S TALK ABOUT IT!

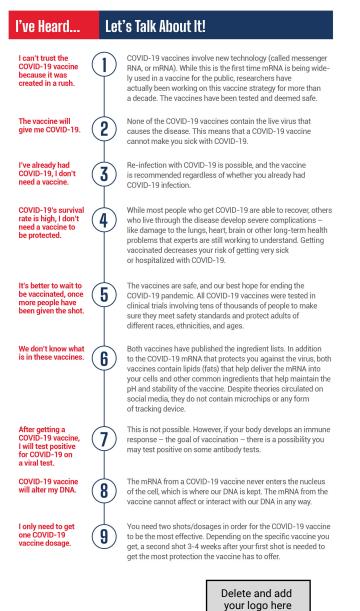
Let's set the record straight on rumors circulating about the COVID-19 vaccines.

CHICAGO.GOV/COVIDVAX



Source: Chicago Department of Public Health, Centers for Disease Control and Prevention









# **POSTERS**

# Why Get Vaccinated Poster

### CLICK TO DOWNLOAD



Building defenses against COVID-19 is a team effort. And you are a key part of that defense.



### PROTECTING YOURSELF

Protect yourself, your coworkers, your patients, your family, and your communty.



### **ENDING THE PANDEMIC**

Help end the global pandemic. COVID-19 vaccination will prevent illness and hospitalizations from COVID-19.



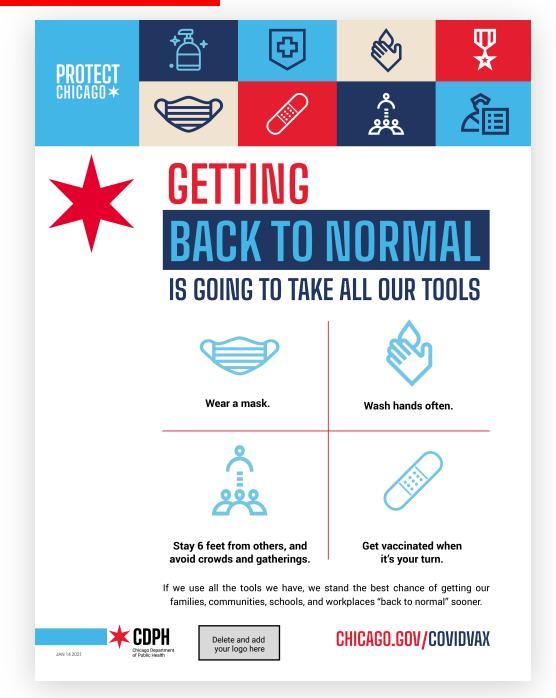


#### CHICAGO.GOV/COVIDVAX



# Getting Back to Normal Poster

### CLICK TO DOWNLOAD





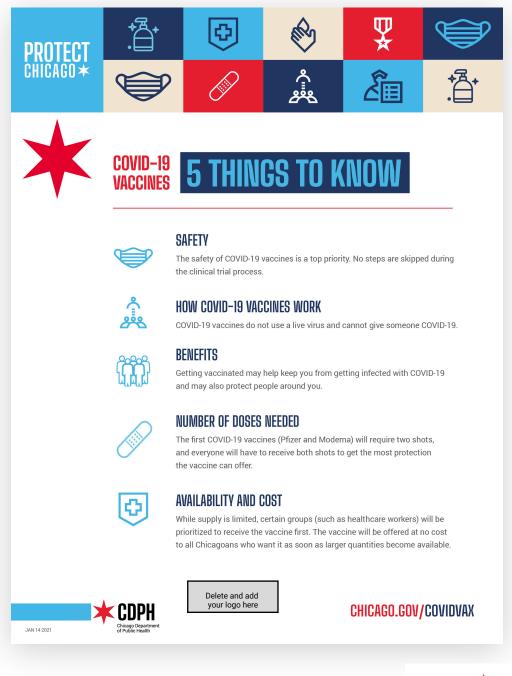


# **FLYERS**

### **5 Things to Know Flyer**

### CLICK TO DOWNLOAD

#### ALSO AVAILABLE IN POLISH, ARABIC, CHINESE, AND KOREAN



### What to Expect Before Flyer

#### CLICK TO DOWNLOAD



- and how they work.
- Consult with your doctor if you have a history of significant allergic reactions to vaccines, food, or medicine.

