

Quick Start Guide: State Agents and Restaurants

Purpose: As a local health department that serves as a State Agent you have close relationships with restaurants in your community. You may already be connecting with these employers to provide information and education for their employees about the vaccine. As an additional resource, we created this brief guide with an email template and other resources to support your efforts. You are free to adapt as appropriate and share with your partners. Please email DHSLTHDResponse@dhs.wisconsin.gov if your partners provide suggestions about resources that would be helpful to educate and promote vaccine information and you would like assistance developing those resources.

Best Practices

- Use preferred communication methods to provide information to restaurant partners (email template below)
- Leave printed vaccine and vaccination resources at workplaces during inspections that can be posted in common areas
 - Offer resources in multiple languages (templates and printed materials are available in the resources section)
- Prepare interested owners and managers to become trusted messengers
 - Engage in formal or informal information gathering to learn about the concerns they have or questions and concerns they are hearing from staff
 - Craft and share talking points based on those conversations
 - Offer industry-wide webinar or Facebook Live events to address restaurant owner/manager questions in your jurisdiction

Additional Resources

- [Essential Workers COVID-19 Vaccine Toolkit](#): Information for Employers and Employees
- [Key Things to Know About COVID-19 Vaccines](#)
- [COVID-19: Language, Graphic, and Print Resources](#)

Email Template

Subject Line: COVID-19 Vaccine Update: Eligibility for restaurant workers

Hello,

I'm reaching out from [insert health department name] to ask you to share information about COVID-19 vaccine eligibility with your staff. It was recently announced that everyone 16 and older is now eligible to receive the COVID-19 vaccine.

How to schedule a vaccination appointment

Individuals who are interested in being vaccinated can take the following steps:

- Register on Wisconsin [Vaccine Registry](#) for an appointment at a community-based vaccination clinic or with the local health department
- Visit [VaccineFinder](#)

- Call (844) 684-1064 with questions about vaccination or for assistance with registering for a vaccination. Assistance is available in several languages, including Spanish, Hmong, Mandarin, Hindi, and Somali.

Demand for the vaccine still exceeds supply. It may take some time for staff to schedule their vaccination appointment, but they should keep trying because more appointments are becoming available as vaccine supply increases. Due to limited supply, vaccinators may continue to prioritize groups being vaccinated based on groups eligible prior to April 5 as outlined by DHS, therefore they may ask for verification of eligibility based on employment, but will not require eligibility documentation for individuals who are eligible due to a medical condition. *[OR insert text based on local vaccination conditions.]*

To prepare your staff for their appointment, consider providing all staff with a document affirming their employment. Staff are only required to show the letter if asked. *[OR insert text based on local recommendations.]* If someone does not have proof of eligibility, or is eligible due to a medical condition, they may be asked to sign an attestation form stating they are part of the eligible population. Vaccinators may not turn someone away who lives, works, or studies in Wisconsin so long as they sign an attestation form. President Biden has stated that all people in the U.S. – regardless of their immigration status – can access the vaccine. [The U.S. Department of Homeland Security also supports vaccine access for undocumented immigrants](#). Wisconsin vaccinators may not require proof of residency or state identification to get the vaccine. Attestation forms are stored on site for the day of the vaccination clinics and then disposed of with other personal health information (PHI). Forms are not retained by DHS.

Information about the COVID-19 vaccine and what to expect with vaccination

Share these resources with your staff to help answer questions they may have about the COVID-19 vaccine and the process for being vaccinated. Many of these resources are printable and available in multiple languages. COVID-19 vaccines are free to individuals, regardless of whether they have insurance.

- [What was the approval process for the COVID-19 vaccine?](#)
- [Is the COVID-19 vaccine safe?](#)
- [What can I expect after getting vaccinated?](#)
- [Information about safety and effectiveness for the currently available vaccines](#)
- [Information for individuals who are fully vaccinated](#)

How can employers help their employees to be vaccinated?

These resources can help employers answer questions about how they can help their employees to be vaccinated. Please let me know if you would be interested in scheduling a webinar or Facebook Live session. If enough employers are interested we may be able to host an event.

- [Fact Sheet for Employers](#)

What's next?

We all need to continue to do our part to protect ourselves and our loved ones until more people are vaccinated. This means continuing to:

- Wear your mask

- Keep 6 feet apart from others, if possible
- Wash your hands
- If you are feeling ill or if you may have been exposed to someone that has tested positive for COVID-19, visit DHS' [testing page](#) to learn the different ways you can get tested.

Now, more than ever, it is important to double down on public health practices because we know they work to stop the spread.

Please share these resources with your community and partner organizations. I'm also interested in what questions and concerns you are hearing about COVID-19 vaccination from your employees and the local community. Finally, I am available to schedule a follow-up call to answer questions you have and discuss additional resources that will help you communicate with your employees about the COVID-19 vaccine.