



KCA TOOL BOX TALK: COVID-19 Vaccine Communication Toolkit

This vaccine toolkit contains a variety of resources that you can use virtually or in person (with proper COVID-19 safety precautions):

Send this [Introductory letter](#) to encourage your branches, offices, or units to review and use the toolkit materials.

Use these [Key messages pdf](#) about COVID-19 vaccine to educate your employees.

Use these [FAQs for employers pdf](#) & [FAQs for employees pdf](#) to help answer questions about COVID-19 vaccine in your workplace.

These [Slide deck ppt](#) about COVID-19 vaccines are for informational meetings within your organizations. You can use all or part of the set or also include your own organization's information.

[Facts about COVID-19 vaccines pdf](#) is available in [Spanish pdf](#) also.

This short newsletter-style blurb [Newsletter content word](#) can be widely distributed to share information on COVID-19 vaccines.

Customize this [Letter to your employees word](#) about COVID-19 vaccination to send to your staff.

Stickers: Print stickers for employees who have been vaccinated to wear in the workplace.

[I Got My COVID-19 Vaccine pdf](#)

[I Got My COVID-19 Vaccine, orange](#)

[I Got My COVID-19 Vaccine, white](#)

Use this [Additional Information pdf](#) to help answer questions for those who may be worried about getting a COVID-19 vaccine.

Signatures

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