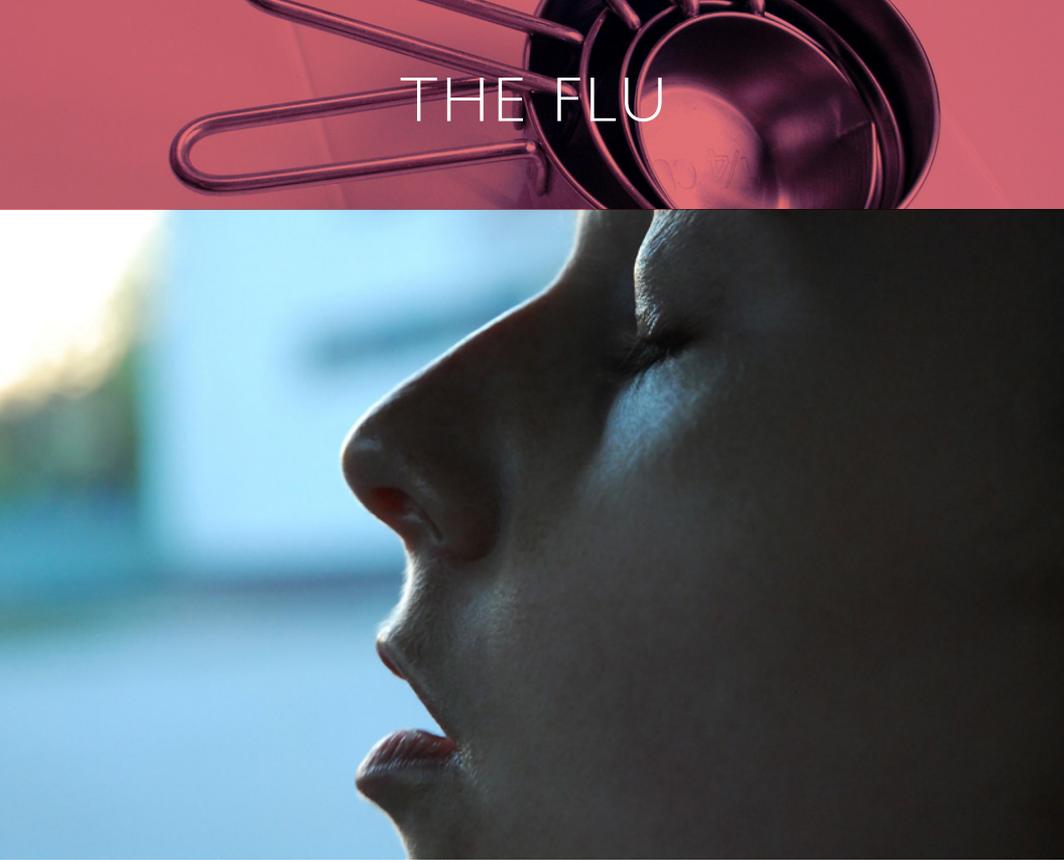


RECIPE FOR PLANNING AN EMPLOYEE
INFLUENZA VACCINATION CLINIC





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.*



ARRANGING A CLINIC

Step 1 – Arranging a Clinic

1. Identify a community vaccinator to provide workplace immunizations

- Call the State Department of Public Health, Immunizations program at 860-509-7929 or go to www.ct.gov/dph/immunizations . If you are using the web address, click on <seasonal influenza> and scroll down to “workplace” heading. You will find a link to a list of Community vaccinators/Providers.
- It is best to identify a community vaccinator/provider and begin communicating to organize your clinic in June/July/August.

2. Questions to ask Company/location management before scheduling a clinic:

- Who will pay for the immunizations? Does your company insurance cover this or will the company or employee bear the cost.
- Will the Provider do the billing directly.

3. Determine dates and times to hold clinic. Mondays & Fridays are generally not productive days.

- Will the community vaccinator be willing to provide more than one clinic date?
- Will the community vaccinator provide all supplies, determine appropriate staff needed, and the length of time needed for clinic operation.
- Is there a minimum/maximum number of people the Provider will vaccinate?
- Will community vaccinator provide promotion of the clinic with posters/pamphlets?
- Will the provider have consent and information forms available prior to the clinic. If you are anticipating a large turnout, does the Provider want to set up appointment times to keep people moving through the vaccination process?

4. Provide estimate of employees to the vaccine provider. Arrange for time they will arrive and leave.

5. Designate a key company person who will be available the day of the clinic to greet vaccinators and facilitate issues that arise.



