

# COVID-19 **VACCINE**

## TOOLKIT / EMPLOYERS

March 29, 2021

# INTRODUCTION

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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.

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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 [here](#).

# 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](https://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](https://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

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## 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](https://chicago.gov/covidvax)

## PROTECT CHICAGO★

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

### I've Heard...

### Let's Talk About It!

- I can't trust the COVID-19 vaccine because it was created in a rush.**

1

COVID-19 vaccines involve new technology (called messenger RNA, or mRNA). While this is the first time mRNA is being widely used in a vaccine for the public, researchers have actually been working on this vaccine strategy for more than a decade. The vaccines have been tested and deemed safe.
- The vaccine will give me COVID-19.**

2

None of the COVID-19 vaccines contain the live virus that causes the disease. This means that a COVID-19 vaccine cannot make you sick with COVID-19.
- I've already had COVID-19, I don't need a vaccine.**

3

Re-infection with COVID-19 is possible, and the vaccine is recommended regardless of whether you already had COVID-19 infection.
- COVID-19's survival rate is high, I don't need a vaccine to be protected.**

4

While most people who get COVID-19 are able to recover, others who live through the disease develop severe complications – like damage to the lungs, heart, brain or other long-term health problems that experts are still working to understand. Getting vaccinated decreases your risk of getting very sick or hospitalized with COVID-19.
- It's better to wait to be vaccinated, once more people have been given the shot.**

5

The vaccines are safe, and our best hope for ending the COVID-19 pandemic. All COVID-19 vaccines were tested in clinical trials involving tens of thousands of people to make sure they meet safety standards and protect adults of different races, ethnicities, and ages.
- We don't know what is in these vaccines.**

6

Both vaccines have published the ingredient lists. In addition to the COVID-19 mRNA that protects you against the virus, both vaccines contain lipids (fats) that help deliver the mRNA into your cells and other common ingredients that help maintain the pH and stability of the vaccine. Despite theories circulated on social media, they do not contain microchips or any form of tracking device.
- After getting a COVID-19 vaccine, I will test positive for COVID-19 on a viral test.**

7

This is not possible. However, if your body develops an immune response – the goal of vaccination – there is a possibility you may test positive on some antibody tests.
- COVID-19 vaccine will alter my DNA.**

8

The mRNA from a COVID-19 vaccine never enters the nucleus of the cell, which is where our DNA is kept. The mRNA from the vaccine cannot affect or interact with our DNA in any way.
- I only need to get one COVID-19 vaccine dosage.**

9

You need two shots/dosages in order for the COVID-19 vaccine to be the most effective. Depending on the specific vaccine you get, a second shot 3-4 weeks after your first shot is needed to get the most protection the vaccine has to offer.

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# POSTERS

# Why Get Vaccinated Poster

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# Getting Back to Normal Poster

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**FLYERS**



# 5 Things to Know Flyer

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ALSO AVAILABLE IN POLISH, ARABIC, CHINESE, AND KOREAN





**COVID-19  
VACCINES**

## 5 THINGS TO KNOW



### SAFETY

The safety of COVID-19 vaccines is a top priority. No steps are skipped during the clinical trial process.



### HOW COVID-19 VACCINES WORK

COVID-19 vaccines do not use a live virus and cannot give someone COVID-19.



### BENEFITS

Getting vaccinated may help keep you from getting infected with COVID-19 and may also protect people around you.



### NUMBER OF DOSES NEEDED

The first COVID-19 vaccines (Pfizer and Moderna) will require two shots, and everyone will have to receive both shots to get the most protection the vaccine can offer.



### AVAILABILITY AND COST

While supply is limited, certain groups (such as healthcare workers) will be prioritized to receive the vaccine first. The vaccine will be offered at no cost to all Chicagoans who want it as soon as larger quantities become available.



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**CHICAGO.GOV/COVIDVAX**

# What to Expect Before Flyer

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## WHAT TO EXPECT BEFORE GETTING A COVID-19 VACCINE

### BEFORE VACCINATION



- See if COVID-19 vaccination is recommended for you right now and make an appointment.
- Learn more about the benefits of getting vaccinated, different types of COVID-19 vaccines, 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 [vsafe.cdc.gov](https://vsafe.cdc.gov) 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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# What to Expect After Flyer

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## WHAT TO EXPECT AFTER GETTING A COVID-19 VACCINE

### CELEBRATE YOUR BODY BUILDING PROTECTION

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 most common side effects are fever, chills, tiredness, or headache. At the injection site, you may experience pain, redness or swelling. Even if you have no side effects, your body is still building protection against COVID-19.

### REDUCE PAIN OR DISCOMFORT

- Talk to your doctor about taking an over-the-counter medicine.
- Apply a clean, cool, wet washcloth over the area where you got the shot.
- Use or exercise your arm.
- Drink plenty of fluids and dress lightly.

If your side effects are worrying you or do not seem to be going away after a few days, contact your doctor. If you think you are having a severe reaction, call 911.

### GET YOUR SECOND DOSE

Don't forget to schedule your next appointment before leaving. You need 2 shots to get the most protection. You should get your second shot:

- for the Pfizer-BioNTech 3 weeks (or 21 days) after your first shot,
- for the Moderna 1 month (or 28 days) after your first shot.

You should **get your second shot as close to the recommended 3-week or 1-month interval** as possible. However, there is no maximum interval between the first and second doses for either vaccine. You should not get the second dose earlier than the recommended interval.



### REGISTER AND USE V-SAFE

Go to [vsafe.cdc.gov](https://vsafe.cdc.gov) and get started. V-safe is a smartphone-based tool that checks in on you after your COVID-19 vaccination. Your participation helps keep COVID-19 vaccines safe — for you and for everyone.

### CONTINUE TO FOLLOW PUBLIC HEALTH GUIDANCE

Not everyone is able to get vaccinated right away, so it's still important to protect yourself and others

- Stay 6ft apart from others.
- Wash your hands often.
- Wear a face covering.
- Stay home if feeling sick.
- Avoid crowds and gatherings.

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# SOCIAL MEDIA

# Three Reasons Why Social Media

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# Why Get Vaccinated Social Media

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CLICK TO DOWNLOAD IN SPANISH



**PROTECT  
CHICAGO ★**


**WHY GET  
VACCINATED**

IT ALL STARTS WITH YOU

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

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**PROTECT CHICAGO** ★

**GETTING BACK TO NORMAL**  
IS GOING TO TAKE ALL OF OUR TOOLS

 Wear a mask.

 Wash hands often.

 Stay 6 feet from others, and avoid crowds and gatherings.

 Get vaccinated when it's your turn

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[CHICAGO.GOV/COVIDVAX](https://chicago.gov/covidvax) #PROTECTCHICAGO

# 5 things to Know Social Media

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**PROTECT CHICAGO** ★

Icons: Vaccine bottle, Medical cross, Hand wash, Star with shield, Face mask, Bandage, Group of people, Microscope and test tube.

**COVID-19 VACCINES** **5 THINGS TO KNOW**

- 1 The safety of COVID-19 vaccines is a top priority.
- 2 COVID-19 vaccines do not use live virus and cannot give someone COVID-19.
- 3 Vaccines may help keep you and people around you from getting infected with COVID-19.
- 4 Currently, COVID-19 vaccines require two shots, and everyone needs both shots to get the most protection.
- 5 Supply is limited, so certain groups will be prioritized. Vaccine will be at no cost to all Chicagoans once larger quantities become available.

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**STICKER**

## Vaccine Stickers

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**For additional information  
and resources, please visit**

**[Chicago.gov/COVIDvax.](https://chicago.gov/COVIDvax)**