

FLU FREE AT WORK

Promoting Vaccination in the Workplace



Employer Flu Vaccine Clinic **Tool Kit**



DOH 348-663 April 2025 CS

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Use this checklist to get started and stay on task.

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Use one of these flyers when hosting a flu vaccine clinic in the workplace. Add the location, date, and time of your clinic, and let employees know so they can plan to conveniently attend.

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There are many online resources for both employers and employees with trusted flu vaccine information. These links provide additional toolkits, FAQs, weekly flu activity updates, and a list of available commercial vaccinators in Washington.

12 Web, Email, and Social Media Tools

The Centers for Disease Control and Prevention (CDC) provides online buttons, widgets, and images free for use on your company website or in email signature lines to promote flu vaccination resources.

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Printable flyer and poster to help you promote your workplace flu vaccination clinic. Available in English and Spanish.

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Use the links on this page to download, print, and post a fact sheet from the CDC about the influenza vaccine. Available in English, Spanish, and other languages.

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Help overcome vaccine hesitancy with facts.

Why Offer the Flu Vaccine at Work?

Healthy adults can infect others beginning **one** 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 **\$11.2 billion*** a year in direct and indirect costs.



- Days of lost productivity account for **\$20.1 million**.
- 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.

* Putri, W., Muscatello, D. J., Stockwell, M. S., & Newall, A. T. (2018). Economic burden of seasonal influenza in the United States. *Vaccine*, 36(27), 3960–3966. <https://doi.org/10.1016/j.vaccine.2018.05.057>

Calculate the Cost of the Flu Versus Savings from Having Flu Clinics

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.

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.FluFreeWA.org

We recommend two strategies this season for employers to help knock out flu with a "one-two punch" 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. Reach out to your local vaccination providers

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 FluFreeWa.org for more detailed answers to their questions.

Promoting Flu Vaccines 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

STRATEGY 1: 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. Workplace health/safety personnel staff may lead these efforts. 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 schedule your clinic for October.
- ☐ Gauge need and demand among employees for flu vaccination. An employee survey is one example of a good way to measure.
- ☐ Ask managers/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.

Promoting Flu Vaccines at Work

A Checklist for Businesses and Employers (continued)

(STRATEGY 1 CONTINUED) **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 by doing the following:
 - ☐ Place an article in company communications (i.e., newsletters, intranet, emails, portals, etc.) about the clinic and flu prevention.
 - ☐ Post the promotional flyer on **pages 9-10** to advertise the date and time of the clinic in high-traffic areas.
 - ☐ Promote vaccination among employees through communications from leadership.
 - ☐ 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.

Promoting Flu Vaccines at Work

A Checklist for Businesses and Employers (continued)

IF YOU CHOOSE

STRATEGY 2: 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.FluFreeWA.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.
- ☐ 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.

EMPLOYEE FLU SHOTS

Don't forget your flu vaccine this year. Getting the flu vaccine not only protects you, it helps protect everyone around you.

We are providing flu vaccines to all employees at the location listed below. Vaccination is recommended as the best protection available against serious flu illness.



Location: _____

Date: _____

Time: _____

Please have your insurance information with you for processing.
FluFreeWA.org

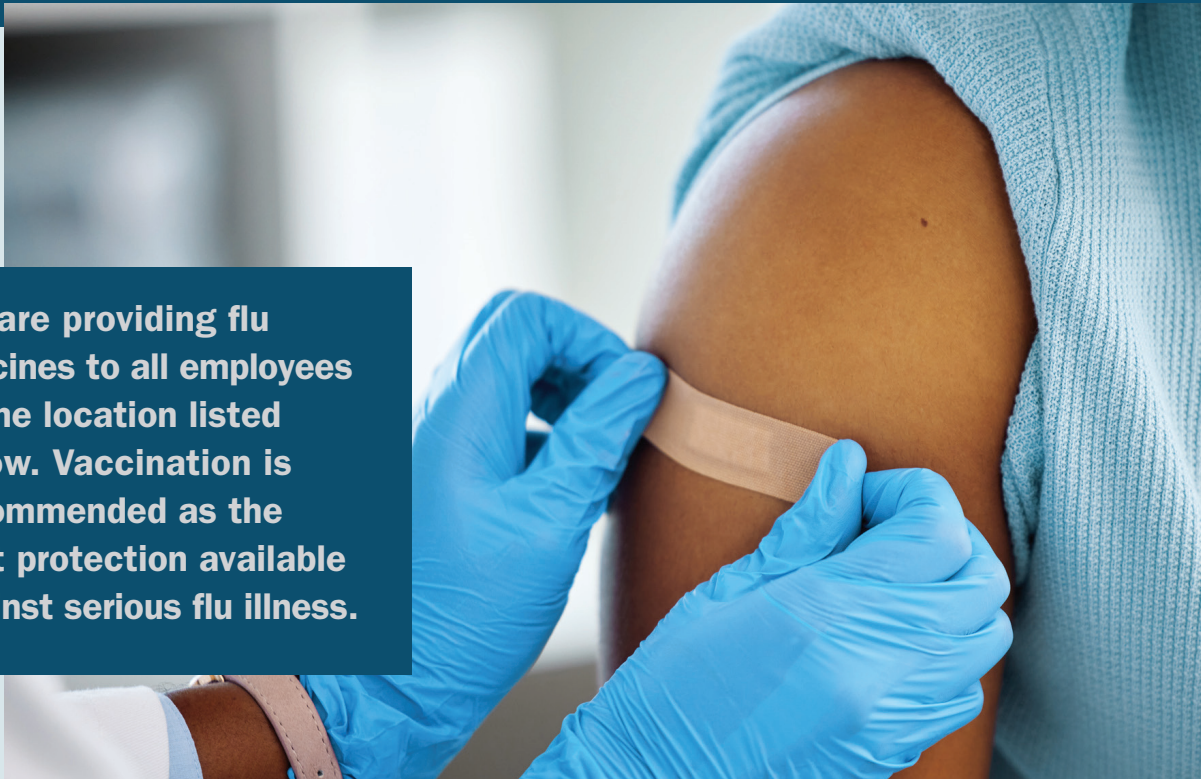


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Promoting Flu Vaccines at Work

