RECIPE FOR PLANNING AN EMPLOYEE INFLUENZA VACCINATION CLINIC

STEP 1 Arranging a clinic
- Call the State Immunization Program at 860-509-7929, ask for Debye Rosen, to identify agencies that will provide the service to your company. June/July/August are good target times to try and identify providers. There is also a list of agencies on the Immunizations website: www.ct.gov/dph/immunizations. Click on <Seasonal Influenza 2010-2011> the list of agencies is posted in this section
- 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 agency 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 want to not hold clinics on Mondays or Fridays, as they are days that employees are likely to be off.
  - Will they make more than one clinic date?
  - Do they supply you with a list of needs, before you select a group? Space and supplies should be discussed, prior to selecting an agency.
  - Is there a minimum/maximum number of people they 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?
- Once you have identified the agency to provide the clinic, send them a letter confirming the answers to the above questions

STEP 2 PROMOTING THE CLINIC
- Identify a key administrative person (e.g. CEO) to announce the clinic. Make this person a champion, encouraging employees to get vaccinated (1-2 months in advance of the date that your clinic is scheduled)

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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. (1-2 months in advance)

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 to 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

Confirm with the agency that you have contracted with (1 month prior to the event)

Walk through the steps the employees will take to be vaccinated (1 week prior to clinic)

Evaluate the process, as it is occurring,
  - Was the location O.K.
  - 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 agency 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