**Hello Key Players!**

Please start spreading the word and promote the flu clinic at your location. Attached you will find a flu flyer to help you promote our worksite flu clinics. This can be attached in an email and/or posted up at your work location. Below is an email template you can use to send to your employees.

As a reminder, flu vaccinations will require an appointment this year. We will be checking periodically how quickly time slots are being filled and will reach out if additional promotional support is needed.

Email TEMPLATE – Sign up

**Subject Line:** We’re Hosting a Flu Clinic – Schedule your appointment today!

**Body of Email:**



Hello Colleagues,

Protecting yourself and others against the flu is essential to managing the spread. While getting the flu vaccine will not protect you from the virus that causes COVID-19; it will help prevent the overall burden of respiratory illnesses and protect vulnerable populations this season. Stay healthy and protect those around you by getting your flu shot!

**Do your part by following these tips:**

* Get your annual flu shot
* Wash your hands often
* Cover your cough and sneeze into your elbow
* Stay home when you’re sick.

Schedule a worksite flu clinic appointment <INSERT LOCATION> on <INSERT DATE> between <INSERT TIME>. Start by clicking HERE or open the attachment and scan the QR code from your smartphone.

**REQUIREMENTS for Participation:**

1. **Appointments** must be made no less than 24h prior to clinic
2. [**Proper face masks**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)must be worn throughout duration of flu shot appointment
3. **Printed and completed Vaccination Informed Consent form** to check into clinic
	* Download the English version [HERE](https://sfhss.org/sites/default/files/2020-09/2020_SFHSS_WorksiteFluConsentForm-English.pdf)
	* Download the Spanish version [HERE](https://sfhss.org/sites/default/files/2020-09/2020_SFHSS_WorksiteFluConsentForm-Spanish.pdf)
4. **Present your City ID/badge** (DSW or Department issued badge)

If you can’t make it to the above location, no problem! **Visit** <https://sfhss.org/well-being/flu-prevention> **for more details.**