

RECIPE FOR PLANNING AN EMPLOYEE
INFLUENZA VACCINATION CLINIC





THE FLU

- Flu vaccinations usually occur prior to flu illness season.
- In Connecticut, the ideal time for flu vaccination clinics is between September and December.
- If you are seeing this after December, you can still try to arrange a clinic, just don't miss any of the steps.
- It is helpful to have support from key people within your business.
- Choose senior staff to help promote the initiative and use other key staff to help (planning committee).
- As with many initiatives, the more planning you do the more smoothly the clinic will run.
- Always have goals in writing and evaluate your efforts, both in your communications and your clinic processing.

There are many resources to help but, a good place to start is:

<http://www.cdc.gov/flu/workplace/index.htm>



TIMELINE

The timeline-checklist is an ideal for workplace vaccination clinics. If you are trying to plan a flu vaccination clinic and are not within these ideals, it is important to.

- **May/June/July** – Identify senior staff to help promote the clinic. Identify the planning team. Set goals
- **June/July/August** – Identify a community vaccinator
- **August/September** – Begin promotion of the clinic. Continue to promote until your clinic is held. Promote with posters, e-mails, payroll inserts, newsletter articles and pamphlets. The message you want to communicate:
 - *Why vaccination is a good idea*
 - *Who should get vaccinated, who shouldn't*
 - *When, where and time of clinic*
 - *Address any myths about vaccination, ie you can get the flu from a flu vaccination*

A good resource for promotional information: www.cdc.gov/flu/business/index.htm

- **Clinic Day** –
 - *Meet the community vaccinator at your site*
 - *Monitor vaccination flow to make sure all steps are moving smoothly*
 - *Make notes while watching*
- **One week after clinic**
 - *Hold an evaluation meeting with your team*
 - *Did you meet your goals*
 - *Begin planning for next year.*