

COVID-19 Vaccine Distribution

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To: staffnotify <staffnotify@kennesaw.edu>; facultynotify <facultynotify@kennesaw.edu>

As President Whitten announced earlier today, KSU will be designated as a distribution site for the COVID-19 vaccine, enabling the vaccine to be administered on campus to faculty, staff and students.

KSU, in partnership with WellStar Health System, plans to offer the vaccine to all faculty, staff and students. All employees are strongly encouraged to receive the vaccine as it is a critical component to ensure your own health and safety and to end the pandemic. KSU worked hard to become a distribution site to facilitate your ability to get a vaccine. We recognize there will be opportunities to receive the vaccine at off campus locations which may be more convenient and timelier for some employees. Please get your vaccine at the earliest and most convenient opportunity.

Being a vaccine distribution site will require us to implement complex logistical arrangements. We will need your help and patience through this process.

To ensure that KSU can be supplied with the correct number of vaccines, all KSU employees will receive an email survey in the coming days about their interest in receiving the COVID-19 vaccine at KSU. The survey will also gather important health information, which will remain confidential.

It is critical that you **promptly** complete the survey, as the information provided will help us plan for the vaccine's distribution on campus in accordance with guidelines set by Georgia Department of Public Health (DPH) and the Centers for Disease Control. If you complete the survey and affirm that you would like to receive the vaccine through KSU, you will receive an email when it is time to schedule your vaccination appointments for the first and second doses. Should you indicate that you do not want to receive the vaccine, we cannot guarantee vaccine doses for you on campus if you change your mind.

KSU will follow DPH's phased approach for distributing the vaccine, which prioritizes critical workforce and high-risk populations. Based on recent guidance, we will begin vaccinating employees and students age 65 and older and our Public Safety Department (e.g., first responders) the week of January 11th. This will require a fast turnaround for the employees in this phase and we ask all that are included respond as quickly as possible.

The timing of future phases is still to be determined. However, we will update the KSU vaccine website and send out personal notifications as soon as we have any additional information. Again, the university will not necessarily receive significant advance notice so it is crucial that you monitor your email and the KSU coronavirus website so that you can be up to date on the latest information in order to be in a position to respond promptly. We will administer the vaccine brand that is provided to us, but there is limited shelf life so it will be important that we do so in a timely manner.

What should you expect next?

1. KSU employees who are 65 years of age and older or who are public safety employees will receive a vaccine survey via email on Tuesday, January 5th from KSU COVID Vaccine Team. The survey must be completed within 48 hours of receipt. Employees who respond affirmatively will then receive an email to schedule an appointment and they must respond within 24 hours.
2. All other KSU employees will receive a vaccine survey via email on Thursday, January 14th from KSU COVID Vaccine Team. Though we will not know exact dates yet for all other employees, this will enable us to prepare for the phased administration in the coming months. A follow-up email to schedule an appointment will be sent directly to individual employees as it becomes their turn in the vaccine prioritization protocol.
3. All employees should frequently visit the KSU vaccine [website](#) for all updated information.

The [KSU COVID-19 website](#) contains up-to-date information about KSU's vaccine distribution and resources to provide additional guidance to faculty and staff on ways to help protect our community. If you have questions or concerns, please email vaccine@kennesaw.edu. We will soon launch the *Protect the Nest* campaign to encourage all members of our campus community to get vaccinated.



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