PROMOTING THE CLINIC

Step 2 – Promoting the Clinic (Start 1–2 months prior to the clinic)

Examples of the promotional materials mentioned in this step can be found at: www.ct.gov/dph/immunizations click on <seasonal influenza> then <workplace vaccination clinics>

1. Identify a Champion

- Choose a key administrative person (e.g. CEO) to announce the clinic. Make this person a champion, encouraging employees to get vaccinated. One to two months prior to the vaccination clinic date is a good time to begin promoting the vaccination clinic. Identify a contact person, for any questions employees may have. Form a committee other employees that could assist with the workplace clinic promotions and tasks needed to hold a clinic.

2. Marketing the clinic

- Find posters/ pamphlets explaining why people should be vaccinated. Post them around your building. The Centers for Disease Control and Prevention at: <http://www.cdc.gov/flu/workplace/index.htm> is a great resource for business promotional information. Posters can also be found at www.ct.gov/dph/immunizations and click on <seasonal influenza> box. Communications to staff can take the form of newsletter articles, posters, brochures, flyers, pamphlets, payroll inserts, e-mails and social media. If the community vaccinator is able and willing, they can help with the promotional communications.
- 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)
- Include a clinic announcement in the employee paychecks
- In any communication, announce the date and what employees will have to do get vaccinated. Keep any graphics the same
- Most “advertising/marketing” should be weekly from one month prior to clinic

PROMOTING THE CLINIC (CONT.)

- Post the flu clinic date around the building (entrances and exits, bathrooms, cafeteria) An example of a poster is below.



Just click on link for your copy of the poster.

http://www.cdc.gov/flu/pdf/business/flu_vaccine_here.pdf

3. Employee Incentives

- Incentives to be vaccinated 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)

4. Evaluating the efforts

- How will you evaluate the success of the clinic? Set a goal for a number of employees you want to vaccinate. Develop an evaluation form to give to employees, on the day of the clinic. They can fill it out and return it to you, before leaving the vaccination clinic site.
- Some other examples of evaluation efforts might include: monitoring employee absenteeism, was the site you chose adequate, were you pleased with your choice of vaccinators and what was the average amount of time people needed to complete the whole vaccination process from registration to vaccination.



IMMUNIZATION CLINIC

STEP 3 – IMMUNIZATION CLINIC DAY

1. Confirm your clinic

- 1 month prior to the vaccination clinic date, confirm with the community vaccinator you contracted with. Confirm what information employees will need to bring to the clinic, does the agency set up appointments, or is the clinic first come first served?

2. Walk through

- 1 week prior to the clinic, walk through the steps the employees will take to be vaccinated . Send out notices via e-mail, payroll, newsletter, social media or, whatever communication methods your company uses.

3. Clinic Day

- On clinic day, arrange to meet the vaccinators on their arrival at the worksite. Identify a “leader” or contact person from the community vaccinator to address any situations that occur during the clinic. If someone from your committee cannot be at the clinic, make sure the “leader” has a contact person at the site to communicate any issues that occur.
- If you have chosen to have employees complete a clinic evaluation, make sure there are enough copies available and a place to place the completed forms, at the end of the clinic process.
- Evaluate the process- review what you identified to evaluate in Step 2.
- Observe or have a committee member observe the clinic process.
- Time the process from start (arriving at the clinic) to finish (vaccinated and leaving the clinic). Are there lines to get vaccinated? If the process begins to have people waiting to get vaccinated, consider notifying employees that, if they are coming to get vaccinated, it may take a while. Is there idle time when no one is waiting to get vaccinated? Consider notifying employees that now would be a good time, since there is a short wait
- Is the location O.K.? It is best to have people through the clinic and not have to exit the process from the same way enter
- What situations arise during the course of the clinic? Write them down, so you can be sure to address them at a wrap up session.
- Observe and collect the employee evaluation forms



EVALUATION

Step 4 – EVALUATING YOUR INFLUENZA VACCINATION CLINIC - FINISHING THE BUSINESS

1. Recognizing those who were vaccinated

- Send out thank you notes to anyone who got vaccinated or, if there are too many, acknowledge all who got vaccinated in an e-mail, business newsletter or payroll insert. Encourage those who were vaccinated to join your committee for next flu season
- Have your senior staff person write a story for the company newsletter, thanking all employees who participated
- Write a certificate of appreciation for the employee's personnel file

2. Wrap up the effort

- Plan a wrap up meeting for about a week after the clinic.
- Send out the goals you established during your planning and be prepared to address the actual results.
- Contact the vaccinator group and establish feedback on your site:
 - Was the location ok?
 - Did the flow through the clinic work?
 - What, if any recurrent issues arose?
 - What worked well?
 - Are they willing to return next year?



CONGRATULATIONS ON YOUR EFFORT!