

# WORKPLACE TOOLKIT

*"Excellent program, quick to respond to my e-mail request, very courteous and friendly nurse, thank you!"*

*"Everything was done very well from start to finish. Thank you so much!"*

*"I've done flu clinics at my worksite for several years. The service provided by your staff has always been excellent. Thank you - our staff rely on you"*



## Thank you for choosing Inova HealthSource

Thank you for choosing Inova HealthSource for your 2011 flu shot clinic. Flu-related complications can lead to a loss in productivity at work and higher medical expenses.

You're taking a great step toward protecting your employees as well as your company by encouraging prevention and offering flu shots at the workplace.

To help you have the most successful and well-attended flu shot clinic possible, enclosed you will find promotional materials for use at your location. Please feel free to use any or all of this information in upcoming bulletins or newsletters.

Don't hesitate to contact us if you wish to receive additional information or have specific questions about the program.

**Please note that we can now vaccinate anyone 4 years and older at your clinic. Flu shots cost \$25 per person, and please remember that we do have a 30-person or \$750 minimum charge.**

If you have any questions or need any further assistance, please don't hesitate to call Sarah Patterson at 703-698-2429.





HEALTHY PEOPLE 2010  
 GOALS FOR THE NATION  
 AN ACTION PLAN  
 FROM 2010 TO 2020

## Key Facts About Influenza (Flu) & Flu Vaccine

### What is Influenza (Also Called Flu)?

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu **vaccine** each year.

### Symptoms of Flu

People who have the flu often feel some or all of these symptoms:

- fever\* or feeling feverish/chills
- cough
- sore throat
- runny or stuffy nose
- muscle or body aches
- headaches
- fatigue (very tired)

\*It's important to note that not everyone with flu will have a fever.

### How Flu Spreads

Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, eyes or nose.

### Period of Contagiousness

You may be able to pass on the flu to someone else **before** you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning 1 day before symptoms develop and up to 5-7 days **after** becoming sick. Some people, especially children and people with weakened immune systems, might be able to infect others for an even longer time.

### How Serious is the Flu?

Flu is unpredictable and how severe it is can vary widely from one season to the next depending on many things, including:

- what flu viruses are spreading,
- how much flu vaccine is available
- when vaccine is available
- how many people get vaccinated, and
- how well the flu vaccine is matched to flu viruses that are causing illness.

Certain people are at greater risk for serious complications if they get the flu. This includes older people, young children, pregnant women and people with certain health conditions (such as asthma, diabetes, or heart disease).

One study found that during the 1990s, flu-related deaths ranged from an estimated 17,000 during the mildest season to 52,000 during the most severe season (36,000 average). Studies going back to 1976 have found that flu-related deaths ranged from a low of 4,700 to a high of 56,600 (average 25,500). During a regular flu season, about 90 percent of deaths occur in people 65 years and older.



During 2009-2010, a new and very different flu virus (called 2009 H1N1) spread worldwide causing the first flu pandemic in more than 40 years. It is estimated that the 2009 H1N1 pandemic resulted in more than 12,000 flu-related deaths in the U.S. In contrast to seasonal flu, nearly 90 percent of the deaths occurred among people younger than 65 years of age.

### Complications of Flu

Complications of flu can include bacterial pneumonia, ear infections, sinus infections, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes.

### Preventing Seasonal Flu: Get Vaccinated

The single best way to prevent the flu is to get a flu vaccine each season. There are two types of flu vaccines:

- **The "flu shot"**—an inactivated vaccine (containing killed virus) that is given with a needle. The seasonal flu shot is approved for use in people 6 months of age and older, including healthy people, people with chronic medical conditions and pregnant women.
- **The nasal-spray flu vaccine**—a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for "Live Attenuated Influenza Vaccine"). LAIV is approved for use in healthy\* people 2-49 years of age who are not pregnant.

About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against flu-like illnesses caused by non-influenza viruses.

The seasonal flu vaccine protects against the three influenza viruses that research suggests will be most common. The 2010-2011 flu vaccine will protect against 2009 H1N1, and two other influenza viruses (an H3N2 virus and an influenza B virus).



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

## When to Get Vaccinated Against Seasonal Flu

Yearly flu vaccination should begin in September, or as soon as vaccine is available, and continue throughout the flu season which can last as late as May. This is because the timing and duration of flu seasons vary. While flu season can begin early as October, most of the time seasonal flu activity peaks in January or later.

## Who is at Higher Risk for Developing Flu-Related Complications?

- Children younger than 5, but especially children younger than 2 years old,
- Adults 65 years of age and older
- Pregnant women, and,
- People who have medical conditions including:
  - » Asthma (even if it's controlled or mild)
  - » Neurological and neurodevelopmental conditions [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability (mental retardation), moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].
  - » Chronic lung disease (such as chronic obstructive pulmonary disease [COPD] and cystic fibrosis)
  - » Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
  - » Blood disorders (such as sickle cell disease)
  - » Endocrine disorders (such as diabetes mellitus)
  - » Kidney disorders
  - » Liver disorders
  - » Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
  - » Weakened immune system due to disease or medication (such as people with HIV or AIDS, or cancer, or those on chronic steroids)
  - » People younger than 19 years of age who are receiving long-term aspirin therapy
  - » People with Chronic Obstructive Pulmonary Disease (COPD)
  - » People who are morbidly obese (Body Mass Index (BMI) of 30 or greater)

Also, last flu season, American Indians and Alaskan Natives seemed to be at higher risk of flu complications.

