

ONSITE FLU SHOT CLINIC TOOLKIT

A GUIDE FOR EMPLOYERS

Key Considerations Before You Begin

Employee Benefit: Flu shots are a valuable employee benefit, promoting health and well-being. Happy and healthy staff are more productive!

Participation Rate: Estimate employee participation to determine the appropriate number of vaccine doses to order. Consider previous years' data, if available.

Cost-Effectiveness: Consider the cost of the clinic versus potential savings from reduced sick days and increased productivity. A good way of thinking of this is to work out the cost per employee.

Legal and Compliance: Ensure compliance with all relevant regulations, including HIPAA and informed consent requirements. Your provider will assist you with this.

Planning Checklist

- ✓ **Define Goals:** Determine what you hope to achieve with the clinic (e.g., increased employee health, reduced absenteeism).
- ✓ **Budget Allocation:** Set a budget for the clinic, including vaccine costs, administrative fees, and marketing materials.
- ✓ **Vendor Selection:** Research and select a qualified provider with experience in onsite flu shot clinics. Check references and insurance coverage.
- ✓ **Scheduling:** Choose a convenient date and time for the clinic, considering employee work schedules and facility availability.
- ✓ **Location:** Identify a suitable location within your workplace that is easily accessible, private, and large enough to accommodate the clinic setup.
- ✓ **Registration:** Establish a registration process to track employee participation and collect necessary information (e.g., insurance details, consent forms).
- ✓ **Staffing:** Coordinate with the provider to ensure adequate staffing levels for administering vaccinations and managing logistics.
- ✓ **Emergency Preparedness:** Develop a plan for addressing potential medical emergencies or adverse reactions during the clinic.
- ✓ **Post-Clinic Evaluation:** Gather feedback from employees and the provider to assess the success of the clinic and identify areas for improvement.

Recommended National Providers

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| • <u>Quest</u> | • <u>Health Advocate</u> | • <u>TotalWellness</u> |
| • <u>Labcorp</u> | • <u>CVS</u> | • <u>Affiliated Physicians</u> |

Communication Tips

- **Early Announcement:** Inform employees about the upcoming flu shot clinic well in advance to generate interest and encourage participation.
- **Highlight Benefits:** Emphasize the benefits of getting a flu shot, such as preventing illness, protecting loved ones, and reducing sick days.
- **Multiple Channels:** Use various communication channels, such as email, intranet, posters, and newsletters, to reach all employees.
- **Clear Instructions:** Provide clear instructions on how to register for the clinic, what to expect during the process, and any required documentation.
- **Address Concerns:** Answer common questions and address any concerns employees may have about flu shots or the clinic process.
- **Reminders:** Send regular reminders leading up to the clinic date to maximize attendance.
- **Promote Accessibility:** Clearly communicate the location, date, and time of the clinic, ensuring it is convenient and accessible for all employees.
- **Share Success Stories:** After the clinic, share positive feedback and success stories to encourage future participation.

Best Practices for Successful Clinic

- **Partner with a Reputable Provider:** Choose a vendor with a proven track record of providing safe and effective flu shot clinics.
- **Ensure Privacy and Confidentiality:** Protect employee privacy and confidentiality throughout the clinic process.
- **Provide a Comfortable Environment:** Create a welcoming and comfortable environment for employees receiving vaccinations.
- **Offer Flexible Scheduling Options:** Provide flexible scheduling options to accommodate different work schedules and preferences.
- **Educate Employees on Flu Prevention:** Offer educational materials and resources on flu prevention, including hand hygiene, respiratory etiquette, and staying home when sick.
- **Promote a Culture of Health:** Integrate the flu shot clinic into a broader workplace wellness program to promote a culture of health and well-being.
- **Track Participation Rates:** Monitor participation rates to assess the effectiveness of the clinic and identify areas for improvement.
- **Seek Feedback and Make Adjustments:** Solicit feedback from employees and the provider to continuously improve the clinic process.

Summary

This toolkit provides a framework for employers to plan and implement successful onsite flu shot clinics. By considering key factors, using the planning checklist, employing effective communication strategies, and adopting best practices, organizations can promote employee health, reduce absenteeism, and improve overall workplace productivity. Remember to adapt these guidelines to your specific organizational needs and consult with your chosen healthcare provider for further assistance.