



## RECIPE FOR PLANNING AN EMPLOYEE INFLUENZA VACCINATION CLINIC



### STEP 1 Arranging a clinic

- Call the American Lung Association-CT 860-289-5401 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 included in this folder
- 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)
- Find posters/ pamphlets explaining why people should be vaccinated. Post them around your building. The following two websites might help you locate posters and pamphlets: The American Lung Association C at, <http://www.lungct.org> or The Centers for Disease Control and Prevention at, <http://www.cdc.gov/flu/workplace/index.htm>

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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.(1-2months 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 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



In Connecticut, the American Lung Association can supply you with the names of agencies that will provide influenza immunizations at your workplace, call 1-860-289-5401 to get that information

Updated June 2008