## Who else should get vaccinated?

Other people for whom vaccination is especially important are:

- People who live in nursing homes and other long-term care facilities
- People who live with or care for those at high risk for complications from flu, including:
  - » Health care workers
  - » Household contacts of persons at high risk for complications from the flu
  - » Household contacts and caregivers of children younger than 5 years of age with particular emphasis on vaccinating contacts of children younger than 6 months of age (children younger than 6 months are at highest risk of flu-related complications but are too young to get vaccinated)

## Use of the Nasal Spray Seasonal Flu Vaccine

Vaccination with the nasal-spray flu vaccine is an option for healthy\* people 2-49 years of age who are not pregnant. Even people who live with or care for those in a high risk group (including health care workers) can get the nasal-spray flu vaccine as long as they are healthy themselves and are not pregnant. The one exception is health care workers who care for people with severely weakened immune systems who require a protected hospital environment; these people should get the inactivated flu vaccine (flu shot).

## Who Should Not Be Vaccinated Against Seasonal Flu

Some people should not be vaccinated without first consulting a physician. They include:

- People who have a severe allergy to chicken eggs.
- People who have had a severe reaction to an influenza vaccination in the past.
- People who developed Guillian-Barré syndrome (GBS) within 6 weeks of getting an influenza vaccine previously.
- Children younger than 6 months of age (influenza vaccine is not approved for use in this age group).
- People who have a moderate or severe illness with a fever should wait to get vaccinated until their symptoms lessen.

If you have questions about whether you should get a flu vaccine, consult your health care provider.





INSTRUCTIONS FOR FILLING OUT THE 2011-2012 FLU CLINIC APPOINTMENT SCHEDULE SHEET

- ◆ The appointment sheet is designed to help manage the flow of employees from their work area to the flu shot area. This will ensure that employees do not spend excessive time away from their desks, which can affect their productivity. **Employees will be expected to be on time so other employees are not inconvenienced.**
- ◆ Each nurse can generally vaccinate about 30 people per hour. **Have employees sign up** for a 15-minute window of time. **Fill in all blanks for each time block, starting at the beginning** of your clinic time. By doing this, the nurse's time is better utilized and she can leave when your clinic ends.
- ◆ **Do not schedule any participants for the 15-minute block of time that corresponds to the ending time of your clinic.** The nurse is expected to stop giving shots at that time. For example, **if your clinic is scheduled from 12:00 – 3:00pm, do not schedule anyone in the 3:00 time slot,** the last available time will be 2:45.
- ◆ This is a general form, and includes all times from 7:00 a.m. until 6:00 p.m. **Your flu shot clinic is not scheduled for the entire time span covered by this form.** It will be very helpful if you cross out the appointment times on the sheets that are not available for your employees.
- ◆ If two or more nurses are assigned to your flu shot clinic, make copies of the appointment schedule so employees can sign up for these nurses, too. Follow the other instructions above. (You will be informed if two or more nurses are assigned to your clinic.)
- ◆ **For clinics in excess of 4 hours, we must make sure the nurse has a 15-minute break.** Please block off time on the schedule to allow a break for the nurse mid-way through your program.

**If interest in flu shots is substantially more or less than your original estimate, kindly call Hindreen Ali at 703-698-2424.**

**Scheduling Example:** Your clinic is scheduled to start at 9:00 a.m. and end at 10:30 a.m. You cross out the blocks of time from 7:00 a.m. through 8:45 a.m. You cross out the blocks of time at the end of the clinic, starting with the time block labeled 10:30 a.m. You have 6 different appointment times for employees, and can accommodate 43 employees without a problem.

2011-2012 FLU CLINIC APPOINTMENT SCHEDULE

FORM FOR PUNING CHHIC HOSES CLIF

Time	Name	Time	Name	Time	Name
7:00 AM		8:15 AM		9:30 AM	
7:15 AM		8:30 AM		9:45 AM	
7:30 AM		8:45 AM		10:00 AM	
7:45 AM		9:00 AM		10:15 AM	
8:00 AM		9:15 AM		10:30 AM	

2011-2012 FLU CLINIC APPOINTMENT SCHEDULE

FLU CLINIC APPOINTMENT SCHEDULE FORM

Time	Name	Time	Name	Time	Name
10:45 AM		12:00 PM		1:15 PM	
11:00 AM		12:15 PM		1:30 PM	
11:15 AM		12:30 PM		1:45 PM	
11:30 AM		12:45 PM		2:00 PM	
11:45 AM		1:00 PM		2:15 PM	

2011-2012 FLU CLINIC APPOINTMENT SCHEDULE

FLU CLINIC APPOINTMENT SCHEDULE FORM

Time	Name	Time	Name	Time	Name
2:30 PM		3:45 PM		5:00 PM	
2:45 PM		4:00 PM		5:15 PM	
3:00 PM		4:15 PM		5:30 PM	
3:15 PM		4:30 PM		5:45 PM	
3:30 PM		4:45 PM		6:00 PM	

# Fight the Flu

**STOPPING** the flu

**STARTS** with YOU!

Get your flu shot • [www.inova.org/flu](http://www.inova.org/flu)



**Location** \_\_\_\_\_

**Date** \_\_\_\_\_

**Cost** \_\_\_\_\_

Luché contra la gripe.