Links and Partner Resources



[FluFreeWA.org](https://www.flufreeWA.org)

Washington State Department of Health - Flu Overview



[Weekly Influenza Update](#)

Washington State Department of Health



[What's New on Seasonal Flu](#)

Centers for Disease Control and Prevention



[Seasonal Flu Communication Resources](#)

Centers for Disease Control and Prevention



[Help Reduce Flu at Work](#)

National Foundation for Infection Diseases



[Mobile Immunizations Toolkit for Schools and Groups](#)

Immunity Community – Within Reach



[Vaccines.gov](https://www.vaccines.gov)

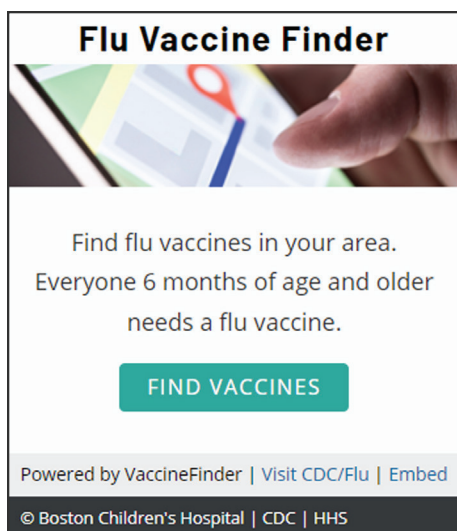
[Vaccines.gov](https://www.vaccines.gov) Pharmacy locator

Promoting Flu Vaccines at Work

Web, Email, and Social Media Tools

Visit the [CDC's Flu Communication Resource Center](#) for videos, widgets, and buttons for your website, graphics for email signatures, and images and ready-made posts for social media platforms.

Example of a button →



← Example of a widget

Provide Flu Updates on Social Media

Keep your employees, and others in your community, updated throughout the flu season. If you don't use social media, simply provide flu information and updates that are on these DOH and CDC digital channels:

DOH: www.facebook.com/WADeptHealth

@WADeptHealth

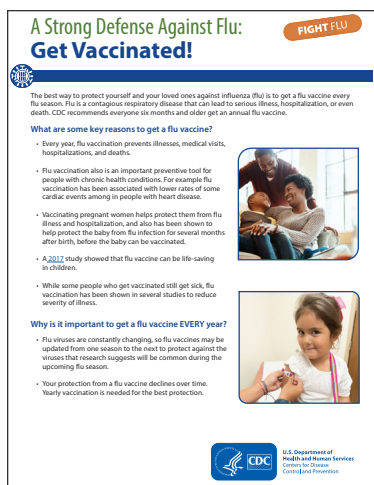
CDC: www.facebook.com/CDC

@CDC.gov

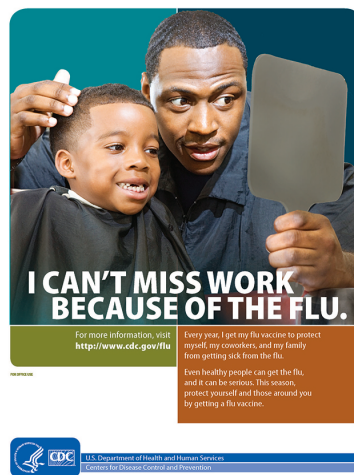
Promoting Flu Vaccines at Work

Print materials (posters, postcards, flyers)

CDC Print-Ready Materials



(flyer)



(flyer)

Promoting Flu Vaccines at Work

Vaccine Information Statement

Print and post this in the workplace where employees can easily access it:

VACCINE INFORMATION STATEMENT

Influenza (Flu) Vaccine (Inactivated or Recombinant): *What you need to know*

Many vaccine information statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1. Why get vaccinated?

Influenza vaccine can prevent **influenza (flu)**.

Flu is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years and older, pregnant people, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections, and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer, or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

In an average year, **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

2. Influenza vaccines

CDC recommends everyone 6 months and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against the influenza viruses believed to be likely to cause disease in the upcoming flu season.

Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine does not cause flu.

Influenza vaccine may be given at the same time as other vaccines.

3. Talk with your health care provider

Tell your vaccination provider if the person getting the vaccine:


- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any **severe, life-threatening allergies**
- Has ever had **Guillain-Barré Syndrome** (also called "GBS")

In some cases, your health care provider may decide to postpone influenza vaccination until a future visit.

Influenza vaccine can be administered at any time during pregnancy. People who are or will be pregnant during influenza season should receive inactivated influenza vaccine.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

[English](#)

[Spanish](#)

[Other Languages](#)

Flu Facts

Twenty-eight 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 Fact #1: The flu shot cannot give you the flu.

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

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 Fact #3: Children are contagious for longer than adults.

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 Facts

Flu Fact #4: If you've had the flu before, you may not be immune now.

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 Fact #5: The flu can cause serious illness, hospitalization, and even death.

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. Be flu-free at work with one shot today.

www.FluFreeWA.org



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