

# Knock Out Flu at Work

Promoting Vaccination in the Workplace



## Employer Flu Shot Clinic Toolkit



# Why Offer Flu Shots at Work?

Making a Business Case for Your Decision



Healthy adults can infect others beginning 1 day before symptoms show, and up to 5-7 days after showing signs of flu.

5% to 20% of the U.S. population gets the flu every year.



Every year, influenza (flu) affects employers and businesses. Flu costs the U.S. approximately **\$10.4 billion\*** a year in direct costs for hospitalizations and outpatient visits for adults.

- Indirect costs, including absenteeism, cost employers approximately \$76.7 million a year.
- Average annual flu-related illness at work accounts for:
  - 45% of all days of illness during flu season.
  - 39% of all illness-related work days lost in the year.
  - 49% of all days with illness-related reduced productivity.

\* Molinari NA, Ortega-Sanchez IR, Messonnier ML, et al. The annual impact of seasonal influenza in the US: measuring disease burden and costs. *Vaccine*. 2007; 25(27):5086-96.

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## Recommended Strategies for Businesses and Employers

This Toolkit is made to help businesses and employers fight the flu and contains tips and suggestions to consider when planning and responding to seasonal flu. Additional information can be found at DOH's flu website:

[www.KnockOutFlu.org](http://www.KnockOutFlu.org)

**We recommend two strategies this season for employers to help knock out flu at work:**



### **Strategy 1: Host a workplace flu clinic for employees.**

To minimize absenteeism, employers frequently offer on-site workplace flu shots to employees at little to no cost to their employees. This option can work well because it provides fast, convenient access. If you don't have a nearby participating clinic, pharmacies and community vaccinators can be contracted to provide seasonal flu vaccination services on-site.



### **Strategy 2: Encourage employees to get a flu shot.**

Most insurance companies provide annual flu shots at no cost! The Department of Health (DOH) has many resources and materials available to help educate employees about the importance of flu vaccination. DOH has pages specifically designed for healthcare workers and medical providers, too. Make sure your employees know where they and their families can get flu vaccines in their community. Educate employees about how flu is spread, and direct them to **KnockOutFlu.org** for more detailed answers to their questions.



**HealthMap Vaccine Finder**

<https://vaccinefinder.org>

***Even healthy people can get the flu, and it can be serious.***



# Promoting Flu Shots at Work

## A Checklist for Businesses and Employers

**Be a partner in good health. Consider offering on-site flu shots at your business location(s) and/or encourage/educate employees to seek flu vaccination in the community. Review flu vaccination prevention and recommendations with senior managers, employees, and labor representatives.**

### IF YOU CHOOSE TO HOST A WORKPLACE FLU SHOT CLINIC FOR EMPLOYEES

Planning

- Get senior management to support a flu vaccination clinic at the workplace.
- Frame getting employees vaccinated against flu as a business priority and create a goal aligned with this effort.
- Identify a flu vaccination coordinator and/or team with defined roles and responsibilities. Occupational health personnel or workplace safety staff may lead these efforts for employers. Determine if you will need to contract with an experienced outside provider of flu vaccination services (such as a pharmacy or community immunizer). The planning process should also include input from employees and labor representatives, if needed.
- Schedule the flu vaccination clinic to maximize employee participation. Flu season usually begins in the fall each year, so book your clinic by October.
- Gauge need and demand among employees for flu vaccination. An employee survey is one example of a good way to measure.
- Ask managers and supervisors to allow employees to attend on-site flu vaccination clinic as part of their work day and without having to go “off the clock.”
- Consider offering flu vaccination to employees’ families.
- Set a goal and help show employees how their participation matters. Each year, try to improve upon the percentage of employees vaccinated.

