



As flu season approaches, [name of your company] is taking steps to help keep our workers healthy. And, here is why....

The flu is an illness caused by flu viruses. The flu happens every year and is more common in the fall and winter in the U.S. People of all ages can get the flu, from babies and young adults, to the elderly. Some people get very sick and others do not. Most people who get sick get better without seeing a doctor or taking medicine. However, some people can get very sick from the flu and can die. The Centers for Disease Control and Prevention (CDC) reports that each year between 3,000 and 49,000 people die from the flu or complications of the flu. Over 200,000 people are hospitalized because of the flu or its complications. Many of the people who get very sick are older than 65 years or have a medical condition such as: diabetes, heart disease, asthma, or kidney disease, or are pregnant. Children younger than 5 years of age are also at greater risk.

People who have the flu can spread the virus by coughing or sneezing. Droplets released when a sick person coughs, sneezes, or talks can land in the mouths or noses of people who are nearby. The droplets can also be inhaled into the lungs. People may also catch the flu by touching their mouth or nose after touching something with the virus on it, such as doorknobs, tables, or an infected person's dirty hand.

To protect your family, yourself and your co-workers, CDC recommends these 3 steps to fight the flu:

1. Get vaccinated to prevent the flu. The CDC recommends that everyone ≥ 6 months of age receive a flu shot.
2. Wash your hands with warm water and soap, and cover your mouth when you cough
3. Stay away from people who are sick

[Name of your company] is helping our employees prevent the flu by hosting a flu vaccination clinic on [date, time] in [insert location]. Medical staff from [name the community vaccinator] will be here to administer the vaccine. You can also get a flu vaccination from your health care provider

To get vaccinated at work, all you have to do is [list what steps people need to take for an appointment for vaccination or, just walk down]. The cost of the flu vaccine is [tell what the employee has to do to pay for the vaccination].

For more information on the flu go to: www.cdc.gov/flu if you have?????? Contact [name someone at the company]