

Worksite Flu Clinic Orientation

About WorkWell NYC



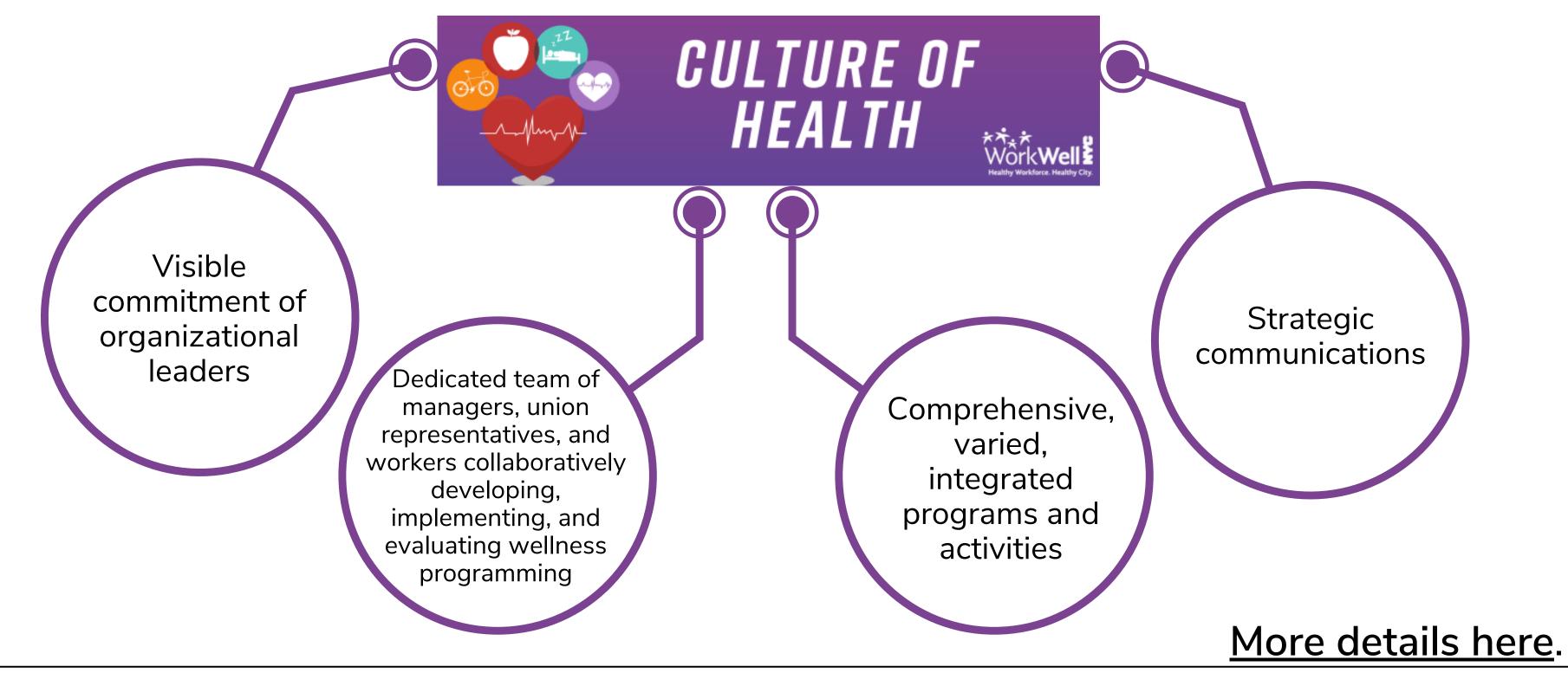








Culture of Health





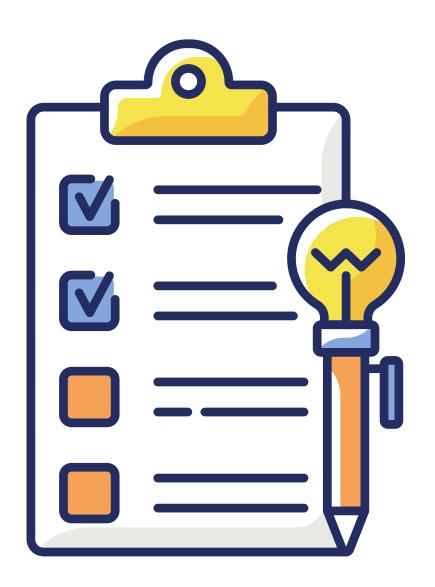
Thank You for Being a Flu Fighter!



By setting up a worksite flu clinic, you are not only fighting against the spread of the flu virus but also promoting health equity and access and helping foster the Culture of Health at your agency!

Agenda

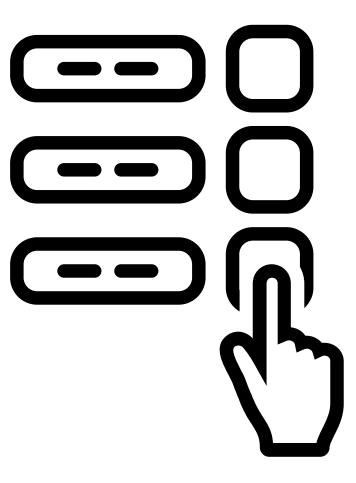
- Why get the flu shot?
- Requirements for hosting a flu clinic
- How to reserve your worksite flu clinic
- Strategies for hosting a successful clinic
- Q&A



Poll

Have you hosted a worksite flu clinic before?

- Yes
- No





Why Get the Annual Flu Shot?





Why Get the Annual Flu Shot?

Influenza – the "flu" – is a serious disease that is the 8th leading cause of death in NYC, along with pneumonia (CDC, 2024). Even healthy people can become very ill from the flu. The flu can also make existing health conditions like heart disease, asthma, and diabetes even worse.

The flu shot is the best way to protect yourself and your family from getting the flu and spreading it to others. Everyone aged 6 months and older should get the flu vaccine every year.

