



Sample Email from CEO to Employees

The Coalition to Stop the Spread

March 2021

Dear Colleague,

I want to thank you for your commitment to making a difference on COVID-19 here at work, at home and in your communities. By setting an example for friends, family members and co-workers, your continued dedication to safe practices is helping to stop the spread of the pandemic.

We have come a long way to combat this crisis and our goal remains clear – to reach community immunity as quickly and with as little additional harm as possible. It is exciting that we now have a few authorized vaccines that have been clinically tested and proven to be both safe and highly effective. These vaccines, along with continued safe practices, are our best chance to end the pandemic once and for all. I encourage all of us to get vaccinated as soon as we are eligible. In the meantime, it's important for all of us to continue to be patient as our medical professionals, laboratories and government agencies work as quickly as possible to get shots into the arms of all Ohioans.

[You can find more information about Ohio's vaccine rollout plan here.](#) While we await our turn in line, here is my advice to you all.

- 1) The authorized vaccines are proven to be safe, but don't just take my word for it. I encourage each of you to get informed by seeking out the facts, starting with trusted sources such as the [CDC](#) and [Ohio Department of Health](#).
- 2) Take the time before your eligibility to help others get their vaccines. Whether a family member, friend or neighbor, you can help someone schedule a vaccine appointment or offer transportation.
- 3) Leading up to your vaccine appointment, and very likely for at least some time after, please stay dedicated to those proven safety protocols of wearing masks properly, social distancing and washing hands frequently.

I am beyond proud of how each of you has managed through this difficult time. Thank you for your continued commitment to each other, your families and your communities. Together, we will get through this pandemic and hopefully be a little stronger for it.