



How Child Care Programs Can Help Get Child Care Staff Vaccinated

Updated March 2, 2021

1. [Background](#)

This document shares ways that as vaccine supplies become available, child care directors and family child care homes can support their staff in getting vaccinated.

On Wednesday February 24, North Carolina will open vaccinations to child care staff. **This means that child care staff will be ELIGIBLE to receive a vaccination on February 24, but because of very limited vaccine supply this DOES NOT guarantee that child care staff will be able to get an appointment or get vaccinated on that date.** On March 3, eligibility opens to other frontline essential workers in Group 3, and child care will remain eligible from February 24 on.

Some counties may be ready to vaccinate child care employees on February 24, while other counties may continue to focus on vaccinating Group 1 and Group 2 (health care workers and long term care facility staff/residents, and adults ages 65 and older).

Child Care Resource & Referral (CCR&R) will work with your program and staff to make sure you have information about vaccination events and appointment blocks. Someone from your local CCR&R will be in touch with you to begin collecting staff contact information and link you to local vaccination events. Smart Start is working with local vaccine providers to help make sure they're ready to give shots to child care staff. We ask that you do not reach out to local health departments or hospitals to schedule events yourself. We want vaccine providers keep their focus on getting the vaccine into arms.

Because of extremely limited supply of vaccines, it is unlikely that vaccine providers will be able to complete vaccinations for all child care staff in the 2-week period February 24 to March 3. Even if child care staff are not able to get an appointment or vaccination within this 2 week period, they will continue to be eligible for vaccination after March 3, when eligibility opens to all frontline essential workers.

2. [Which child care staff are eligible to get vaccinated as part of Group 3?](#)

Starting February 24, 2021, North Carolina will open vaccinations to the groups of child care staff. The list below does not include every possible role, but provides an outline of the kinds of positions that are eligible for vaccines on February 24, 2021.

Child Care Settings	Eligible Child Care Roles
<ul style="list-style-type: none">• Child Care Centers• Pre-Kindergarten Programs• Head Start & Early Head Start Programs	<ul style="list-style-type: none">• Teachers in licensed centers & family child care homes• Teacher assistants



- | | |
|---|--|
| <ul style="list-style-type: none">• Pre-School Programs• Family Child Care Homes | <ul style="list-style-type: none">• Student teachers• Owners, directors, supervisors• Bus & van drivers• Family support staff• Food service workers• On-site program, administrative, & support staff• Custodial & maintenance staff• Therapists & medical staff• Required on-site consultants |
|---|--|

3. Where can eligible child care employees get a vaccine?

Eligible employees can get vaccinated by any vaccine provider in North Carolina. Right now, vaccinations are being provided by:

- Most hospitals and health systems
- Many federally qualified health centers and community health centers
- All local health departments
- Some pharmacies, including some Walgreens locations (in partnership with the federal government)
- Some primary care providers

You can learn which vaccine providers are near you by visiting Find a Vaccine Location (myspot.nc.gov).

4. How can I make sure my employees get access to the vaccine?

Child Care Directors and Family Child Care Homes (FCCHs)

- **Reach out to your employees**
 - **Identify child care staff who are working on-site, notify them that they are eligible for vaccination as part of Group 3, and share employee contact information with CCR&R.**
 - [Appendix 1](#) has a template email you can use to notify eligible employees.
 - See [Group 3 – Frontline Essential Workers \(School and Child Care\)](#) for more information on who is eligible.
 - **Encourage your employees to get vaccinated when vaccine is available for them.** Your leadership matters!
 - **Find champion or group of champions at your program to encourage other staff to get the vaccine when it is available.** Champions may be staff who are eager to get their vaccine when it is available to them and who are ready and able to be a cheerleader for vaccines in your program. Try to make sure champions in your



- program are diverse in race/ethnicity, languages spoken, ages, and different job titles (e.g., teachers, administrators, support staff).
- **Reach out to your Child Care Resource & Referral (CCR&R)** who will help you with knowing when appointments are open or when vaccine events are being held. Find your local CCR&R using the Child Care Resource and Referral in [North Carolina Council and Agency Directory](#). Share this information with your staff.
 - **Find a Vaccine 101 training hosted by the Child Care Health Consultants for you and your employees.** These NCDHHS/DCDEE trainings have accurate information about the safety and importance of the COVID-19 vaccine. As your vaccine point of contact, CCR&R will connect you with a CCHC in your community that can provide this training.
 - **Share the following resources with your employees:**
 - [Find My Vaccine Location](#): Easy to use online tool to find your spot to get a vaccination in NC, including vaccine provider locations and contact information. The Find a Vaccine Location tool will be updated regularly with the latest available vaccine providers. Contact vaccine providers directly to confirm availability and schedule appointments.
 - NC COVID-19 Vaccine Help Center: **1-877-490-6642**. It's a free call.
 - **Share information with employees who may need transportation to/from vaccination site.** People who need transportation assistance to a COVID-19 vaccine should reach out to their local transit agency (a list of local transit agencies can be found at the [NC DOT website](#)).

