

**#1**

**DESIGNATE A FLU CAMPAIGN  
COORDINATOR.**

**#2**

**OFFER ON-SITE FLU VACCINATIONS.**

**#3**

**EDUCATE MANAGERS AND SUPERVISORS.**

**#4**

**EDUCATE EMPLOYEES.**

**#5**

**OFFER INCENTIVES.**

## 1. DESIGNATE A FLU CAMPAIGN COORDINATOR.

- The earlier you can do this, the better!
- Designating responsibility will increase coordination, quality, and on-time task completion, thus ensuring the success of your company's flu prevention campaign.
- The enclosed Influenza Prevention Timeline 2000-2001 serves as a guide to coordinating your company's flu prevention campaign.

## 2. OFFER ON-SITE FLU VACCINATION.

These organizations contract out. They will come to your business to vaccinate your employees. Call NOW to make arrangements.

Organization	Phone #
VNA (Visiting Nurses Association)	(800) 548-6142
San Francisco Department of Public Health Adult Immunization Clinic	(415) 554-2765, (415) 554-2625
Saint Francis Memorial Hospital	(415) 353-6108, (415) 353-6305

If you have in-house medical staff to administer flu shots, CWIC can offer your business additional tools to increase success. Please call (415) 554-2528 to request tools.

## 3. EDUCATE MANAGERS AND SUPERVISORS.

- At management meetings, explain benefits and company policy on flu prevention. Invite your Flu Campaign Coordinator, Leading Managers, President, or CEO to make a guest appearance for this. If no policy is available, please see enclosed examples.
- Provide managers with written information including:
  1. What Every Manager Needs to Know about Influenza Vaccination (enclosed);
  2. Flu Facts (enclosed);
  3. Influenza Vaccine 2000-2001 (enclosed);
  4. Your company's Flu Prevention and Illness Policy (recommendations enclosed);
  5. Information on logistics (the who, what, where, and when to get a flu vaccination).

## 4. EDUCATE EMPLOYEES.

- Publish an article in your company's in-house newsletter (sample enclosed).
- Use a paycheck stuffer (sample enclosed).
- Distribute Flu Facts (enclosed).
- Distribute Influenza Vaccine 2000-2001 (enclosed).
- Send promotional emails (samples enclosed).
- Post flyers advertising on-site flu vaccinations and incentives (sample enclosed).
- Include flu prevention as an agenda item at staff meetings.
- Send broadcast voicemail messages to remind employees about important flu information.
- Include information and/or flu vaccinations in existing internal employee forums (i.e. health fairs, open-houses, etc.).

## 5. OFFER INCENTIVES.

- Allow employees time off to get a flu vaccination.
- Offer lollipops, cute band-aids, or other treats.
- Plan fun departmental contests (offer a prize for the department with the highest percentage of employees vaccinated—this also provides an opportunity to gather data on how many of your employees are vaccinated and measure improvements in the years to come).

Please see **Five Strategies that Work: Launching Them into Action** for details on how to accomplish the **Influenza Prevention Timeline 2000-2001**.

## PLANNING

### Now!

- Designate a Flu Campaign Coordinator; identify any other responsible staff.
- Set goals and objectives (i.e. vaccinate 90% of employees and offer on-site flu vaccinations).
- Make policy decisions.
- Determine program activities.
- Set aside resources.
- Identify if and/or with whom you will be contracting-out to offer on-site flu vaccination; call for scheduling immediately.

### August

- Educate managers and supervisors.

### September - October

- Begin charting your company's success!
- Begin employee education . . .
  - Submit newsletter article for publishing.
  - Post flyers about flu prevention and vaccination.
  - Distribute educational materials.
  - Include flu prevention as an agenda item at staff meetings.

## CONDUCTING

### November

- Continue employee education.
- Countdown to flu vaccination . . .
  - One-two weeks before flu vaccination: include flu information with pay checks, advertise incentives, send an email and broadcast voicemail reminder, distribute Flu Facts.
  - One day before flu vaccination: advertise incentives, send an email and broadcast voicemail reminder, distribute Influenza Vaccine 2000-2001.
  - Day of flu vaccination: advertise incentives, send an email and broadcast voicemail reminder.
- Conduct on-site flu vaccinations!
- Begin incentives.
- Tie up program activities.
- Route late-comers to health care providers for their flu vaccinations.

## EVALUATING

### December

- Complete the Flu Prevention Tool Box evaluation and return to CWIC.
- Determine program improvements as needed.

**CWIC recommends implementing Flu Prevention and Illness Policy as an added measure to reduce chances of employee illness. We recommend the following prevention and illness policies and suggest that you adapt them as necessary to fit your own company's needs.**

## FLU PREVENTION POLICY

[Company Name] ensures that as many employees who are able to receive the influenza vaccine do so annually.

To support our Flu Prevention Policy, [Company Name]:

- Offers on-site flu vaccinations at no cost (or at reduced cost) to our employees;
- Offers our employees time-off to get vaccinated against influenza at our on-site flu shot clinic or by their own doctor;
- Informs employees about flu symptoms, course of disease, vaccination, and what to do should they get ill.