Hosting and Promotion

- Use incentives for flu vaccination to increase participation, such as offering vaccine at no or low cost, providing refreshments at the clinic, or holding a contest for the department with the highest percentage of vaccinated employees.
- Promote the flu vaccination clinic with the following:
  - Posters about the importance of flu vaccination can be posted in break rooms, cafeterias, and other high-traffic areas.
  - An article in company communications (i.e., newsletters, intranet, emails, portals, etc.) about the clinic and flu prevention.
  - Promotional posters/flyers to advertise the date and time of the clinic should be posted in high-traffic areas.
  - Communication from leadership to employees promoting vaccination.
  - Use social media channels for promotion!

Logistics

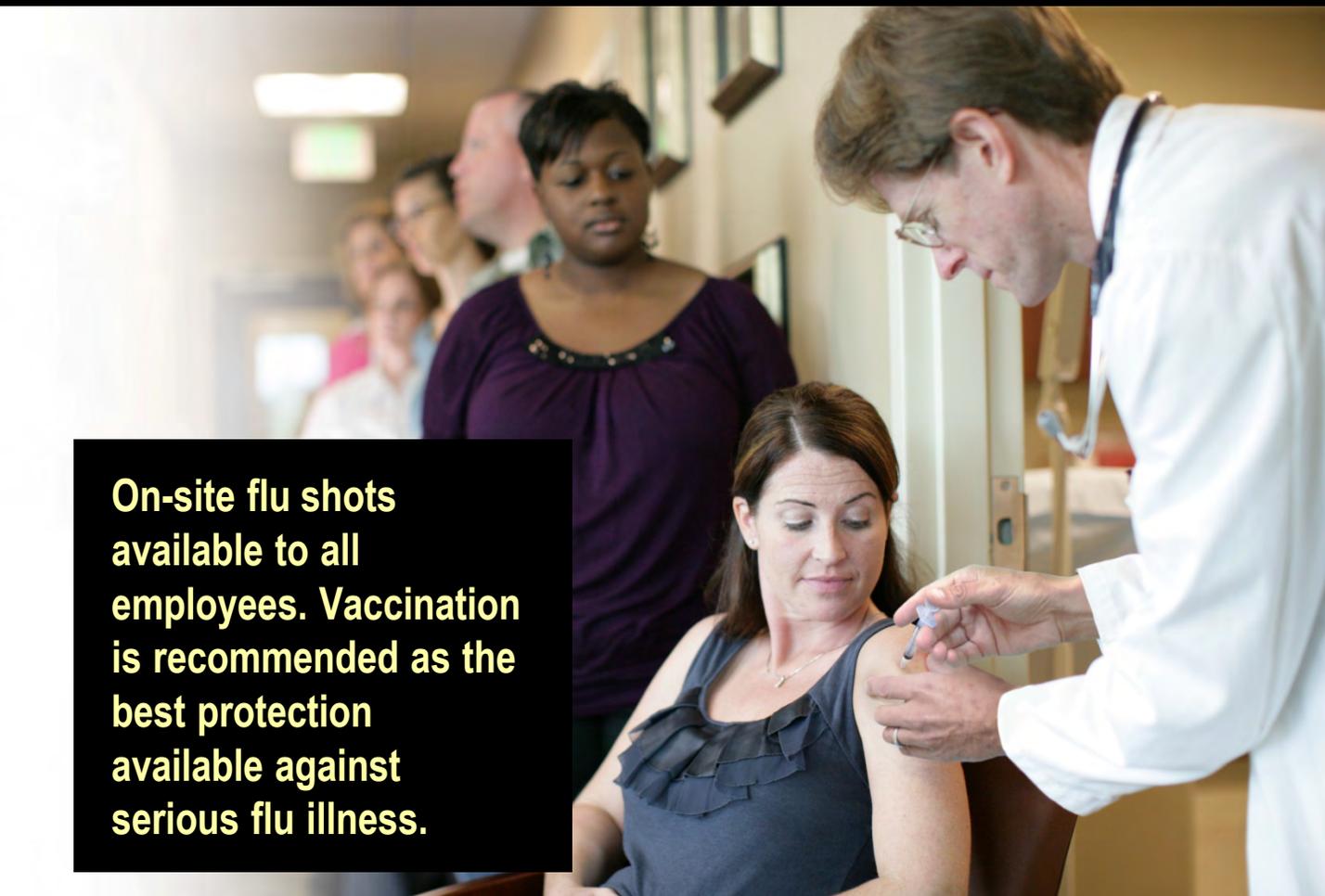
- Provide a comfortable and convenient location for flu vaccination clinics. Consider the demands of space and need for privacy.
- Set an example by encouraging managers and business leaders to get vaccinated first.

