

# Flu vaccination

## For a successful campaign

Thank you for choosing Biron Occupational Health as your partner for your employees' health. The information included in this document will help us work together to make this day a success!

### Advertising and promotion

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Put up a poster in a strategic location visible to all.

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Encourage employees to register as soon as possible.

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Issue reminders about the vaccination clinic: email, internal mail, voicemail, memo posted in the cafeteria, employee lounge, meeting rooms, changing rooms, etc.

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Appoint a contact person who will be on hand at the clinic to make sure that appointments are kept and the event runs smoothly (registering participants, handing out consent forms, distributing information pamphlets, and if required, collecting money and issuing receipts).

### Vaccination schedule and booking appointments

You have two planning tools to simplify the process of booking appointments:

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#### Book appointments using a manual schedule

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The schedule in PDF was sent to you with your email confirmation.

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Enter the names of the employees according to the schedule that Biron sent to you.

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Allocate appointments at the rate of three every 10 minutes, for an average of 15 appointments per hour.

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Do not leave any break before noon or in the afternoon.

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If the clinic lasts all day, plan for a one-hour lunch break.

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#### Book appointments online

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Please contact us to find out the procedure to follow.

### Preparing for the day

The nurse assigned to your company will contact you 48 hours prior to the clinic to finalize the details. To help the nurse provide impeccable service, we ask that you do the following to prepare.

**Assign someone to be in charge of the clinic**  
This person plays a key role in the day's activities.

## This person must:

Be on hand 30 minutes before the clinic opens to welcome the nurse and show her to her room.

Provide the nurse with a copy of the day's schedule.

Provide a sufficient number of consent forms bearing the name of your company.

Be available for the duration of the clinic, especially to contact participants who are late or to assist the nurse in case of emergency.

Make sure each participant stays close to the nurse for at least 15 minutes following the vaccination.

## Prepare the premises to ensure that the clinic runs smoothly

### Please provide the following:

A clean and quiet room.

A waiting area with chairs for employees who have been vaccinated – it is recommended that they remain on site for 15 minutes after receiving the vaccination.

One table and two chairs for each nurse.

One table for emergency equipment.

One phone.

Ready access to water (washroom nearby or pitcher of water with paper towels).

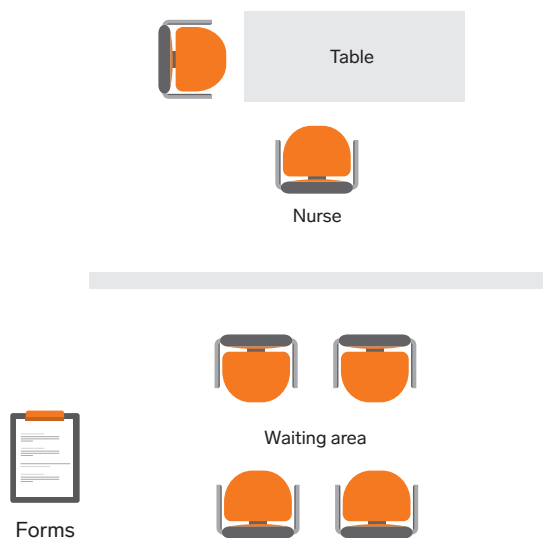
One blanket or a reclining chair (allowing an employee to lie down, if necessary).

Enough consent forms for all the appointments scheduled.

## Recommended layout of the vaccination room

### Layout #1

Room divider



### Layout #2

Separate room

