**[Program and Institution Letter Head & Address]**

To Whom It May Concern:

According to the Ministry of Health’s *Guidance For Prioritizing Health Care Workers for COVID-19*, any student/trainee working in a health care organization is considered a health care worker and any person at occupational risk of exposure to COVID-19 or provides critical services during pandemic by caring for patients with and without COVID-19 infection should be prioritized for the COVID-19 vaccination.[[1]](#footnote-1)

This letter confirms that **[Name of Student]** is a **[health professional discipline]** at **[program name, Academic Institution Name]** who **will/has started** working on the front line, providing direct care to patients/those living in long-term care starting on **[MMMM DD, 2021].**

If you require further information regarding this student’s front-line role, please email **[student administrative contact]**

Regards,

**[Name of Program Head]**

**[Position Title]**

1. Ontario Ministry of Health, 2021. Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination. http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/Guidance\_for\_Prioritizing\_HCW\_covid19\_vaccination\_2020-01-08.pdf [↑](#footnote-ref-1)