Date

Address

RE: COVID-19 Vaccinations for the Water Sector (drinking water & clean water services)

Dear [Name]:

As [name of state or local agency] develops plans for distribution of the COVID-19 vaccine, [name of utility] asks that our frontline utility staff members receive priority in Phase 1-B. This phase includes “people who play a key role in keeping essential functions of society running and cannot socially distance in the workplace,” as described in the Centers for Diseases Control and Prevention (CDC) *COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations*.

Vaccinating frontline drinking water and wastewater utility staff members is particularly important because, as a lifeline sector, water sector services underpin all aspects of society, including hospitals and long-term care facilities. Due to the specialized skills and licenses required for utility operations, and the corresponding challenges in finding replacements for staff members who may become ill or exposed, it is essential to mitigate staff members’ COVID-19 risks through all possible means, including vaccinations.

[Name of utility] provides water services to residents of [name of community]. In addition, we provide services for [describe hospitals and other critical facilities in service area]. Our services are essential for keeping these facilities operating and for protecting public health. We understand the limited supply of the vaccine in Phase 1-B, and prioritize our essential staff as follows:

1. Certified Operators – [number of staff]
2. Laboratory Personnel – [number of staff]
3. WTP & WWTP on-site Personnel – [number of staff]
4. Field Operation Crews - [number of staff]
5. Office Staff - [number of staff]

I appreciate your consideration of our critical water workers in your vaccine prioritization plans. Please contact me at [contact info] if you have any questions or would like to discuss vaccine prioritization for our essential workers.

Sincerely,

[Name]

[Title]