Make It Your Business
To Fight The Flu
Promoting the Seasonal Flu Vaccine

A Toolkit for Businesses and Employers
Every year influenza, or “flu,” affects employers and businesses. Flu costs the U.S. approximately $10.4 billion* in direct costs for hospitalizations and outpatient visits for adults.

- While there are many different flu viruses, the flu vaccine protects against the viruses that research suggests will circulate the most this season.
- There are several flu vaccine options available:
  - Traditional flu vaccines made to protect against three different flu viruses (called “trivalent” vaccines) will be available;
  - Flu vaccines made to protect against four different flu viruses (called “quadrivalent” vaccines) also will be available.
  - For a complete list of all flu vaccine options, visit: [http://www.cdc.gov/flu/protect/keyfacts.htm](http://www.cdc.gov/flu/protect/keyfacts.htm)

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2. **Promoting Seasonal Flu Vaccination: A Checklist for Businesses and Employers.** Use this checklist to get started!

3. **Flu Vaccine Clinic Here!** Host a flu vaccine clinic in the workplace and use this flyer. Complete with fillable text boxes so you can add the location, date, and time of your flu vaccine clinic.

4. **You Need a Flu Vaccine.** Encourage employees to get vaccinated at locations in the community. Navigate to the HealthMap Vaccine Finder website at [http://vaccine.healthmap.org/](http://vaccine.healthmap.org/) to find locations offering flu vaccine, then update the flyer and post.

5. **Note to Self.** Share this flyer with employees to encourage flu vaccination. Consider posting this in the workplace, or copy and place in mailboxes or include in pay statements or newsletters.

6. **Note to Small Businesses.** Share this flyer with other workplace managers and supervisors to kickoff discussions about flu vaccination planning.

7. **Key Facts about the Flu Season.** Use this information at [http://www.cdc.gov/flu/protect/keyfacts.htm](http://www.cdc.gov/flu/protect/keyfacts.htm) to promote flu vaccination.

8. **Links.** Be aware of helpful links for businesses and employers.

9. **Web Tools.** Promote flu vaccination using web technology.

10. **Print Materials.** Take advantage of helpful materials to learn about seasonal flu, plus additional flyers and brochures.

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Recommended Strategies for Businesses and Employers

The purpose of this Toolkit is to help businesses and employers fight the flu and to offer tips and suggestions to consider when planning and responding to the seasonal flu. Additional information can be found at the CDC website, http://www.cdc.gov/flu/business

CDC recommends two strategies this season for businesses and employers to help fight the flu.

**Strategy 1:** Host a flu vaccination clinic in the workplace.
To minimize absenteeism, employers frequently offer onsite seasonal flu vaccination to employees at no or low cost to their employees. This option can work well if the employer has an on-site occupational health clinic. If you don’t have a clinic, pharmacies and community vaccinators can be contracted to provide seasonal flu vaccination services on-site.

**Strategy 2:** Promote flu vaccination in the community.
Make sure your employees know where they and their families can get seasonal flu vaccines in their community. Additionally, find out what health care providers, pharmacies and clinics provide seasonal flu vaccines. Partner with a pharmacy or provider to get your employees vaccinated.

*Even healthy people can get the flu, and it can be serious.*
Promoting Seasonal Flu Vaccination
A Checklist for Businesses and Employers

Be a partner in good health. Consider offering onsite flu vaccination (flu shot, nasal spray, or both) at your business locations(s) and encourage employees to seek flu vaccination in the community. Review flu vaccination prevention and rationale with senior managers, employees, and labor representatives.

IF YOU CHOOSE TO HOST A FLU VACCINATION CLINIC

- Get senior management buy-in 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.
- Gauge need and demand among employees for flu vaccination. Provide sufficient and accessible flu vaccination in as many business locations as possible.
- Ask managers and supervisors to allow employees to attend onsite flu vaccination clinic as part of their work day and without having to “go off of 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.
- 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 business leadership directly to employees promoting vaccination.
  - Use Social Media channels for promotion!
- 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.

Logistics

- Use promotional posters/flyers to advertise locations in the community that offer seasonal flu vaccinations. Display posters about the flu vaccination in break rooms, cafeterias, and other high traffic areas.

IF YOU CHOOSE TO PROMOTE FLU VACCINATION IN THE COMMUNITY

- 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.
- 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 of the 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.
Flu Vaccine Clinic Here!

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

CDC recommends everyone 6 months and older receive a yearly flu vaccine as the first and most important step in protecting against the flu.

Location:

Date:

Time:
You Need a Flu Vaccine

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

CDC recommends everyone 6 months and older receive a yearly flu vaccine as the first and most important step in protecting against the flu.

