

SPECIAL BULLETIN 2021 – 04

January 27, 2021

OBTAINING COVID-19 VACCINATIONS FOR YOU AND YOUR WORKFORCE

Every state is in the process of rolling out a vaccination plan for its citizens. Although each state vaccination plan is unique, many include an option for vaccinating employees of critical industries in one of the top-tier categories. California, for example, will vaccinate critical infrastructure employees in Phase 1B Tier 2, while Tennessee will vaccinate critical infrastructure employees in Phase 2a, which is still ahead of many other population categories.

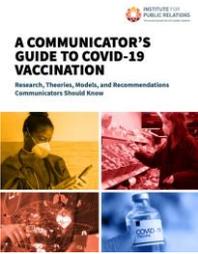
RIPA wants you and your employees to be healthy and the best way to ensure everyone's health is to obtain vaccinations as soon as practicable.

We suggest that you consult your state health agency website to obtain information about their vaccine roll-out plan. Most states have a link to their plan at or near the top of their COVID-19 information page. Read the plan carefully and look for references to “critical industry sectors”, “essential workers” or similar terms. If you have any questions about the way your company and its employees are classified under your state plan, contact the agency directly or call RIPA – we'll be glad to contact the agency on your behalf.

When it is time for you and your employees to receive their vaccinations, we suggest you take the following steps to maximize participation:

- Talk to your employees about the benefits of vaccination for them, their families and co-workers (see guide below); and

- Issue all workers a letter on company letterhead (see below) which they can present at the vaccination site to ensure they are accepted for vaccination.



<https://instituteforpr.org/wp-content/uploads/Guide-to-COVID-19-Vaccination-v4.pdf>

Sample Letter for RIPA Members Regarding the Administration of COVID-19 Vaccines to Employees of Essential Businesses

[COMPANY LETTERHEAD]

[DATE]

RE: [Insert Company Name] - Essential Business: COVID-19 Vaccination Authorization

To Whom It May Concern:

The individual in possession of this document is an employee of [Insert Company Name] and is essential to the function of our business. In accordance with the state vaccination plan, [Phase XX], this individual is entitled to obtain a COVID-19 vaccination. Specifically, the state plan allows persons at risk of exposure at work in any of the following critical industry sectors to receive a vaccination:

- [Transportation and logistics]
- [Industrial, commercial, residential, and sheltering facilities and services]
- [Critical manufacturing]

[Company Name] is a [reconditioner/manufacturer/distributor] of industrial packagings that are used by a wide range of industries that have been named by the Department of Homeland Security's

Cybersecurity and Infrastructure Security Agency (CISA) as part of the nation's "Critical Infrastructure Workforce." Industrial packagings include steel and plastic drums, intermediate bulk containers are similar packagings used for the transportation of commodities that are essential to continuity of operations in key industry sectors, including energy, petroleum, food and agriculture, water and wastewater, transportation and logistics, hazardous materials, chemical and waste management. Importantly, our state has recognized the CISA guidance for the designation of critical industries throughout the course of the pandemic.

If you have any questions about the individual carrying this document, please feel free to contact me directly at [Insert Phone Number] or by email at [Insert Email].

Sincerely,

NOTE: In paragraph 2 above, the first sentence can be revised by **Supplier Members** to read as follows:

[Company Name] is a supplier of essential products to industrial packaging producers. Industrial packagings are used by a wide range of industries that have been named by the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) part of the nation's "Critical Infrastructure Workforce."