



## Employee Flu Shot Clinic Checklist

- ✓ **Get senior management buy-in** to support a flu shot clinic at the workplace.
- ✓ **Identify a flu shot coordinator** and/or team with defined roles and responsibilities.
- ✓ **Gauge the need** and demand among employees. Determine numbers of shots needed.
- ✓ **Sign contract** with TotalWellness to provide on-site flu shot clinics. We need 4-6 weeks to implement flu shot clinics
- ✓ **Schedule the flu shot clinics.** The sooner the better!
- ✓ **Reserve a location.** Pick a spot that is comfortable and convenient for flu shot clinics.
- ✓ **Determine if you want** employees to register for appointments or if you prefer walk-ins.
- ✓ **Share information** about clinic site, directions, parking, and security with TotalWellness.
- ✓ **Set a participation goal** and show employees why it's so important to get a flu shot.
- ✓ **Promote the flu shot clinic** with articles, posters and fliers. TotalWellness offers templates to make it easy to communicate your event.
- ✓ **Prepare space.** Include pens, tables, chairs, wastebaskets, telephone, and signs.
- ✓ **Make copies of paperwork** – flu shot consent form and VIS (flu information handout).
- ✓ **Ask managers** to allow and encourage employees to attend clinic.
- ✓ **On day of event,** remind employees clinic is in progress via emails or announcements.
- ✓ **Set an example** by encouraging senior leaders to get vaccinated first.
- ✓ **Share participation** numbers with employees and senior leaders.
- ✓ **Celebrate!** You helped protect your employees against the flu.