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**T O:** All LifeStream Associates

**F R O M:** Lea-Ann Reikes, Executive Director of Human Resources

**D A T E:** July 14, 2021

**S U B J E C T:** Associate COVID-19 Vaccine Information

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We are providing all LifeStream Associates the attached COVID-19 vaccine information in order to meet the new CMS (Centers for Medicare and Medicaid Services) requirements for education on the COVID-19 vaccine. We do realize that we are all inundated with vaccine education and many of you have already made your decision on vaccination. Regardless of your vaccination status, please take a moment to review the attached education materials and complete the *COVID-19 Vaccine Information* form. Return the form to your supervisor to return to Human Resources. **Forms are due by July 31, 2021.**

### Common Questions

- *What if I've already been vaccinated?* We are still required to provide you the education and obtain a completed *COVID-19 Vaccine Information* Form. Please attach a copy of your vaccination record if you haven't already provided a copy.
- *What if I have decided to get vaccinated?* Please note that on the form. Let us know with a note on the form or by notifying your supervisor if you need assistance scheduling a vaccine or have questions. We are happy to make the process as easy as possible!
- *I have decided not to get vaccinated, now what?* LifeStream believes vaccination is a personal choice and honors that choice. Please note your declination on the form. We welcome your feedback on your reason for declination.
- *Where will my completed form go?* LifeStream Human Resources will maintain record of the completed forms separate from your personnel file.

Please reach out to me if you have any additional questions. I can be reached at [LReikes@LifeStreamLiving.com](mailto:LReikes@LifeStreamLiving.com) or 623-933-3333 ext. 1273.

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To be updated regularly on the most recent COVID-19 communications, subscribe to our email distribution list at: [www.LifeStreamLiving.com/covid-19-updates](http://www.LifeStreamLiving.com/covid-19-updates)