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Coronavirus (COVID-19):

Letter / e-mail encouraging

employees to be vaccinated

**The following is a template for your guidance. It must be adapted to match your individual provision’s ethos; policies and procedures; statement of purpose and operational plan. You must also refer to legal guidelines.**

**When to use this model coronavirus vaccinations letter**

Use this model HR letter to provide employees with information on the national COVID-19 vaccination programme and encourage them to be vaccinated when the opportunity arises.

**Letter or e-mail wording**

Dear [ ]

**Coronavirus vaccinations and our workforce**

As you will know, the Government is rolling out its national COVID-19 vaccination programme.

We would like to take this opportunity to set out our organisation's stance on employees being vaccinated and how the vaccination programme impacts our workforce.

You can find more information on our organisation's approach in our [policy on employees being vaccinated](https://www.xperthr.co.uk/policies-and-documents/coronavirus-covid-19-policy-on-employees-being-vaccinated/165734/), please refer to the relevant document.

**COVID-19 vaccination programme**

Vaccinations are free of charge on the NHS. They are being administered according to a priority list at vaccination centres, including some hospitals, sports stadiums, conference centres and GP surgeries.

If you are not registered with a GP, we encourage you to register as soon as you can. See [www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery](https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/) for information on how to do this.

**Your decision to be vaccinated**

We ask that, when a coronavirus vaccination becomes available to you, you take the opportunity to be vaccinated. We understand that this is ultimately your choice, but we encourage you to make an informed decision by:

* reading up about COVID-19 vaccinations via official sources;
* paying attention to the information the NHS provides you with when you are offered a vaccine; and
* being wary of misinformation around COVID-19 vaccinations put out by unreliable sources.

**Further information**

Information on the national COVID-19 vaccination programme is set out at:

* [www.gov.uk/health-and-social-care/health-protection-immunisation](https://www.gov.uk/health-and-social-care/health-protection-immunisation), including details of:
  + the priority list for vaccination;
  + vaccination of specific groups, such as pregnant individuals and older people; and
  + what to expect after your vaccination, including guidance on returning to normal activities; and
* [www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/), including details of:
  + who can get a vaccination;
  + the safety and effectiveness of being vaccinated; and
  + what to expect after your vaccination, including potential side effects.

In addition, information on local arrangements in Wales is available at [www.phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information](https://phw.nhs.wales/topics/immunisation-and-vaccines/covid-19-vaccination-information/)].

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| **Time off for vaccination appointments**  Employees can take paid time off to attend COVID-19 vaccination appointments under our policy for attending medical appointments.  Employees should obtain approval from their line manager in advance of taking time off to attend a COVID-19 vaccination appointment. |

**Queries or concerns**

We appreciate your understanding as we continue our organisation's recovery from the impact of the pandemic and return to normal operations where possible.

Please look out for further updates on COVID-19 vaccinations and do not hesitate to contact your line manager if you have any queries or concerns.

Yours sincerely,