



## MEMO

**Date:** March 19, 2021

**To:** Employers in Dodge and Jefferson Counties, WI

**From:** Departments of Public Health for Dodge County, Jefferson County, City of Watertown

**Re:** Covid-19 Vaccination Communication for Employees

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Over the last year you have worked hard to keep your employees and customers safe. As COVID-19 vaccinations become available to more people each day, your efforts to support employees in obtaining a vaccine will influence the future health and vitality of our communities.

### Who is eligible for a vaccination?

Wisconsin Department of Public Health's website has the most up-to-date information on [vaccine eligibility](#). In the coming weeks and months, more individuals will become eligible to receive vaccinations.

Currently, we are vaccinating those in the 1B category, which includes employees in:

- Public Safety, emergency management, cyber security
- Agriculture, food production
- Retail Food: Grocery, Convenience, gas station
- Hunger relief personnel (food pantries)
- Support roles (cleaning, HVAC, refrigeration) critical to health system function
- Employer-based housing (3 or more individuals that share bedrooms)
- Housing for elderly and persons with disabilities
- Public transit
- Chefs, servers, hosts in restaurants

On March 22, individuals with chronic health conditions will be eligible for vaccinations. Please continue to check the Department of Public Health's website for [vaccine eligibility](#) information.

### Educating Your Employees

We encourage you to educate your employees on how they can support the health and safety of your workplace and our communities by receiving the COVID-19 vaccine. The CDC has developed several resources in English and Spanish for employers to use in its [Toolkit for Essential Workers](#). Please utilize the tools available to do the following:

- Adapt the [key messages](#) to the language, tone, and format that will resonate with your organization. You know what works for your employees.
- Customize the [template letter](#) and send or email it to your employees to introduce your COVID-19 vaccine educational activities.
- Print copies of the [posters](#) and use them as handouts or to hang in highly visible places in your offices, buildings, and other employee locations.

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## How to Get a Vaccine

Once eligible, people may obtain vaccinations in various ways – from a health care provider, pharmacy, vaccination clinic, or from their local or county public health department. Information on obtaining a vaccine from one of the health departments is included below.

Dodge County	Jefferson County	City of Watertown
<p><a href="#">Vaccination webpage</a></p> <p>This webpage has a Vaccine Interest Form and a list of community vaccine options.</p> <p>Vaccine Information Line 920-386-4830</p>	<p><a href="#">Vaccination webpage</a></p> <p>Email <a href="mailto:Vaccine@jeffersoncountywi.gov">Vaccine@jeffersoncountywi.gov</a> with questions and for a survey link to get on a waiting list. You may also call 920-674-7275.</p> <p>For Spanish, call 920-674-7213.</p>	<p><a href="#">Vaccination webpage</a></p> <p>Clinic dates and a scheduling link are available on this webpage every Monday at 6 p.m.</p> <p>Vaccine Information Line 1-888-519-8405</p>

## Forms to Complete

Some of your employees may benefit from assistance in completing the forms required for the vaccination.

**Required for all:** State of WI COVID Vaccination Attestation - [English](#) / [Spanish](#)

Dodge County: Vaccination Form may be completed at time of vaccination

Jefferson County: [Vaccination Administration Record and Screening Form](#)

City of Watertown: Vaccine Administration Record and Screening Form - [English](#) / [Spanish](#)

Thank you for your commitment to communicating with your employees about Covid-19 vaccinations. If you have any questions, please contact the health department that serves you.

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