**Note to organizations: Use this article in e-newsletters or hard copy handouts that you distribute to your employees. Please consider a “special edition” newsletter with this article and supplement it with information about whom to contact for more information about vaccination. Feel free to customize the text to make it appropriate for your organization.**

**COVID-19 vaccine: It’s our turn to roll up our sleeves and get vaccinated!**

It’s hard to imagine a time when we didn’t know COVID-19 existed. Now when people say “virus,” we know what they mean. The impact of COVID-19 on our lives, our work, our activities, and our freedom has affected us all.

You’ve kept our company and industry running through one of the most challenging times in our history. The responsibility is ours, as a community, to help stop this virus. Now we have a new, safe, and effective tool to help us do that—COVID-19 vaccines.

**It takes everyone.**

We all need to step up to beat COVID-19. We ask you to join us in protecting your community by getting vaccinated.

**{INSERT QUOTE FROM EMPLOYER LEADERSHIP. Suggested quote: *“COVID-19 vaccination is one of the strongest tools we can use to fight this pandemic together,”*} says [NAME and TITLE].**

Getting vaccinated adds one more layer of protection for you, your coworkers, your family, and your loved ones. Here are some things you should know about COVID-19 vaccination:

* All COVID-19 vaccines available in the United States are very effective at preventing the disease.
* The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
* Stopping a pandemic requires using all the tools we have available—wearing masks, social distancing, washing hands frequently, and **getting vaccinated**.

We want the pandemic to be over. We want you all to feel safe at work and in your community and to be able to shake hands with your coworkers.

We all play a part in this effort, and you are key. Please sign up to get your COVID-19 vaccination at **{INSERT INFORMATION ABOUT WHERE TO GET VACCINATED}.**

If you have questions about vaccination clinics **in {INSERT VACCINE CLINIC INFORMATION},** please contact **{INSERT NAME AND CONTACT INFORMATION}.**

If you have questions about COVID-19 vaccine, visit CDC’s FAQs web page: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>.