



## Staff Recommendation

### Sample Memo to Employees About Mandatory Vaccinations

Date:

To:

From:

Subject: Mandatory Vaccination Policy

[*Company name*] has implemented a mandatory vaccination policy effective [*date*] requiring [*disease name(s)*] vaccination(s) for all employees. In accordance with [*Company name*]'s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases that may be reduced by vaccinations. In making this decision, the executive leadership team reviewed recommendations from [*insert department names or other organizations consulted such as the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices and local health officials*].

All employees must receive the vaccination no later than [*date*]. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department.

Vaccinations will be administered by [*insert details regarding who will provide the vaccine and where employees must go to receive the vaccine*].

[*Company Name*] will pay for all vaccinations and the time spent receiving the vaccinations.

Should you have any questions regarding this new policy, please contact [*name and contact information*].