



FLU PREVENTION PROGRAM

*Thank you for scheduling your worksite flu clinic with Western CT Home Care.
These guidelines will help make your clinic a success!*

- 1. Provide Western CT Home Care (WCHC) Advance Logistical Information.**
 - Complete our form with parking and entry requirements for your locations.
 - Include information for an on-site contact for the day of your clinic.
- 2. Determine how you will schedule participants from one of three ways**
 - Pick-A-Time*, WCHC's on-line appointment scheduler which allows participants to book an appointment via a designated web link created just for your staff.
 - Schedule appointments or take sign-ups yourself, in-house.
 - Allow participants to walk-in anytime during the clinic hours and wait.
- 3. Reserve an appropriate space that will provide good patient flow.**
 - It is best if the clinic area has separate entrance and exit pathways to eliminate congestion.
 - Choose an area that allows for some privacy; or with a restroom in close proximity, to be used when disrobing may be required.
- 4. Promote your Clinic and Get the Word out.**
 - Send announcements via e-mail, payroll, newsletter, social media, or whatever communication methods your company uses. Post flyers in your cafeteria, lunch/break room, lobby or anywhere employees gather.
 - E-mail Consent Forms to employees so they may be completed prior to the clinic to save time. WCHC will have forms available at your clinic for those that need one.
Please Note: The Consent Forms contain confidential patient health information that will become the property of WCHC. The Health Insurance Portability and Accountability Act (HIPAA) prohibits WCHC from sharing that information with employers.
 - Send Vaccine information statements and other information regarding flu for staff to read.
 - Encourage employees to wear loose fitting clothing or short sleeves!
 - Explain appointment procedure and remind all to bring **Insurance cards with them to the clinic.**
 - For Flu vaccine resources visit the Centers for Disease Control website at www.cdc.gov/flu/workplace.
 - Send out reminders about your clinic each week, then daily for several days before your clinic.
- 5. Concerns: call WCHC with any concerns you have prior to the clinic.**
- 6. Confirmation:** if you do not hear from WCHC a day or two prior to your clinic, **call us.**
- 7. On the Clinic Day:** make sure the designated person from your company/agency is available to meet WCHC staff upon arrival at your organization and to be available throughout the clinic to address any situations that may occur.

How to reach us:

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