

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.