

## **Subject Line: Eligible Employees Can Sign Up Now for a Vaccination Appointment**

Dear City employees,

We just marked one year since the COVID-19 pandemic touched down in our city and upended the lives of every single person who lives and works in Seattle. To say it has been a trying year is an understatement. I can't thank you enough for showing up each and every day to provide those who live and work in the City of Seattle with essential services and critical aid in this time of need. We all have been impacted by this pandemic and the toll it has taken on our families, our workplaces, and our city. I know everyone is fatigued, and we all want the pandemic to be over. But with vaccinations, hope is truly on the horizon, and now is not the time to let up on our efforts.

As vaccinations steadily increase across our city and state, the state is continuing to safely and gradually reopen our economy and expand vaccination eligibility. This week, the Governor announced that on March 17, the entire state would move into [Phase 1B, Tier 2](#), in which several hundred thousand new people can get vaccinated. The state hopes to vaccinate all eligible Phase 1B, Tier 2 communities by mid-April, and we expect enough doses to be provided to King County across our health care systems, pharmacies, and fixed sites. The full eligibility list is as follows:

### **Phase 1A: Currently Eligible**

- Health care workers, including in-home caregivers (paid and unpaid)
- High-risk first responders
- Long-term care facility residents

### **Phase 1B – Tier 1: Currently Eligible**

- People 65 years old or older
- People 50 years old or older who live with and care for kinship. (Examples include caring for a grandchild, niece or nephew. This does not include a parents living with their child)
- People 50 years old or older who are unable to live independently
- Pre-kindergarten through 12th grade educators or school staff members *(added March 2)*
- Child care workers, which includes licensed family home child care providers *(added March 2)*
- Family members who live in the same home as a licensed family home child care provider *(added March 2)*

### **Phase 1B – Tier 2: Eligible on March 17, 2021**

- High-risk critical workers who work in certain congregate settings in the following industries: Agriculture; fishing vessel crews; food processing; grocery stores; corrections; prisons, jails or detention centers; public transit; remaining first responders
  - Excludes employees who can telework
- People 16 and older who are pregnant
- People 16 and older with a disability that puts them at a high-risk of severe COVID-19 illness

You can find additional Washington State Department of Health (DOH) detailed guidance on eligibility [HERE](#). We have been working with DOH to clarify guidance for high-risk critical workers as it relates to City employees who may be eligible based on risks and roles, but not explicitly listed in the guidance. DOH has advised that their guidance is about protecting critical workers with significantly high risk of exposure and transmission in congregate settings (*i.e.*, where employees work in enclosed space where

they are interacting with a high volume of people over extended time and are not able to consistently social distance). Please review the [DOH guidance](#) to determine if you meet the criteria of eligible high-risk critical worker. Please assess against the guidance and use your best judgement.

Some in our City workforce will become eligible for a COVID-19 vaccination on March 17, and many of you have loved ones and people in your communities who will also become eligible. Eligible employees should continue to reach out to their health care provider or pharmacy to schedule appointments; however, we are also increasing broader access at the City's three fixed sites in Rainier Beach, West Seattle, and the Lumen Field Event Center.

**IMPORTANT: If you are currently eligible for a vaccination under the state's [Phase 1A and Phase 1B, Tier 1 guidance](#), OR if you are about to become eligible under Phase 1B, Tier 2, I highly encourage you to sign up for the City of Seattle's vaccination appointment form [here](#).** The vaccination notification form is open to all who live or work in King County. When you sign up for the City's notification list, you will receive an email with a registration link when vaccination appointments become available. **As we are reaching nearly 70% vaccinations of older adults, we currently have available appointments at all sites for currently eligible individuals.**

If you are about to become eligible, please sign up today for the notification list [here](#), or you can contact the Customer Service Bureau at 206-684-2489 from Monday through Saturday, between 8 a.m. - 5 p.m. for assistance completing this form. In-language assistance is available over the phone.

Employees eligible under the "high-risk critical workers" criteria will **not** be expected to provide an employer verification form to be vaccinated at a City site. You can find more information on our vaccination opportunities for City employees – including information on pay codes and use of leave – on our [SharePoint site](#).

Thanks for everything you do for our Seattle communities. And please, [sign up for our notification list today](#), and help someone in your life sign up as well.

Stay safe and healthy,

Jenny