

Faculty and staff,

Today I'm sharing two important pieces of information.

By the end of today, Longwood will have completed first-dose vaccinations for more than 200 Prince Edward County Public Schools teachers and staff. At the request of the Virginia Department of Health, we will begin administering first doses to a comparable number of Buckingham County Public Schools teachers and staff on Thursday. Thank you to the tireless work by our nursing faculty and students who are staffing these clinics, as well as others around the University helping out.

Second, I'm happy to share details about the second vaccine clinic for those Longwood employees who received a first dose with us at the Jan. 19-22 clinic.

At this time, we will only be able to provide second vaccine doses to those employees who received a first dose with us. Longwood continues working in support of VDH's efforts to broaden access in our community, and we will share info as we can. For now, if you or family members are seeking first-dose vaccinations, VDH asks you to contact your county health department to register.

The second vaccine clinic will be held Feb. 16-19.

- **Your appointment will be the same day of the week and time as your first dose.** For example, if your initial appointment was scheduled for Thursday, Jan. 21 at 1 p.m., your second appointment is now scheduled for Thursday, Feb. 18 at 1 p.m.
- **You do not need to do anything to schedule your second appointment.** An email reminder will be sent Wednesday reminding you of your date and time.
- If you need to change your appointment, please email [questions@longwood.edu](mailto:questions@longwood.edu) by noon, Wednesday, Feb. 10 and we will work with you to find an appointment that works.
- If you are a manager who scheduled appointments on behalf of your staff members, you will receive an email Wednesday with a list of staff and appointments.
- In a handful of instances, employees were asked to change from their first-dose appointment time and received your vaccination at a different time. If you are one of these employees, we will reach out to you directly to schedule an appointment.

If you have questions about the vaccine clinics or other Covid-related issues, please email [questions@longwood.edu](mailto:questions@longwood.edu).

Thank you,

Matthew McWilliams  
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Longwood University