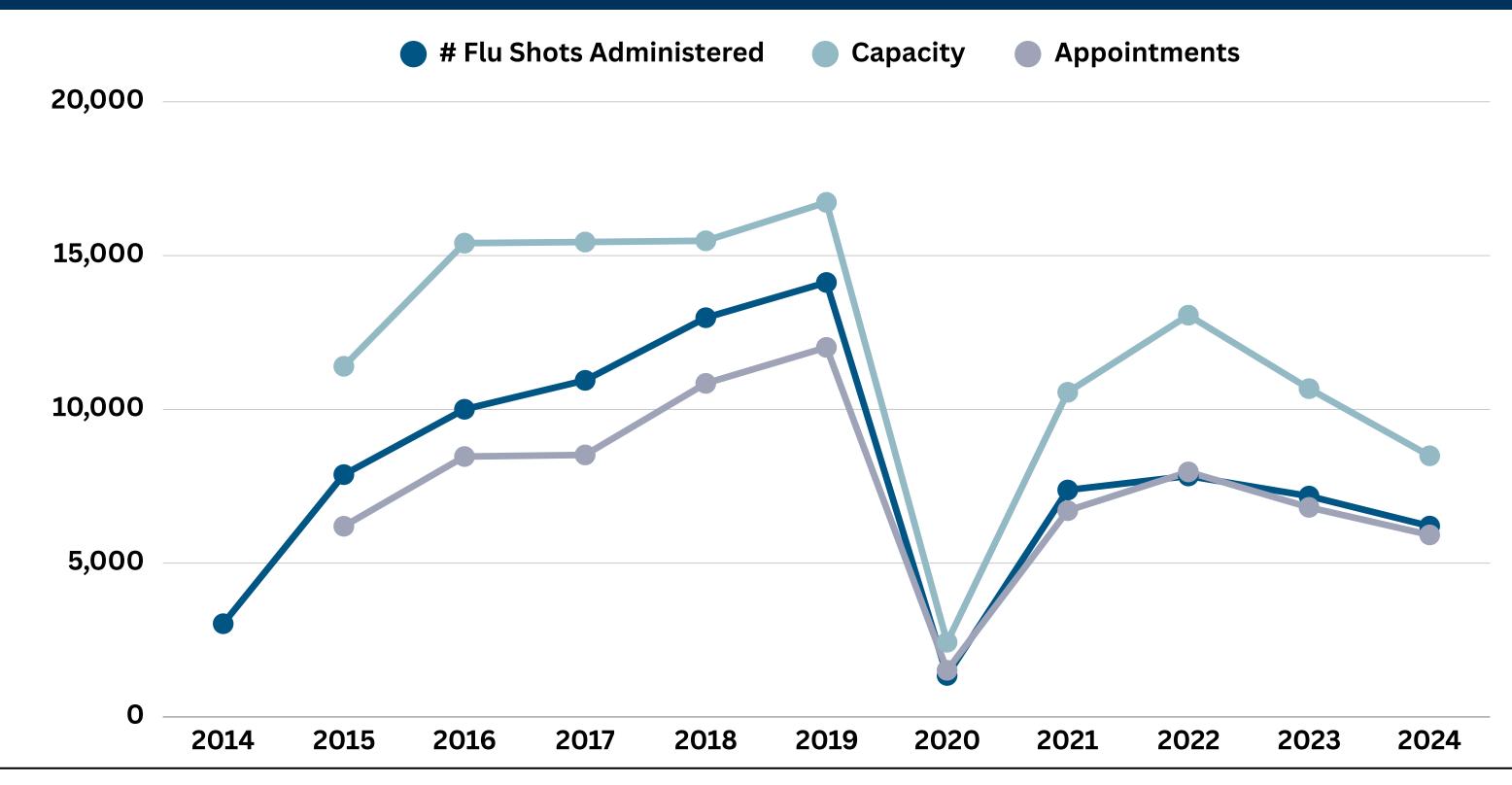


Workplace Flu Clinics Data

Year	Flu Clinics	Appointments	Capacity	Shots Given	Agencies	Unique Locations
2014	70			3,031		
2015	82	6,200	11,401	7,879		
2016	137	8,467	15,405	10,003		
2017	177	8,519	15,441	10,944		
2018	210	10,845	15,481	12,980		
2019	208	12,016	16,730	14,126		
2020	17	1,517	2,430	1,350		
2021	142	6,707	10,556	7,378	34	89
2022	161	7,967	13,062	7,835	38	109
2023	166	6,814	10,674	7,181	41	126
2024	138	5,919	8,490	6,205	36	104



Workplace Flu Clinics Data





Health Equity

- Citywide comparison: "There were inequities in vaccination by race/ethnicity. Compared to non-Latino white adults, adults who identify as non-Latino Black and Latino received flu vaccine at lower rates (54% vs 43% and 45% respectively). Asian adults had higher rates than white adults (60%).
 - Source: <u>DOHMH</u>, 2023 Community Health Survey
- Nationwide comparison: "Since 2010, flu vaccination coverage has been consistently lower among Black, Hispanic, and Al/AN adults. During the 2021–2022 season, flu vaccination coverage was 54% among White adults, 42% among Black adults, 38% among Hispanic adults, and 41% among Al/AN adults."

• Source: <u>CDC</u>

By hosting a worksite flu clinic, you are helping close this gap and promote health equity!

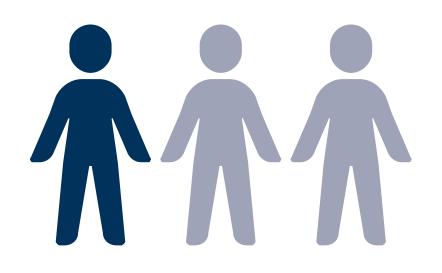
What Have People Said?