### IF YOU CHOOSE TO ENCOURAGE EMPLOYEES TO GET A FLU SHOT

- Be flexible in your HR policies. Establish policies that allow for employees to take an hour or two to seek flu vaccinations in the community. Visit [www.KnockOutFlu.org](http://www.KnockOutFlu.org) to find a location.
- Partner with nearby pharmacies or clinics to arrange for employees to get vaccinated. If the business shares a building, shopping center, or office park with other employers, see if the property manager will host a flu vaccination clinic for all tenants’ employees.
- Use promotional posters/flyers to advertise locations in the community that offer seasonal flu shots. Display posters about flu vaccination in break rooms, cafeterias, and other high-traffic areas. This also helps support local businesses!
- Post articles in company communications (i.e., newsletters, intranet, emails, portals, etc.) about the importance of flu vaccination and where to get the vaccine in the community.
- Encourage flu vaccination for employees’ families by distributing information for employees to take home.

# Get a Flu Shot Here!

Please have your insurance information with you for processing.



**On-site flu shots available to all employees. Vaccination is recommended as the best protection available against serious flu illness.**

**Location:**

**Date:**

**Time:**

***Getting vaccinated protects yourself, and others around you.***

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## Links and Partner Resources

**Washington State Department of Health - Flu Overview**

[www.knockoutflu.org](http://www.knockoutflu.org)

**Washington State Department of Health - Weekly Influenza Update**

[www.doh.wa.gov/Portals/1/Documents/5100/420-100-FluUpdate.pdf](http://www.doh.wa.gov/Portals/1/Documents/5100/420-100-FluUpdate.pdf)

**CDC - What's New on Seasonal Flu**

[www.cdc.gov/flu/whatsnew.htm](http://www.cdc.gov/flu/whatsnew.htm)

**CDC - Seasonal Flu Free Resources**

[www.cdc.gov/flu/freeresources](http://www.cdc.gov/flu/freeresources)

- Print Materials: [www.cdc.gov/flu/freeresources/print.htm](http://www.cdc.gov/flu/freeresources/print.htm)
- Video/Audio Tools at [www.cdc.gov/flu/freeresources/media.htm](http://www.cdc.gov/flu/freeresources/media.htm)

**WithinReach WA - Flu & Tdap Promotion Toolkit for Healthcare Workers**

[www.withinreachwa.org/what-we-do/healthy-communities/immunizations/for-providers/health-care-workers-toolkit/#provide](http://www.withinreachwa.org/what-we-do/healthy-communities/immunizations/for-providers/health-care-workers-toolkit/#provide)

**Public Health - Seattle/King County List of On-Site Commercial Vaccinators**

[www.kingcounty.gov/depts/health/communicable-diseases/immunization/flu-season/vaccine-clinics.aspx](http://www.kingcounty.gov/depts/health/communicable-diseases/immunization/flu-season/vaccine-clinics.aspx)

**National Foundation for Infectious Diseases, *Help Reduce Flu at Work***

[www.nfid.org/idinfo/influenza](http://www.nfid.org/idinfo/influenza)

**Immunity Community - Toolkit for Schools and Groups**

[www.immunitycommunitywa.org/toolkit-for-schools-and-groups/](http://www.immunitycommunitywa.org/toolkit-for-schools-and-groups/)



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## Web Tools

Click on the icon or go to the link for more tools, buttons, and widgets to use on your website or in your email signature line at work.

[www.cdc.gov/flu/freeresources](http://www.cdc.gov/flu/freeresources)

**Make It Your Business To Fight The Flu.**

Learn how businesses and employers can promote flu vaccination.

