

**From:** DOC All Staff Messages  
**Sent:** Thursday, September 9, 2021 1:25 PM  
**To:** DOC DL ALL DOC  
**Subject:** Reminder - Pfizer Vaccine First Dose Deadline

**Sent on behalf of Todd Dowler, DOC HR Director**

Hello,

On August 27, 2021, I shared some important deadlines with you. This is a quick reminder that if you're planning on getting the Pfizer shot series as your COVID-19 vaccine to meet the Oct. 18 mandate, the deadline for the **first dose** is this coming **Monday, Sept. 13**.

Please check the state [vaccine locator](#) to find the best option available in your area. Vaccines are free and readily available at many pharmacies, grocery stores, doctor's offices and other locations across the state. You can use "miscellaneous leave" for your vaccine appointment and the time traveling to and from the vaccine site.

If you miss the Sept. 13 date, you can still opt for the Janssen/Johnson & Johnson vaccine, but it also has a deadline to meet in order to be fully vaccinated by Oct. 18. It's very important to note that not every vaccination site allows you to pick which type of vaccine you receive, so please be aware when making your plans, including the fact that the closer we get to Oct. 4, the more demand there may be for the Johnson & Johnson vaccine, so it may be harder to find. If you have questions about the vaccine, please schedule time to talk with your health care provider or visit the [Department of Health](#) or [Centers for Disease Control and Prevention](#).

Anecdotally, some employees have reported that it is getting difficult to find the Janssen/Johnson & Johnson vaccine. Some tips from the Department of Health include checking the [vaccine locator](#) often, checking with your local health jurisdiction on J&J availability, check back on vaccine availability regularly and if you see it, get it as soon as you see it available. The chart below outlines the timeline you'll need to follow depending on the vaccine you choose:

Vaccine	Series dose requirement	First dose <u>no later than</u>	Second dose	Fully vaccinated after two weeks
Moderna	2 doses, 28 days apart	Sept. 6	Oct. 4	Oct. 18
Pfizer	2 doses, 21 days apart	<b>Sept. 13</b>	Oct. 4	Oct. 18
Janssen/J&J	Single dose	Oct. 4	Not applicable	Oct. 18

Additionally, if you are already vaccinated, or have had your first dose of COVID-19 please be sure to provide proof of vaccination to your local HR office as soon as possible. Employees who are in the second dose phase should provide vaccination to your local HR within one business day of receiving your final dose.

The email subject line should be in the following format: "last name, first name\_personnel number\_vaccination card." You can find your personnel number on your earnings statement. Please provide one of the following:

- CDC COVID-19 Vaccination Record Card or photo of the card,
- Documentation of vaccination from a health care provider or electronic health record, or
- State immunization information system record.

After HR moves your vaccination information into your Employee Occupational Health Record file, the email you sent to HR will be deleted.

[Todd Dowler | Director](#)

Gender Pronouns: He/him/his ([what & why](#))

Human Resources

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