Based on last year's survey,



of survey respondents rated the worksite flu clinics good, very good, or excellent

(FY25 survey, n=954)



1 in 3 said that they would NOT have received a flu shot if it were not for the worksite flu clinics

(FY25 survey, n=952)

I really appreciate how easy the worksite flu clinics make it to get vaccinated

[E]asy registration, courteous staff with positive communications skills and [...] convenient locations

Was useful to be able to sign up and get the flu shot at a location in my agency.



Requirements
for Hosting
a Worksite Flu
Clinic





Space and Set-up Requirements

The ideal flu clinic room is...

- Spacious and well-ventilated
- Each flu shot station will require a table, two chairs, and a trash can
- Has a separate waiting area
- A private room without windows
 - Absolute privacy is not guaranteed, short sleeves are recommended

Reserve the room with 30 extra minutes before & after the scheduled clinic times

WorkWell NYC is committed to making our flu clinics as accessible as possible. To determine if the location of your clinic is accessible to people with disabilities, please coordinate with your agency's <u>Disability Service Facilitator</u> (DSF).



Number of Flu Shots per Clinic

- Flu clinics are a minimum of 2 hours long
- A minimum of 30 shots must be requested
 - 15 shots are administered per hour
- Sites are required to have at least 100 people on site on the day of the clinic
 - Scheduling on a day of the week when all/most of the employees are on site is recommended
 - In a typical year, a first-time worksite flu clinic can expect to have approximately 30% of onsite employees attend

Ready to Request Your Flu Clinic?

First Time Flu Clinic Requests

If you have not participated in the flu program before, please visit this <u>link</u> to submit your flu clinic request here. Affiliated Physicians (AP) will get back to you soon to confirm the details.

Returning Flu Clinic Requests

If you have previously participated in the flu program before, AP should have sent you a rebooking email to confirm the details of your clinic. If you did not receive it, please submit your request with this link.



Designate Your Flu Clinic

- We highly recommend designating your worksite flu clinic as <u>open to all City</u> <u>employees</u> (any City employee regardless of assigned worksite or agency can get their flu shot at your clinic).
- To ensure a smooth process, this may require coordinating with your building security to determine how external employees may access your facility. For example, you may be asked to:
 - Submit names of registrants in advance to your building's security team
 - Require those registrants to bring their photo or City employee ID



Designate Your Flu Clinic

If your facility's security has limitations in accommodating external City employees, alternative designations include:

- Open to worksite employees if multiple agencies are co-located at the same address, that means employees assigned to work at that address are able to access that flu clinic
- Open to agency employees only employees assigned to work at the agency hosting the flu clinic will be able to receive their flu shot at that location



Next Steps After Confirming Your Clinic

- Once the clinic is confirmed, it will appear on the registration website.
- Encourage staff to sign up for an appointment with the registration link:

VEW https://www.apschedule.com/nycflu25

- Ensures nurses bring the appropriate amount of doses
- Reduces wait times
- Rescheduling/canceling appointments are easy





Get vaccinated!

Date:
Time:
Location:

IN O TAKE ACTION WorkWell & MorkWell &

Contact:

Shown above: Editable pdf flyer and sample social media images to promote your worksite flu clinic.



Next Steps After Confirming Your Clinic

- Affiliated Physicians will send the Ambassador Flu Toolkit to you via email.
 - In the toolkit, you will find promotional materials, flyers, and email templates to promote the flu clinic to staff at your worksite.
- Ensure AP has the correct contact info for you and a back up contact.
- Ambassadors will receive access to an administrative portal to track registration. Log in regularly to see how many appointments are booked.
 - AP can adjust capacity of the number of flu shots as needed



