

## Template letter for employees

Dear colleagues:

First, I want to thank each of you who has received a COVID-19 vaccination. You've contributed to Denver leading the way in vaccination rates. Today, more than 70 percent of our resident who are eligible are fully vaccinated, helping to build the shield that will protect us from the high rate of infections we experienced throughout 2020

Unfortunately, the rising number of cases across the nation, driven by the Delta variant, has created a new cause for concern. As a community, we need to act now to increase the number of fully vaccinated residents, starting with those at the most risk. We don't want to see the progress our community has worked so hard to achieve over the past several months begin to retreat, nor new burdens placed on residents and local businesses.

Most importantly, we don't want to see your health and safety put at further risk due to a variant of this virus that is spreading predominantly among those who are unvaccinated. The currently available vaccines are safe and effective, and they're our most powerful tool to continue to keep COVID at bay in our community. The City and County of Denver is taking action before this variant has the chance to take root in our community, and we experience another spike in cases.

The Denver Department of Public Health and Environment issued a new public health order **requiring certain employees at high risk of exposure to be fully vaccinated by September 30**. This includes:

- Long-term care facility staff
- Employees, contractors and volunteers in hospitals and clinical settings
- Employees, contractors and volunteers in shelters for people experiencing homelessness, including day and overnight shelters
- Employees, contractors and volunteers in correctional facilities, including jails, detention centers and community corrections sites and residences
- Employees, contractors and volunteers who work in schools and at early childhood care providers
- First responders (EMS, police, fire)
- Employees who provide home healthcare to patients
- All City and County of Denver employees

The COVID-19 vaccines protect against severe cases of the virus, and they are free and readily available. No documentation or insurance is required to receive a vaccine. Please visit <https://denvergov.org/Worth-It> for information on where you can get vaccinated.

The decision to require vaccinations was not made lightly. This proactive step is intended to ensure that we maintain the level of public health that has been regained. The fact is that vaccines save lives and provide a path to end this pandemic. Denver has joined a growing number of government and private sector employers who are implementing vaccine requirements.

If you have questions about Denver's vaccine requirements, please <https://denvergov.org/Guidance-Resources/Businesses> or call 311 to find answers to commonly asked questions.

We can protect ourselves, our co-workers, our families and our communities against the deadly effects of COVID-19 and finally return to normal. Thank you for the role you're playing in defeating this virus by getting vaccinated.

Sincerely,