

Sample E-mail – Announcing Clinic Dates & Times
SUBJECT: Influenza Immunizations Available Now

Dear Employees:

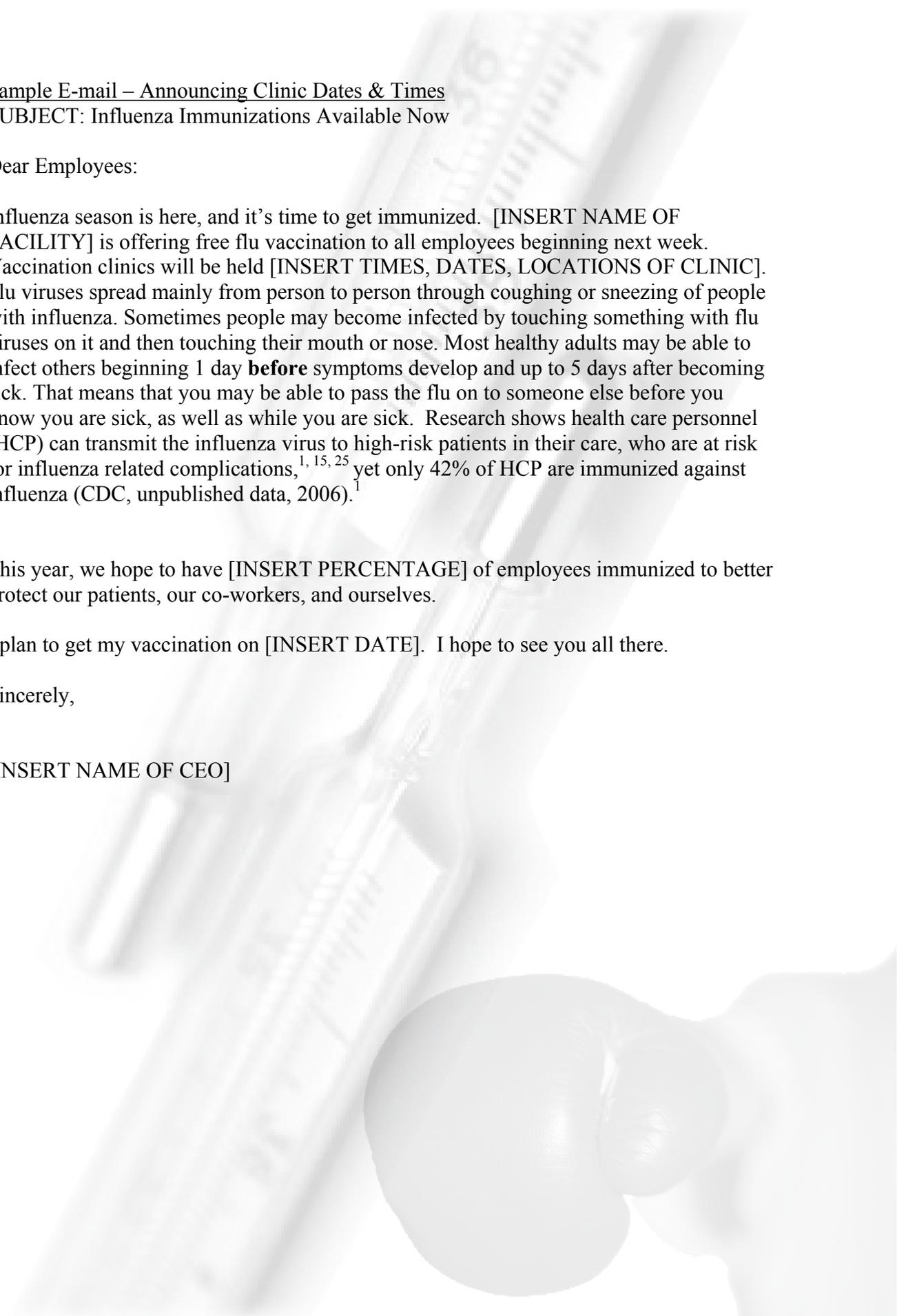
Influenza season is here, and it's time to get immunized. [INSERT NAME OF FACILITY] is offering free flu vaccination to all employees beginning next week. Vaccination clinics will be held [INSERT TIMES, DATES, LOCATIONS OF CLINIC]. Flu viruses spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 days after becoming sick. That means that you may be able to pass the flu on to someone else before you know you are sick, as well as while you are sick. Research shows health care personnel (HCP) can transmit the influenza virus to high-risk patients in their care, who are at risk for influenza related complications,^{1, 15, 25} yet only 42% of HCP are immunized against influenza (CDC, unpublished data, 2006).¹

This year, we hope to have [INSERT PERCENTAGE] of employees immunized to better protect our patients, our co-workers, and ourselves.

I plan to get my vaccination on [INSERT DATE]. I hope to see you all there.

Sincerely,

[INSERT NAME OF CEO]



Sample E-mail – CEO Urging Influenza Immunization

SUBJECT: [CEO/President] Urges Influenza Immunization

Dear Employees:

As health care personnel (HCP), we have a responsibility to protect our patients by making sure that we are immunized against influenza each year. Studies show HCP are more likely than staff in other areas to work through or return to work sooner during illness, thus increasing the likelihood of transmitting the virus to patients.¹⁶

Influenza and related complications hospitalize over 200,000 Americans and kill more than 36,000 every year.^{1, 15, 25} In fact, influenza and pneumonia are the eighth leading cause of death in the United States.²⁶ Despite these statistics, only 42% of HCP are immunized against influenza (CDC, unpublished data, 2006).¹

This year, [INSERT NAME OF FACILITY] will offer [free] influenza immunization for all employees. As [INSERT TITLE] of [INSERT NAME OF FACILITY], I strongly encourage all employees to be vaccinated against influenza to protect our patients, our co-workers, and ourselves.

Sincerely,

[INSERT NAME OF CEO]

