



RECIPE FOR PLANNING AN EMPLOYEE INFLUENZA VACCINATION CLINIC



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Flu vaccinations usually occur prior to flu illness season. In Connecticut, the ideal time for flu vaccination clinics is between September and December. If you are seeing this after December, you can still try to arrange a clinic, just don't miss any of the steps. It is helpful to have support from key people within your business. Choose senior staff to help promote the initiative and use other key staff to help (planning committee). As with many initiatives, the more planning you do the more smoothly the clinic will run. Always have goals in writing and evaluate your efforts, both in your communications and your clinic processing. There are many resources to help but, a good place to start is <http://www.cdc.gov/flu/workplace/index.htm>

Businesses that promote workplace influenza vaccination clinics do so because they care about the health of their employees

Below is a timeline, checklist to guide you through. After the checklist, there is a more detailed step by step guide

Timeline- checklist for flu vaccination clinic

The timeline-checklist is an ideal for workplace vaccination clinics. If you are trying to plan a flu vaccination clinic and are not within these ideals, it is important to

July or August- Identify a community vaccinator to come to your business. Invite them to your site to plan a location for the clinic. If they cannot come to your site, get specific site specifications from them and work with your team to identify a location for the clinic. The site should be centrally located, able to provide some privacy and allow walk through for vaccinations

July or August –Identify senior staff to help promote the clinic. Identify a planning team to help

Two months prior to clinic date, begin promoting clinic. Posters, e-mails, payroll inserts, newsletter articles. The messages you want to communicate are:

- Why vaccination is a good practice
- Who should get vaccinated, who shouldn't get vaccinated
- When, where and time of clinic

- <http://www.cdc.gov/flu/workplace/index.htm> is a great resource for information, posters, etc
- ☑ One month prior to the clinic-
 - Continue your communication strategies
 - Confirm with the community vaccinator
- ☑ One week prior to the clinic
 - Continue with your communication strategies
 - Walk through the location you plan on using from the employees perspective. Confirm there is adequate space for clerical/administrative work to be completed, prior to vaccination. Is there enough space so that private screening and vaccination can take place?
- ☑ Clinic day
 - If you can set up for the vaccination clinic the day before, do so. If not make sure that the clinic space is set up and that the community vaccinators are all set.
 - Monitor the vaccination flow to make sure all steps are moving smoothly.
 - Make notes while watching the clinic operate.

STEP BY STEP GUIDE

STEP 1 Arranging a clinic

- To identify a community vaccinator that can provide workplace immunizations, call the State Department of Public Health, Immunizations program at 860-509-7929 or go to www.ct.gov/dph/immunizations . If you are using the web address, click on<seasonal influenza> and scroll down to “workplace” heading. You will find a link to a list of Community vaccinators. June/July/August are good target times to try and identify community vaccinators but, if it is past August, you can still try plan for a flu vaccination clinic.
- Before you call to arrange the clinic, there are some questions you will need to answer/ask
 - Who will pay for the immunizations? Does your company insurance cover this and, if so, will the community vaccinator you hire do the billing directly. If there is no insurance, how will employees pay?
 - Can you suggest dates to hold the clinic? You probably would not want to hold clinics on Mondays or Fridays, as they are days that employees are likely to be off.
 - Will the community vaccinator be willing to schedule more than one clinic date?
 - Does the Community vaccinator supply you with a list of needs, before you select a group? Space, supplies, community vaccinator staff that will be attending and the number of hours the clinic will operate should be discussed, prior to selecting a Community vaccinator.
 - Is there a minimum/maximum number of people the community vaccinator will vaccinate?
 - What happens if they are not able to secure vaccine?
 - Would they be willing to help with the promotion of the clinic with posters/pamphlets?
 - How do they arrange their clinics? Do they send administrative clerical staff to help complete vaccination forms, or does the vaccinator staff have to complete the paperwork too.

- Can they forward copies of the screening and consent forms ahead of time so people can fill them out and bring them to the clinic?
- If you are anticipating a large turnout, does the community vaccinator want to set up appointment times to keep people moving through the vaccination process
- Once you have identified the community vaccinator to provide the clinic, send them a letter confirming the answers to the above questions

STEP 2 PROMOTING THE CLINIC- Start 1-2 months prior to clinic

- Identify a key administrative person (e.g. CEO) to announce the clinic. Make this person a champion, encouraging employees to get vaccinated. One to two months prior to the vaccination clinic date is a good time to begin promoting the vaccination clinic. Identify a contact person, for any questions employees may have.
- Find posters/ pamphlets explaining why people should be vaccinated. Post them around your building. The Centers for Disease Control and Prevention at: <http://www.cdc.gov/flu/workplace/index.htm> is a great resource for business promotional information. Communications to staff can take the form of newsletter articles, posters, brochures, flyers, pamphlets, payroll inserts, e-mails and social media. If the community vaccinator is able and willing, they can help with the promotional communications.
- Incentives for vaccinations will encourage people to get vaccinated. Examples of incentives are: raffles that give away things such as free lunches, gifts, etc; certificates of appreciation or a day off work for one grand prizewinner. You know what motivates your employees. A focus group could help you identify the incentives.(1-2months in advance)
- How will you evaluate the success of the clinic? Set a goal for a number of employees you want to vaccinate. Develop an evaluation form to give to employees, on the day of the clinic. They can fill it out and return it to you, before leaving the vaccination clinic site.
- If there is a company newspaper, publish an article on flu vaccination (1-2 months in advance)
- If there is a company e-mail, send the announcement out, (1-2 months in advance)
- In any communication, announce the date and what employees will have to do get vaccinated
- Most “advertising/marketing” should be weekly from one month prior to clinic
- Post the flu clinic date around the building (entrances and exits, bathrooms, cafeteria)

STEP 3 IMMUNIZATION CLINIC

- 1 month prior to the vaccination clinic date, confirm with the community vaccinator you contracted with.
- 1 week prior to the clinic ,walk through the steps the employees will take to be vaccinated
- Evaluate the process, as it is occurring,
 - Was the location O.K.
 - Time the process from start(arriving at the clinic) to finish (vaccinated and leaving the clinic).

- Ask employees to give feedback on the experience. These may be your champions for next year, if there was a positive experience.
- Ask the agency that provided the clinic to help evaluate the process and give suggestions for next year.

STEP 4 AFTER THE CLINIC

- Communicate to employees with a personal thank you. If it comes from the CEO, all the better
- Send a letter to the community vaccinator that provided the clinic, or if possible, meet with them to evaluate how the clinic went
- Begin thinking about what changes you will make for next year



Combine all the above ingredients

Congratulate yourself for improving the quality of your employees' health



