

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).