

Faculty and staff,

I would like to share with you the signup process for the Covid-19 vaccine clinics scheduled for next Tuesday, Jan. 19 through Friday, Jan. 22.

We are accepting sign-ups through the following link: <http://go.longwood.edu/employeevaccine>

You will use your Lancernet username and password (the same one you use to access email) to sign in to the scheduling system. Please only sign up for one time slot.

The clinic will take place on the first floor of Stevens Hall. Please enter through the side door that faces Cox Hall. You will exit through the side door that faces Upchurch University Center. Please do not enter through the main entrance that faces Wheeler Mall.

The clinic will be led by our nursing faculty, with assistance from nursing students and support from the University Health Center. There will be no charge to receive the vaccine.

You should arrive at the scheduled time and allow at least 45 minutes for the process.

You will need to complete a Covid-19 Screening & Encounter Form. It would be helpful if you could fill it out in advance (attached). This document will also be attached to the confirmation email you receive after you sign up for a time. However if you forget or are unable to fill out the document before your appointment, copies will be available on-site.

After you receive your shot you will need to remain in Stevens for about 30 minutes to ensure there is no allergic reaction. A nearby classroom with ample space for social distancing will be used for this purpose.

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Here are some more questions and answers on the vaccine clinic:

**Who is eligible to receive the vaccine?**

Active faculty and staff are eligible to receive the vaccine. Vaccinations are also being provided to the essential frontline food-service and cleaning workers who serve the University through Aramark and Budd Group.

Under the state's guidelines, this group does not currently include graduate assistants, spouses of employees, or students. We hope to continue working with VDH as more vaccines and capacity become available to administer to other groups. Centra and other providers in our region are in the process of beginning to expand access to those in the prioritized groups. Longwood nursing students are also supporting these efforts at Centra and in support of VDH elsewhere locally. Following this clinic, we will continue to offer support to VDH's vaccination efforts for our community however we are asked.

**Is there enough vaccine for all faculty and staff?**

VDH has committed to sufficient supply for Longwood employees who wish to be vaccinated. Scheduled slots should accommodate those who want the vaccine, but more slots will be scheduled and announced if necessary.

**Who is administering the vaccine?**

The clinic will be overseen by our nursing faculty in partnership with the University Health Center and VDH. Nursing students will help administer shots.

**Which vaccine is being administered, and how will second shots be administered?**

The Moderna vaccine will be administered. To receive the full protection of the vaccine, you will need to commit to a second shot four weeks following your first dose. We will follow up with additional information on scheduling those second shots.

Here are a few helpful sources of information about the Moderna vaccine.

- Moderna Vaccine Information: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/Moderna.html>
- Moderna Vaccine FAQ: <https://www.modernatx.com/covid19vaccine-eua/eua-fact-sheet-recipient.pdf>

**Am I required to get the vaccine?**

No. For comprehensive information about the approved vaccines, including their safety, efficacy and possible side effects, please review [VDH's FAQ](#).

**Should anyone NOT get the vaccine?**

Per instructions from VDH, vaccinations cannot be administered at this clinic to anyone who has had a previous anaphylactic reaction of any kind, or has had severe allergic reactions of any kind, or if they carry an epi-pen.

If you have questions or concerns about your ability to receive the vaccine, please consult with your physician or the Virginia Department of Health. You can still reserve a time slot, but if you need to cancel, please email [questions@longwood.edu](mailto:questions@longwood.edu).

The [VDH FAQ](#) has a section addressing this and other questions you may have about taking the vaccine.

**Is there a deadline for signing up for a time slot?**

You can register for an open time slot up through the day before the clinic. If you have questions about the vaccine clinics or difficulty reserving a time slot, email [questions@longwood.edu](mailto:questions@longwood.edu).

**What should I bring with me to the clinic?**

Please bring an ID. You do not need to bring your health insurance card.

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Again, since this partnership opportunity has presented itself we have moved quickly to begin administering vaccinations as soon as possible, so thank you for your patience.

Best,

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