Preparing for the Clinic

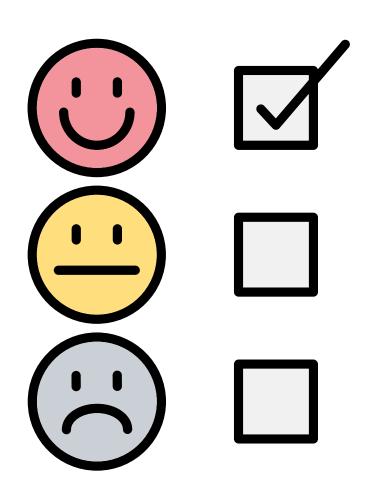
- AP will send an alphabetized list of appointments the day before your clinic. We recommend sorting by appointment time for easier use. Print two copies of the list - give one to the AP nurses and keep one to check in attendees.
- Post signs indicating where the clinic is located.
- Print the WorkWell NYC informational flyer and post it at the clinic site entrance.
- The Ambassador or site contact should be present throughout the duration of the clinic. When checking in attendees, those with appointments should be prioritized.
 - Walk-ins are accepted based on availability and must sign in.



After the Clinic

AP will send an anonymous evaluation survey.

Please remind staff to take the survey and share their feedback.



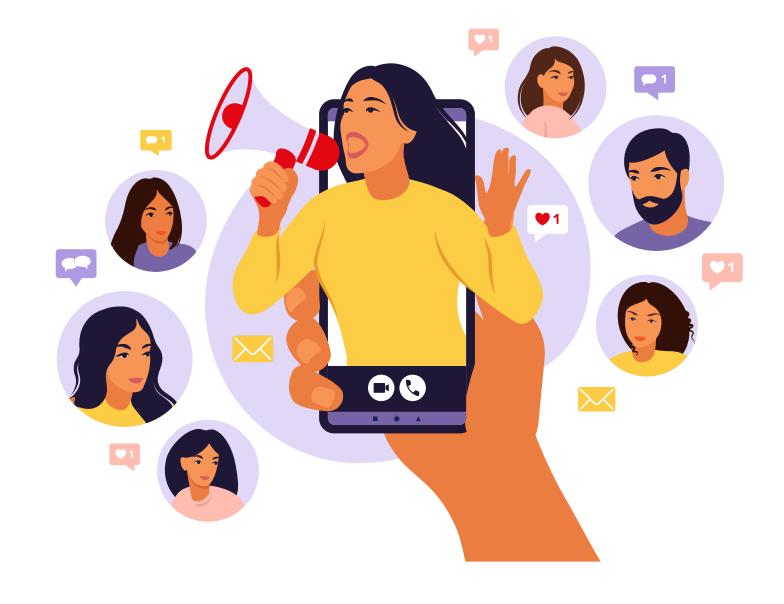
Alternatives to Hosting a Flu Clinic

If you are unable to host a clinic at your worksite, consider:

- Partnering with an Ambassador who will be hosting a flu clinic at their worksite
- Encouraging your colleagues to go to:
 - An "open to all" worksite flu clinic at another City agency (especially ones near your worksite!)
 - Participating pharmacies
 - In-network medical offices



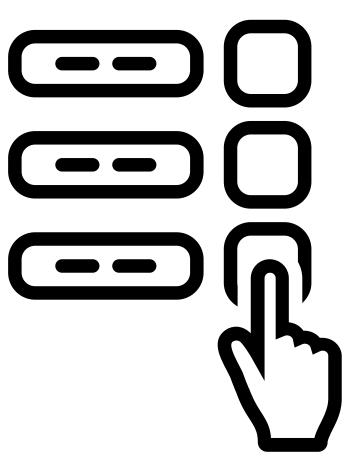
Strategies for Hosting a Successful Flu Clinic



Poll

True or False: Worksite flu clinics are brought to you by WorkWell NYC.

- True
- False





Poll

True or False: Worksite flu clinics are brought to you by WorkWell NYC.

- True
- False



Engage Leadership

Some commissioners are willing to send out emails of support or share pictures of themselves getting the flu shot to encourage participation. Ask your leadership team how they can support your efforts.