Child Care Employees

- Be a vaccine champion in your program by cheerleading others to schedule their vaccine appointment and share reliable vaccine information from trusted sources like the [CDC](#) and NCDHHS ([YourSpotYourShot.nc.gov](#) and [Vacunate.nc.gov](#)).
- Share your contact information with CCR&R.
- Use the [Find My Vaccine Location](#) tool to find a vaccine provider near you and contact them to get an appointment. You can visit their website and then contact the vaccine provider(s) directly to find availability and schedule appointments. Call the NC COVID-19 Vaccine Help Center (1-877-490-6642).
- Attend a Vaccine 101 training.
- Contact your CCHC for health and safety information related to the COVID-19.
- Contact your CCR&R for information about vaccine appointments.



Appendix 1.

Communications Tool: Template Email to Eligible Child Care Employees.

Child care directors can customize this template email and share with employees.

Dear <NAME>,

North Carolina will open vaccinations to child care employees starting Wednesday, February 24, 2021. **This means that child care staff will be ELIGIBLE to receive a vaccination on February 24. But, this DOES NOT guarantee that you will be able to get an appointment or get vaccinated right away, due to very limited vaccine supply.** In some counties, vaccine providers may be ready to vaccinate child care employees as early as February 24, while in other counties vaccine providers may continue to focus on vaccinating Groups 1 (health care workers and long term care facility staff/residents) and Group 2 (adults age 65 and older). On March 3, other frontline essential workers in Group 3 will be eligible for a vaccine, and child care staff will continue to be eligible. If you are receiving this email, you are eligible for a vaccine on February 24, 2021. CCR&R will work with our programs and staff to share information about vaccination events and appointment blocks.

We strongly recommend that you get the vaccine when it is available to you. For your information, we have included some more information about the safety and effectiveness of the COVID-19 vaccinations that are currently available in the US:

- The vaccines are tested, safe, and effective. Vaccines were found to help prevent COVID-19 and are effective in preventing hospitalization and death, with no serious safety concerns noted in the clinical trials.
- Scientists had a head start. The vaccines were built upon years of work to develop vaccines for similar viruses.
- You cannot get COVID-19 from the vaccine. You may have temporary reactions like a sore arm, headache, or feeling tired and achy for a day or two after receiving the vaccine.
- Take your shot at no cost. The COVID-19 vaccine is available for free, whether or not you have insurance.

Here are your next steps for getting vaccinated:

- Share your contact information with CCR&R so you can stay up to date on vaccine events in your community.
- Go to [NCDHHS Find a Vaccine Location](#), search by your zip code, and contact one of the local vaccine providers on the list, or call the NC COVID-19 Vaccine Help Center (1-877-490-6642) to get help finding a vaccine provider near you

Appendix 2.

Communications Steps: Encourage Them to Get Vaccinated When It Is Available To Them



Consider taking the following steps to educate your employees about the COVID-19 vaccine:

- Send employee letters, text messages or email blasts (see [Appendix 1](#) for a template email you can send to employees)
- Schedule meetings with team members to learn about the COVID-19 vaccine and how they can get vaccinated. (Consider offering meetings in other languages if this is appropriate for your program)
- Put up posters and other printed materials in places where staff spend the most time (see list of resources below)
- Post vaccine information on your program's social media or website
- Visit the [CDC guidance](#) for more tips!

Resources to share with your employees about the COVID-19 vaccine:

- **Flyers and Fact Sheets:** Print and share flyers in your community.
 - [Bilingual - Your Best Shot Against COVID-19](#)
 - Simpler Flyer – [English](#) / [Spanish](#)
 - Postcard Size Handout – [English](#) / [Spanish](#)
- **Infographic:** Use on your website and digital displays.
 - North Carolina's Vaccine Groups – [English](#) / [Spanish](#)
- **Videos:** Post on social media, play on internal displays, and share on websites and in newsletters.
 - [English Video Library](#) / [Spanish Video Library](#) featuring faith leaders, community leaders, frontline workers, older North Carolinians and more
- **Social Media Graphics:** Post on your social media channels. ([Social Media Library](#))
- **FAQs:** Use to answer questions that staff may have about the vaccine. Our frequently asked questions are updated weekly.
 - FAQ - English – [English](#) / [Spanish](#) (updated weekly)
- **Presentation:** Become a Vaccine Ambassador. Attend a presentation. [Register now](#).
 - Vaccine 101 Deck – [English](#) / [Spanish](#)
- **Collect and Share Stories:** Share stories of people telling why they got or plan to get the vaccine. Use this tip sheet to record and share a video or photo.
 - Tip Sheet to Record Your Vaccine Selfie – [English](#) / [Spanish](#)
- **Website:** Link to our Vaccine websites.
 - [YourSpotYourShot.nc.gov](#)
 - [Vacunate.nc.gov](#)