



Volunteers of America®

MID-STATES

January 6, 2021

Good afternoon,

If you are receiving this email and are a Louisville area employee you are now able to receive the COVID-19 vaccine. Staff from the Lexington area are being invited to sign up as well as part of VOA Mid-States. The attached list includes the staff who will be notified by the Louisville Metro Health Department to be scheduled for the vaccine. Please let your supervisor know when you are contacted and scheduled for your vaccine. Once you have received your vaccine please provide documentation to your supervisor and let them know your appointment for your second shot. You will provide documentation to your supervisor again after your second vaccine.

Supervisors, please review the attached list and be sure your employees are aware of this email in the event they may not be included. If there is someone missing from the attached list let me know immediately.

Please be aware you will be contacted by phone and/or email so know this is a legitimate contact and do not ignore it.

Several staff in Indiana received their vaccine this week and have sent pictures and shared their stories. We are asking you to also do this to show your support for getting vaccinated to keep yourself, co-workers, clients we serve and your families safe and healthy. You can send those to your supervisor when you provide your proof of vaccination.

If you have any questions please contact me. Thanks to all of you for doing your part to stop the spread of COVID-19!

Additional information from the health department is below:

### **Information about Vaccination Scheduling**

Your organization has been identified as 1A priority to receive the COVID-19 Vaccine. Anyone who works for your organization is eligible to receive the vaccine.

We will be opening 3000 vaccination spots for 1A personnel next week (1/11 – 1/15). We will send a link to your staff that will allow them to pick a time to get their vaccination. In order to do that, we need you to give us the contact information for everyone in your organization that needs to receive a vaccine.

After we receive their contact information, we will send them a personalized link for them to register for their vaccination. They will be only people that will be able to register using that link.

Scheduling will be first come, first served. We will continue to open slots for your personnel throughout the week, but you are responsible for making sure your people get scheduled. We will not be able to track if all your internal personnel have received a vaccine, nor will we be able to share with you if they have received vaccine due to HIPAA regulations. You will need to ask them for proof of vaccination, if you need it.

We will be opening slots a day at a time, so they will receive several emails from us throughout the week even if they have already signed up. Please tell them to be patient with us. If they have already signed up, they don't need to do anything other than show up for their appointment and ignore the emails.

It will work like this:

- First, we will open 1200 total slots for Monday (1/11) and Tuesday (1/12)
- Once those are filled, we will open 1200 total slots for Wednesday (1/13) and Thursday (1/14)
- Finally, once those are filled, we will open 600 total slots for Friday (1/15)

If your people do not get in this week, we will be sending them more openings for the following week. Again, please tell your people to be patient with us, we don't have a customer service staff to deal with pulling people off the email list, so they will receive several emails from us. Our focus is on getting as many people here as soon as possible to protect our people.

**Terry Richards, LMHC, CRC | Director of Operations Support  
Volunteers of America Mid-States**

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