**Template Staff Email about Vaccine Availability**   
  
**Purpose:** Customize the following staff email to encourage school employees to voluntarily sign up as soon as possible for a COVID-19 vaccine.   
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Dear [Mascot] family:

As you may know, the Oklahoma State Health Department recently released an online portal that Oklahomans can use to register for a COVID-19 vaccine. Appointments will not be added to the system until tomorrow; however, pre-registration is already available. The portal can be found at: [vaccinate.oklahoma.gov](https://vaccinate.oklahoma.gov/).

At this time, healthcare workers, first responders and those 65 and older may receive the vaccine. If you are 65 or older, please know you do not have to wait until the “educator phase” of the state’s vaccine implementation plan, which is likely still a few weeks away. **You qualify to schedule an appointment as soon as the portal will allow.** Please coordinate with your school principal to ensure coverage of your class if your appointment is during the school day.

While I am hopeful that dedicated slots will be made available in the future for education employees, I encourage all district employees who want the vaccine to pre-register at their earliest convenience. If you do pre-register, an email should be sent to you when you are eligible to schedule an appointment. Please also share this information with family members, friends and loved ones.

I care about the health, safety and well-being of every member of our team. While vaccination is voluntary, I hope all [District] employees will strongly consider participating when it is their turn in order to protect themselves and others.

As always, thank you for being part of the [District] school family. You are greatly appreciated.

Sincerely,

[Name]

[Title]