

From: Enloe Medical Center
Subject: Vaccine information

It is time for your employees to begin the process to obtain their COVID-19 vaccinations. Please review all the information below and coordinate sharing this information with the staff that you support. **We ask that you provide the attached document to your staff and have them read it before they call to schedule an appointment.**

1. Vaccines will be given **by appointment only**. The individual will need to call **530-332-9520** to schedule their appointment.
2. When employees call to schedule, appointments will be made for both the initial and second dose of the vaccine. Time span will be dependent on manufacturer of the vaccine (21 days vs. 28 days).
3. The vaccine clinic will be coordinating appointments between the hours of 0530-2100 so that we can have access for all shifts.
4. Scheduling staff will be available in person, M-F 0800-1700. We will have options for people to leave messages or email scheduling requests. See attachment.
5. There are some recommendations that staff should coordinate their visit at the end of their work stretch. This is especially important when scheduling their second dose due to potential vaccine side effects such as fatigue, muscle aches, etc. They may schedule as early as 17 days after their first injection if needed to accommodate their work schedule.
6. Please make certain employees are calling the scheduling line **when they are ready to schedule**. Do not use the scheduling line to call and ask questions regarding vaccination. Commonly asked questions are addressed in the attachment to this communication. If they have other general questions, please direct them to email: Covid.vaccine@enloe.org or command.center@enloe.org
7. If an employee has a history of any allergic response to a previous vaccine, it is important that they tell the scheduler when making their appointment. We will allot them a longer appointment time in order to accommodate the need to observe them longer. Standard appointments have a mandatory observation time of 15 minutes built in, but anyone with a history of an allergic response will be observed for 30 minutes.

Please help us by encouraging patience and extending some grace to the teams that are jumping in to support this process. While we hope it is perfect, we recognize that initially we will experience some delays, wait times, busy signals, etc.

Thank you
Patty Arena
The Enloe Command Center Team