



To: All Warehouse and Delivery Personnel

From: Patty Dopkin, HR Manager

Date: January 22, 2021

Re: Vaccine/Covid Weekly Update

There have been no positive Covid-19 cases this week.

We strongly encourage all employees to begin the sign up process for obtaining the Covid-19 vaccine and will add \$50 to your paycheck for each shot administered (with a copy of the CDC Covid-19 Vaccine Record Card). If you would prefer, we can donate your \$50 to the charity of your choice.

Below is information on signing up. Please note that sites are not currently showing appointment availability due to a shortage of vaccines. They will open up as soon as possible and should text you when appointments become available. The first step, in New Jersey, is to get on the main list.

To sign up in New Jersey go to: <https://covidvaccine.nj.gov/>. When the vaccine is available and you are eligible, they should send you a text/email to make an appointment with a list of locations.

You can also go to vaccine administration websites direction to schedule appointments. There are 4 Megasites in New Jersey as well as many smaller locations listed in the attached document which can also be found at: <file:///kbc-fs1/Users/pdopkin/Documents/Covid/NJ-COVID-19-Vaccine-Locations.pdf>

A call center for setting up appointments in New Jersey will also be available beginning 1/25. The number is 1-855-568-0545.

Pennsylvania does not have a central sign up system, but has an interactive site that will ask you questions to determine eligibility and provide vaccine locations: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Vaccine.aspx>

You may also contact the PA Health Hotline at 1-877-724-3258.

Please feel free to ask any questions you may have.