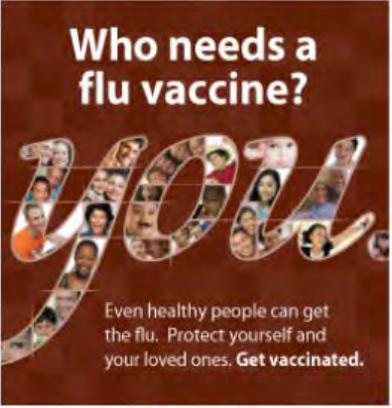


**Learn more >**

**Who needs a flu vaccine?**

*you*

Even healthy people can get the flu. Protect yourself and your loved ones. **Get vaccinated.**



[www.cdc.gov/flu](http://www.cdc.gov/flu)



**Who needs a flu vaccine?**



Even healthy people can get the flu. Protect yourself and your loved ones.

**Get vaccinated.**

**THE FLU ENDS WITH U**

[www.cdc.gov/flu](http://www.cdc.gov/flu)



# Knock Out Flu at Work

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## Print Materials

Click each item to print or download.  
Available in English and Spanish.

**KNOCK  
OUT FLU  
WITH ONE  
SHOT**



[KnockOutFlu.org](http://KnockOutFlu.org)

This document is available  
in request in other formats.  
Call 1-800-525-0127  
(TDD/TTY call 711) to request.



**KNOCK OUT FLU  
WITH ONE SHOT**

[KnockOutFlu.org](http://KnockOutFlu.org)

This document is available  
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Poster (11x17) in English & Spanish

Flyer (8.5x11) in English & Spanish

*Pregnant?*  
this flu season?

Doctors recommend that you get a *flu shot.*

Flu risks increase with pregnancy, so stay healthy this season.

Get vaccinated. Stop the flu.

Call your doctor, nurse or clinic today!

Protect yourself and your baby!  
Get your FLU Vaccine!

test4baby  
Text BABE to 631411

WithinReach  
Washington State Health Hotline  
1-800-332-2358 (711) or  
www.Prevention101.org

Washington State Department of Health  
DOH 306-312 August 2015

Poster (11x17) in English & Spanish

**KNOCK OUT  
FLU WITH  
ONE SHOT**

2018

JANUARY							FEBRUARY							MARCH						
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													30	31						

[KnockOutFlu.org](http://KnockOutFlu.org)

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Calendar (11x17) in English & Spanish

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## Print Materials

### Flu & You

[www.cdc.gov/flu/pdf/freeresources/updated/fluandyou\\_press.pdf](http://www.cdc.gov/flu/pdf/freeresources/updated/fluandyou_press.pdf)  
(Brochure)



**Everyday Preventive Actions**  
[www.cdc.gov/flu/pdf/freeresources/updated/everyday\\_preventive.pdf](http://www.cdc.gov/flu/pdf/freeresources/updated/everyday_preventive.pdf)  
(Fact Sheet)

### Vaccine Information Statements (VIS):

Inactivated Flu Vaccine: [www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.html](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.html)

Inactivated Flu Vaccine (Large Font): [www.cdc.gov/vaccines/hcp/vis/vis-statements/flu-largetype.pdf](http://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu-largetype.pdf)



**More Print Materials for Businesses and Employers:**  
[www.cdc.gov/flu/freeresources/print-businesses.htm](http://www.cdc.gov/flu/freeresources/print-businesses.htm)

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## eCards

**Send this card digitally: "What illness costs businesses around \$10 billion in employee medical visits every year?"**

<http://t.cdc.gov/ecards/message.aspx?cardid=599&category=175>

### Businesses and Flu Vaccination

Fill out the information below to personalize and send this eCard.



Recipient Name(s)	Recipient Email(s)
recipient Name	1. email@email.com
	2.
	3.
	4.
	5.

Id you like to send an eCard to a large group of people? [Send us an email](#)

**Personal Message:**  
Please limit the message to 500 characters or less and special characters like < > are not accepted.



