**A picture containing text

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Purpose:** This letter can be used to encourage staff members to take the flu vaccine this fall. Ideally, it will also provide information about a district-sponsored flu clinic for team members.

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Dear [District] school family:

Thank you for your support this year as we work to serve students and reduce the spread of COVID-19. You have moved mountains to ensure they are receiving the best education possible, and I greatly appreciate your hard work and dedication.

As you likely know, flu season is approaching. Medical professionals have warned over the last several months that the convergence of flu and COVID-19 cases may put a significant strain on healthcare professionals, facilities and resources. Please strongly consider taking a flu shot to protect yourself and others.

If your district has planned a flu shot clinic:

For your convenience, [District] has arranged an employee flu shot clinic, thanks to a partnership with [name of vendor or health care provider]. In most cases, there will be no charge for the service for those with health insurance.

[Insert details of the flu shot clinic, including the date, time and location. Include instructions if they need to sign up to participate or bring any additional paperwork to the appointment with them.]

If your district has not planned a flu shot clinic:

[City or Town] has a number of businesses and organizations that provide flu shots to the public. Usually there is no charge with health insurance. You can contact the [County] County Health Department at [phone number] or visit vaccinefinder.org for more information about flu shot availability.

Several public clinics have already been scheduled:

* [Insert details of the first flu shot clinic, including the date, time and location. Include instructions if they need to sign up to participate or bring anything to the appointment with them.]
* [Insert details of the second flu shot clinic, including the date, time and location. Include instructions if they need to sign up to participate or bring anything to the appointment with them.]

Thank you for doing what you can to help fight the flu – and COVID, too!

Sincerely,

[Name]  
Superintendent