**Prevenir el contagio de la gripe (flu) empieza con usted.**

**Tome la vacuna contra la gripe.**  
Para el horario de las clínicas:  
[www.inova.org/flu](http://www.inova.org/flu)



**INOVA<sup>®</sup> HEALTH  
SYSTEM**



**Location** \_\_\_\_\_

**Date** \_\_\_\_\_

**Cost** \_\_\_\_\_



# Flu Vaccine

## Facts & Myths



Department of Health  
and Human Services  
Centers for Disease Control  
and Prevention

**MYTH** “The flu isn’t a serious disease.”

**FACTS** Influenza (flu) is a serious disease of the nose, throat, and lungs, and it can lead to pneumonia. Each year about 200,000 people in the U.S. are hospitalized and about 36,000 people die because of the flu. Most who die are 65 years and older. But small children less than 2 years old are as likely as those over 65 to have to go to the hospital because of the flu.

**MYTH** “The flu shot can cause the flu.”

**FACTS** The flu shot cannot cause the flu. Some people get a little soreness or redness where they get the shot. It goes away in a day or two. Serious problems from the flu shot are very rare.

**MYTH** “The flu shot does not work.”

**FACTS** Most of the time the flu shot will prevent the flu. In scientific studies, the effectiveness of the flu shot has ranged from 70% to 90% when there is a good match between circulating viruses and those in the vaccine. **Getting the vaccine is your best protection against this disease.**

**MYTH** “The side effects are worse than the flu.”

**FACTS** The worst side effect you’re likely to get from a shot is a sore arm. The nasal mist flu vaccine might cause nasal congestion, runny nose, sore throat and cough. The risk of a severe allergic reaction is less than 1 in 4 million.

**MYTH** “Only older people need a flu vaccine.”

**FACTS** Adults and children with conditions like asthma, diabetes, heart disease, and kidney disease **need to get a flu shot**. Doctors also recommend children 6 months and older get a flu shot every year until their 5th birthday.

**MYTH** “You must get the flu vaccine before December.”

**FACTS** Flu vaccine can be given before or during the flu season. The best time to get vaccinated is October or November. **But you can get vaccinated in December or later.**

For more information, ask your healthcare provider or call  
**800-CDC-INFO (800-232-4636)** Website [www.cdc.gov/flu](http://www.cdc.gov/flu)

**TOP**

# **3** reasons to get your **flu vaccine**

## **1 Prevents influenza-related death.**

Each year over 36,000 people in the U.S. die because of the flu—most are 65 or older. More people die from flu than from any other vaccine-preventable disease.

## **2 Prevents severe illness.**

In the U.S. influenza puts about 200,000 people in the hospital each year. Children younger than 2 years old are as likely to be hospitalized as adults who are 65 or older.

## **3 Protects other people.**

You should get vaccinated if you live with or care for others who are at high risk of complications from the flu. Getting a flu vaccination yourself can help protect your family members, including seniors and young children.



Department of Health and Human Services  
Centers for Disease Control and Prevention



For more information, ask your healthcare provider or call **800-CDC-INFO (800-232-4636)** Website [www.cdc.gov/flu](http://www.cdc.gov/flu)

# 3 razones importantes para vacunarse contra la gripe

## 1 Previene muertes

Cada año mueren alrededor de 36.000 personas a causa de la gripe en los Estados Unidos. La mayoría de las personas que mueren tienen 65 o más años de edad. La gripe causa más muertes que cualquier otra enfermedad que se puede prevenir con una vacuna.

## 2 Previene enfermedades graves.

La gripe causa más de 200.000 hospitalizaciones al año en los Estados Unidos. Es posible que tanto los niños menores de 2 años como las personas mayores de 65 años de edad tengan que ir al hospital debido a la gripe.

## 3 Protege a otros.

Usted debe vacunarse si vive con una persona que corre más riesgo de tener complicaciones a causa de la gripe o cuida de ella. Vacunándose ayuda a proteger a otros miembros de la familia, incluso a las personas de edad avanzada y a los niños de corta edad.



Departamento de Salud y Servicios Humanos  
Centros para el Control y la Prevención de Enfermedades



Para obtener más información, consulte a un profesional de la salud o llame al  
**800-CDC-INFO (800-232-4636)** Página de Internet [www.cdc.gov/flu](http://www.cdc.gov/flu)