## Provide Flu Updates on Social Media

Keep your employees, and others in your community, updated throughout the flu season. Don't use social media? Provide DOH and CDC's digital channels as a way to provide flu information and updates, and keep up to date on flu activity in Washington:



Find us on  
**Facebook**



**DOH:** [www.facebook.com/WADeptHealth](http://www.facebook.com/WADeptHealth)

**CDC:** [www.facebook.com/CDC](http://www.facebook.com/CDC)

**DOH:** @WADeptHealth

**CDC:** @CDCgov

# Knock Out Flu at Work

## Promoting Vaccination in the Workplace



## Calculate the Cost of Flu

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A [study from 2010](#) found that for each employee vaccinated, an employer could save \$63 to \$95 annually per person. Vaccinating a small office of 25 people, for example, could potentially yield yearly savings of \$1,575-\$2,375. The study analyzed the cost of providing flu vaccine to employees and the costs in terms of absenteeism and lost productivity from having workers out with the flu.



### How Much Could My Business Save?

Number of employees at my workplace \_\_\_\_\_

X \$63.00/Flu Shot \_\_\_\_\_ = \_\_\_\_\_ (low est.)

X \$95.00/Flu Shot \_\_\_\_\_ = \_\_\_\_\_ (high est.)

To maximize savings, flu clinics should be held as soon as flu vaccine is available, or at least by October. The timing, length, and severity of a flu season in Washington State varies and is unpredictable, but tends to increase during the holiday season.

### Some things to consider when choosing a clinic date:

\* It takes about 2 weeks after vaccination for the body to develop protection against flu illness, so it is possible to contract and spread illness during that time.

\* Vaccinated individuals who do become ill with flu typically experience a shorter, milder illness than do those who aren't vaccinated.

# Flu: Myths versus Facts



Three million people get the flu each year. Different from a cold, the flu can cause mild to severe illness. Most people recover from the flu in less than two weeks, but some develop complications—particularly people in risk groups like those who are pregnant, are over 65 years old, or have certain health conditions. Protect yourself by getting a flu shot. **The Centers for Disease Control and Prevention (CDC) recommends that everyone over the age of six months get a flu shot every year.** You can also protect yourself by becoming educated about flu facts.

Flu Myth #1: The flu shot gives you the flu.

**Fact: Flu shots cannot give you the flu.** Some people do have a mild reaction to the injection that may last a few hours or up to a day, but it is not flu illness. It does take about two weeks for the body to build up protection against flu viruses after the shot, so during that time you are able to get sick. Many other viruses also circulate around the time people get a flu vaccine. It's important to remember that the flu vaccine only protects against the flu – NOT colds or other viruses.

Flu Myth #2: You can't spread the flu when you don't feel sick.

**Fact: The flu can spread to others days before a person knows they're sick.** The flu spreads easily from person to person by coughing and sneezing, and can spread by touching infected surfaces.

Flu Myth #3: Children and adults are contagious for the same amount of time.

**Fact: Adults can infect others one day before symptoms develop and up to five days after becoming sick. Kids can spread the virus for 10 or more days.**

Flu Myth #4: Past infection makes you immune.

**Fact: Viruses that cause flu change frequently.** People who have had the flu or a flu shot in previous years may become infected with a new strain. That is why it is so important to get a new flu vaccine every year.

Flu Myth #5: Flu is annoying but can't do major harm.

**Fact: The flu is unpredictable and can be severe, especially for older people, young kids, pregnant women, and people with certain health conditions.** These groups are at greater risk for serious complications if they get the flu, including bacterial pneumonia, ear infections, sinus infections, dehydration, worsening of chronic medical conditions (asthma, congestive heart failure, or diabetes). The CDC reports that flu-related deaths range from 3,300 to 49,000 per year.



**Get vaccinated.**

**Knock out flu with one shot today.**

[www.KnockOutFlu.org](http://www.KnockOutFlu.org)



DOH 348-663 May 2018

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