HealthMap Vaccine Finder
http://vaccine.healthmap.org/
Even healthy people can get the flu, and it can be serious.

Note to Self:
Get a flu vaccine to protect me, my family, and my co-workers!

CDC recommends a yearly flu vaccine as the first and most important step in protecting against influenza.
CDC recommends that everyone 6 months and older get vaccinated.

Flu vaccines are offered in many locations, including: doctor’s offices, clinics, health departments, retail stores, pharmacies, health centers, as well as by many employers and schools.

Consider hosting a seasonal flu vaccine clinic at work.

Promote flu vaccination!

For a Small Business, Flu is a Big Disruption
Make It Your Business To Fight The Flu
Promoting the Seasonal Influenza Vaccine

Key Facts about the Flu Season Visit:
http://www.cdc.gov/flu/protect/keyfacts.htm

What You Should Know for the 2015-2016 Influenza Season

Note: On February 26, 2015, the Advisory Committee on Immunization Practices (ACIP) voted on its annual influenza vaccine recommendations. For 2015-2016, ACIP recommends annual influenza vaccination for everyone 6 months and older with either LAIV or IIV, with no preference expressed for either vaccine when either one is otherwise appropriate. More information on this vote is available at the CDC Newsroom. The LAIV content on this web page will be updated after the 2015-2016 recommendations are approved by the CDC Director and published in the MMWR.

On this Page
- What sort of flu season is expected this year?
- Will new flu viruses circulate this season?
- Will the United States have a flu epidemic?
- When will flu activity begin and when will it peak?
- What should I do to protect myself from flu this season?
- How long does a flu vaccine protect me from getting the flu?
- Will this season’s vaccine be a good match for circulating viruses?
- Can the vaccine provide protection even if the vaccine is not a good match?
- Can I get vaccinated and still get the flu?
- What will CDC do to monitor vaccine effectiveness?

Key Facts About Seasonal Flu Vaccine

Note: The Advisory Committee on Immunization Practices (ACIP) 2015-16 Recommendations for prevention and control of seasonal influenza were published in complete form in the Morbidity and Mortality Weekly Report on August 6, 2015. The report is available at MMWR.
Visit What You Should know for the 2015-2016 Influenza Season for flu and flu vaccine information specific to the current flu season.

The single best way to protect against the flu is to get vaccinated each year.

Flu Vaccination
Why should people get vaccinated against the flu?
Links

CDC Seasonal Flu Website
http://www.cdc.gov/flu

Seasonal Flu Information for Businesses and Employers
http://www.cdc.gov/flu/business

What’s New on Seasonal Flu (*check back regularly!*)
http://www.cdc.gov/flu/whatsnew.htm

Seasonal Flu Free Resources (*great to use in meetings!*)
http://www.cdc.gov/flu/freeresources/index.htm
- Print Materials:  http://www.cdc.gov/flu/freeresources/print.htm
- Video/Audio Tools at http://www.cdc.gov/flu/freeresources/media.htm

More Information about Preventing Seasonal Flu With Vaccination
http://www.cdc.gov/flu/protect/vaccine/index.htm

What You Should Know about Treatment and Flu Antiviral Drugs
http://www.cdc.gov/flu/antivirals/index.htm

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

National Business Group on Health, *Vaccinating Against the Flu: A Business Case*
**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.

http://www.cdc.gov/flu/freeresources/buttons_badges.htm  
http://www.cdc.gov/flu/freeresources/web_tools.htm
Print Materials

I Can’t Miss Work Because of the Flu (Flyer)

No More Excuses, There Are Many Places To Get Your Flu Vaccine (Flyer)

Fight the flu, Post on business windows and restroom mirrors (Flyer)
Print Materials

Flu & You
(Brochure)

Everyday Preventive Actions
(Fact Sheet)

Vaccine Information Statements (VIS):
Inactivated Influenza Vaccine: http://www.cdc.gov/vaccines/hcp/vis/vis-statements/flu.html
Live, Intranasal Influenza Vaccine: http://www.cdc.gov/vaccines/hcp/vis/vis-statements/flulive.html

More Print Materials for Businesses and Employers:
http://www.cdc.gov/flu/freeresources/print-businesses.htm
eCards and Social Media

What illness costs businesses around $10 billion in employee medical visits every year?

Provide Flu Updates on Social Media Channels

Keep your employees and others in your community updated throughout the flu season about any upcoming vaccination activities you wish to promote through your social media channels. Don’t use social media? Provide CDC’s digital channels as a way to provide flu information and updates:

- CDC Facebook: https://www.facebook.com/CDC
- CDC Flu Twitter: Follow @CDCFlu and @CDCGov
- Subscribe to Receive Flu Updates: http://www.cdc.gov/Other/emailupdates/