

## Template Letter on Vaccines - Clients

Date

Dear Client/Family Member:

(AGENCY NAME) continues to provide quality and safe care in your home throughout the COVID-19 pandemic. As we enter another holiday season, I wanted to update you on the COVID-19 vaccine and our efforts to ensure our caregivers are included in the early distribution of the vaccine to health care workers. We have been advocating for our frontline workers for the past several weeks with both federal and state officials.

As soon as we are notified that the vaccine is available for home care workers, I will notify you. We will also keep you posted on how you and your family members will be able to receive the vaccine. When that occurs, I urge you to get vaccinated because it adds one more layer of protection for you and your family. For now, we continue to screen our caregivers on a daily basis, provide appropriate PPE (gloves, masks, wipes etc.), and provide ongoing training.

I wish you a very blessed and wonderful holiday. Thank you for entrusting your care to (AGENCY NAME) and please feel free to contact me if you have any questions.

Sincerely,