

Template – Letter from Management

Dear Staff Members and Volunteers,

At [ORGANIZATION NAME], we want to protect ourselves, our [PATIENTS/RESIDENTS], our families, and each other by being immunized against influenza.

Why be immunized?

To stop the spread of influenza, the Centers for Disease Control and Prevention (CDC) recommends immunization for health care personnel – including non-clinical employees and volunteers who have contact with [PATIENTS/RESIDENTS]. Influenza can be very serious for small children, older adults and anyone in poor health. Every year in the United States, more than 200,000 people are hospitalized from flu complications and about 36,000 people die from flu.^{1, 15, 25} However, only 42% of HCP are immunized against influenza (CDC, unpublished data, 2006).¹

In the early stages of influenza, many people don't realize they are infected. They may not feel sick. Without knowing it, they can expose all of us, our [PATIENTS/RESIDENTS], and their families to the illness. Studies show that most healthy adults can infect others with the flu up to 1 day **before** they start having symptoms, and they can infect others for up to 5 days after becoming sick.^{1, 15, 25}

How can you protect your co-workers, your [PATIENTS/RESIDENTS], your family and yourself? Be immunized against influenza this year and every year. Due to the influenza virus changing every year, the vaccine changes too. To be protected, you always need the current season's vaccine.

How can I be immunized?

[IF OFFERING ONSITE VACCINATION]

We suggest getting vaccinated during [ORGANIZATION'S] workplace vaccination program. Contact [OFFICE/PERSON/PHONE#] about where and when to get vaccinated [AND/OR INSERT SCHEDULE].

[IF NOT OFFERING ONSITE VACCINATION]

You can receive the influenza vaccine from your doctor. If you don't have a physician, visit the American Lung Association website or contact your local health department.

Please take this recommendation seriously and consider being vaccinated. Contrary to popular myth, influenza vaccine will not give you the flu. For more information about influenza and immunization, visit CDC's website (www.cdc.gov/flu) or call CDC toll-free at 1 (800) 232-4636.

Sincerely,
[LEADERSHIP SIGNATURE]