## FLU ILLNESS POLICY

[Company Name] encourages our employees to restore their health and protect the health of their colleagues.

To support our Flu Illness Policy, [Company Name]:

- Encourages employees who are experiencing the first symptoms of influenza to utilize sick-time or paid-time-off until they are healthy enough to return to work;
- Encourages employees who are at elevated risk for complications (due to pregnancy, aged 50 years and over, chronic lung, kidney, liver, or heart conditions, metabolic conditions including diabetes, anemia and other blood conditions, and/or weakened immune system) and are experiencing symptoms of influenza to see their doctor;
- Encourages employees with severe symptoms of influenza to see their doctor.

## CWIC / CityWide Influenza Coalition (415) 554-2528

### ON-SITE FLU SHOTS: Organizations That Will Come to Your Business

Organization	Phone #
Visiting Nurse's Association (VNA)	(800) 548-6142
San Francisco Department of Public Health Adult Immunization Clinic	(415) 554-2765, (415) 554-2625
Saint Francis Memorial Hospital	(415) 353-6108, (415) 353-6305

### INFLUENZA AND VACCINE INFORMATION

#### Organization and Web Site Address (URL)

Adult Immunization Clinic <a href="http://www.dph.sf.ca.us/Services/AdultImmunClin.htm">www.dph.sf.ca.us/Services/AdultImmunClin.htm</a>
Centers for Disease Control and Prevention, National Immunization Program <a href="http://www.cdc.gov/nip/diseases/adult-vpd.htm">www.cdc.gov/nip/diseases/adult-vpd.htm</a>
CMRI (California Medical Review, Inc.) <a href="http://www.cmri-ca.org/medicare_health-protection.html">www.cmri-ca.org/medicare_health-protection.html</a>
Influenzanews.com <a href="http://www.influenzanews.com">www.influenzanews.com</a>
National Foundation for Infectious Diseases <a href="http://www.nfid.org/ncai">www.nfid.org/ncai</a>
San Francisco Department of Public Health <a href="http://www.dph.sf.ca.us/services/flu.htm">www.dph.sf.ca.us/services/flu.htm</a>

### ADDITIONAL SITES FOR FLU SHOTS

Site and Web Site Address (URL)	Phone #
Personal Physician or Health Care Provider	
Local Drug Stores and Grocery Stores (call VNA for more details) <a href="http://www.vnaa.org">www.vnaa.org</a>	(800) 500-2400
Public Health Centers (for low-income patients at elevated medical risk) <a href="http://www.dph.sf.ca.us/services/FluShotsEng.htm">www.dph.sf.ca.us/services/FluShotsEng.htm</a>	(415) 554-2681
San Francisco Community Clinic Consortium Sites <a href="http://www.sfccc.org">www.sfccc.org</a>	
San Francisco Department of Public Health Adult Immunization Clinic <a href="http://www.dph.sf.ca.us/Services/AdultImmunClin.htm">www.dph.sf.ca.us/Services/AdultImmunClin.htm</a>	(415) 554-2625



# Flu Prevention Tool Box Evaluation: Help Us Learn How to Better Serve You

Your input is crucial to the improvement of our services. Please take a moment to let us know what worked and what didn't. Please complete this evaluation by December 15, 2000 and fax to CWIC at (415) 554-2848. Thank You!

Name and Phone # (optional): \_\_\_\_\_

Company Name (optional): \_\_\_\_\_

Approximate number of people employed by your company: \_\_\_\_\_

**Please check the appropriate box for each of the following questions.**

- 1.  Yes  No Did the Flu Prevention Tool Box affect your decision to initiate a flu campaign and/or offer on-site flu vaccinations?
- 2.  Yes  No Did your company conduct a flu campaign this year?
- 3.  Yes  No Did your company offer on-site flu vaccinations for employees this year?
- 4.  Yes  No Do you know how many or what percent of your company's employees were vaccinated against flu this year? (please specify)

5. Please check the box that best describes the usefulness of each Flu Prevention Tool.

	Didn't Use	Not Useful	Somewhat Useful	Useful	Extremely Useful
Flu Prevention Tool Box (overall usefulness) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Resources .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Five Strategies that Work .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Five Strategies that Work: Launching them into Action .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flu Facts .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influenza Prevention Timeline 2000-2001 .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influenza Vaccine 2000-2001 .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy Recommendations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Emails .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Flyer .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Newsletter Article .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample Paycheck Stuffer .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What Every Manager Needs to Know About Influenza Vaccination .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When Flu or Flu-Like-Illness Hits .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Did you feel like there was anything missing from the Tool Box? Please specify if there is something that would make the Tool Box more complete.

7. Did you receive the Flu Prevention Tool Box:  Too Early  At the Right Time  Too Late

8.  Yes  No In previous years, has your company conducted a flu campaign?

9.  Yes  No In previous years, has your company offered on-site flu vaccinations for employees?

10.  Yes  No Does your company anticipate conducting a flu campaign and/or offering on-site flu vaccinations for employees next year?

Please give us additional comments about your flu program and/or the Flu Prevention Tool Box.

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