

## Sample: Employer Request for Employee Vaccination Confirmation

To all employees:

The Lamont administration recently rolled out Connecticut's new process for obtaining the COVID-19 vaccination. The scheduling process is now handled entirely by you, as vaccination eligibility is based on an individual's current age.

Listed below are the age brackets and the estimated timelines for vaccinations:

- Age 65-plus: Eligible now
- Age 55-plus: Eligible March 1
- Age 45-plus: Eligible March 22
- Age 35-plus: Eligible April 12
- Age 16-plus: Eligible May 3

This website link—<http://cbia.biz/CTvaccine>—lists the various options for scheduling your vaccination once your age bracket is eligible.

Once you are vaccinated, please provide proof of immunization to [HR Manager], both when you receive your first dose, and again when you receive the second shot, if applicable. A copy of the vaccination card given to you following your vaccination is sufficient.

This information will be very helpful, as it will impact employee quarantine requirements, and will give us a sense of our workforce's protection and our progress in the process.

We encourage all of our employees to get the vaccination as soon as they become eligible. If you have any questions about how to accomplish this, please contact [HR Manager].

Sincerely,