#### **DURING VACCINATION**

- Do not take any pain medication before your shot.
- Wear a mask and stay 6 feet away from others while inside and in lines.
- You will receive a vaccination card or printout that tells you what COVID-19 vaccine you
  received, the date you received it, and where you received it.
- You will receive a paper or electronic version of a fact sheet that tells you more about the specific COVID-19 vaccine you are being offered.
- You will be monitored on-site for 15 minutes. If you have a history of significant allergic reactions, you will be observed for 30 minutes following vaccination.

#### AFTER VACCINATION

- You may have some side effects, which are normal signs that your body is building protection. Although these side effects may be unpleasant for 1-3 days, they are not dangerous. The vaccine does not contain a live virus and cannot give you COVID-19.
- Make an appointment and get your second shot as close to the recommended 3-week or 1-month interval as possible. You need 2 shots to get the most protection.
- Register for v-safe at <u>vsafe.cdc.gov</u> and help keep COVID-19 vaccines safe. V-safe is a smartphone-based tool that provides personalized health check-ins. Through v-safe, you can quickly tell CDC if you have any side effects after getting the COVID-19 vaccine. Depending on your answers, someone from CDC may call to check on you and get more information.



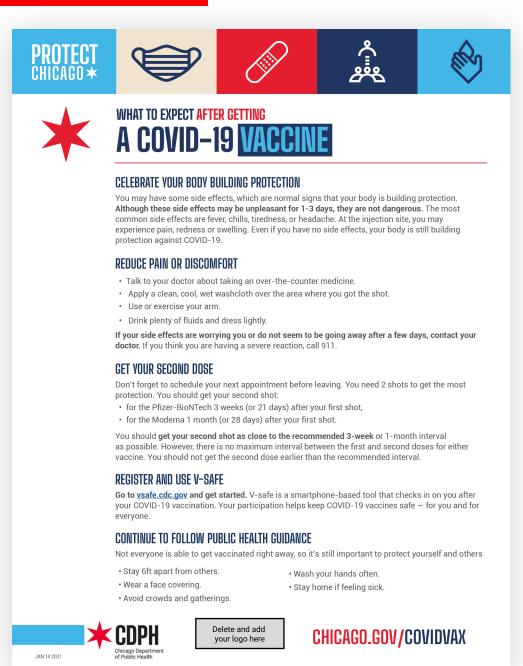
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#### CHICAGO.GOV/COVIDVAX



# What to Expect After Flyer

#### **CLICK TO DOWNLOAD**







# SOCIAL MEDIA

### Three Reasons Why Social Media

### CLICK TO DOWNLOAD





# Why Get Vaccinated Social Media

#### CLICK TO DOWNLOAD IN ENGLISH

#### CLICK TO DOWNLOAD IN SPANISH



### WHY GET VACCINATED It all starts with you

CDPH

Chicago Departme

Building defenses against COVID-19 is a team effort. And you are a key part of that defense.

Protect yourself, your coworkers, your patients, your family, and your community.

Help end the global pandemic. COVID-19 vaccination will help reduce spread.

CHICAGO.GOV/COVIDVAX #PROTECTCHICAGO



### Getting Back to Normal Social Media

CLICK TO DOWNLOAD IN ENGLISH

CLICK TO DOWNLOAD IN SPANISH

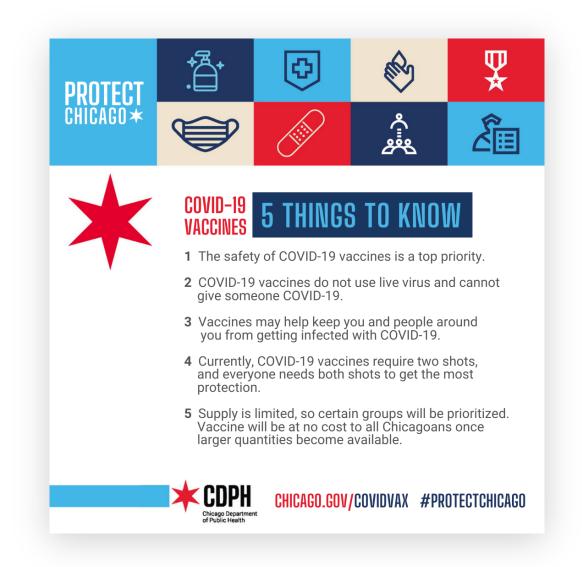




### 5 things to Know Social Media

#### CLICK TO DOWNLOAD IN ENGLISH

#### CLICK TO DOWNLOAD IN SPANISH







# **STICKER**

**Vaccine Stickers** 

### CLICK TO DOWNLOAD





# For additional information and resources, please visit

### Chicago.gov/COVIDvax.

