**Template Staff Email about Vaccine**   
**Availability Update**  
  
**Purpose:** Customize the following staff email to inform school employees they will soon be eligible for the COVID-19 vaccine.   
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Dear [Mascot] family:

Today, Governor Kevin Stitt shared excellent news for Oklahoma schools. The state will soon provide the COVID-19 vaccine to pre-kindergarten through 12th-grade teachers, administrators and support staff members. Education employees are expected to begin receiving the vaccine as early as Feb. 22, and all school employees who want the vaccine should be able to receive it no later than spring break.

We will coordinate immediately with the [Name] County Health Department to determine how we can most quickly and conveniently provide the vaccine for members of our school team.

[**Optional language:** As part of this process, we are asking you to please complete an updated, short survey about your interest in the vaccine. Please help us plan for this important milestone by sharing feedback no later than 3 p.m. this Friday. This information will then be provided to county health officials.]

While we hope our employees will be served at a dedicated, easy-to-access clinic, you are also encouraged to pre-register for the vaccine, if you have not already, by visiting the state’s online portal: **vaccinate.oklahoma.gov.** If you pre-register, an email should be sent to you when you are eligible to schedule an appointment. Please coordinate with your school principal to ensure coverage of your class if your appointment is scheduled through the portal and occurs during the school day.

As I have shared before, 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 in order to protect themselves and others.

It's been a difficult 11 months for us all, and I can’t thank you enough for your dedicated service to students during this challenging time. I am optimistic the COVID-19 vaccine – and this announcement in particular – signals a light at the end of the tunnel for Oklahoma schools.

Stay safe and warm.

Sincerely,

[Name]

[Title]