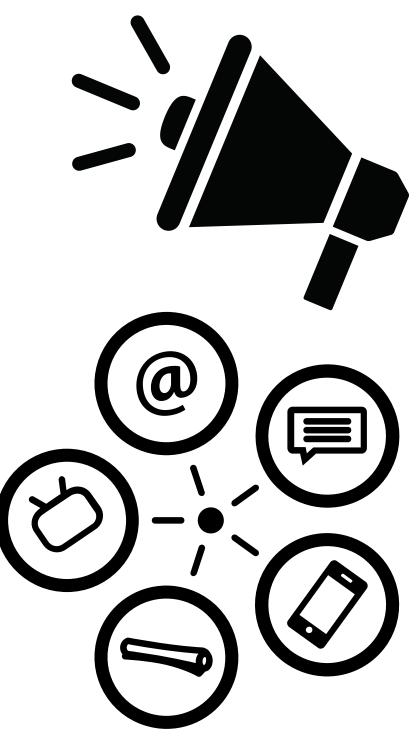


Shown above: Commissioner Renee Campion gets her flu shot at OLR's office Oct. 2022.





- <u>Go where the people go</u>: Hang posters in areas where employees are (where possible) elevator banks, kitchens, bathrooms, common areas, etc.
- Repetition is key: Send reminder emails in the days and hours leading up to your event. Use our template emails designed to be sent out right before and during a flu shot clinic.
- <u>Mix it up</u>: Use multiple methods of communication spread out over several weeks: emails, flyers, intranet, TV monitors, meeting announcements, etc.





- <u>The more, the merrier</u>: Recruit wellness champions and other interested co-workers to help you spread the word.
- Encourage pre-registration: Helps reduce wait times and ensures staff have the appropriate number of shots. Employees that pre-register will receive a calendar invite and reminder email from AP with instructions.
- Collaborate with unions: Work with your labor-management committees to advertise.



Shown above: Employees await their turn to get their flu shot at OLR's flu clinic (open to all City employees)



- <u>Co-promote with the other agencies</u>: If there are other agencies located in the same building, promote the clinic across all agencies at that worksite.
 - Contact other Ambassadors at those agencies!
- <u>Having incentives</u>: Provide agency incentives such as pens, water bottles, t-shirts, etc. for flu clinic participants.

What other strategies or tips do you recommend?





WorkWell NYC Health Fair Planning Guide

Hello and congratulations on organizing a health fair!

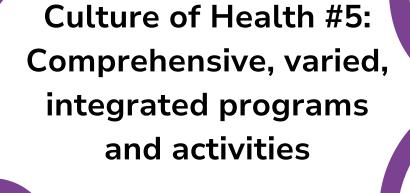
WorkWell NYC is the City's worksite wellness initiative supporting City of New York employees helping them to live well and work well! Health fairs are a fun way to bring employees together while promoting health and raising awareness of available wellness resources.

In this guide, you will find practical planning advice on strategies for scheduling, promotion, incentives, and outreach. We encourage you to collaborate and engage with your agency colleagues to add your own ideas and agency personality into your planning to best meet the needs of your agency.

If you have questions regarding planning your health fair (or if you want to share a success story!), please email WorkWell NYC at workwell@olr.nyc.gov.

Bundle the clinic with
 other wellness programs:
 Use our Health Fair Planning
 Guide to get ideas for other
 fun and engaging programs
 to implement during your flu clinic!
 For example:

- blood pressure screening
- relaxation station
- tabling with wellness vendors
- Have WorkWell NYC table at your fair!







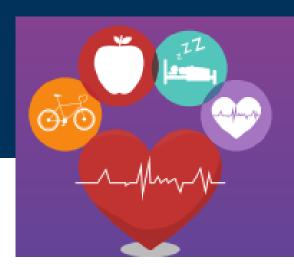
According to previous surveys, 74% of participants said that having other wellness programs during a flu clinic enhanced their experience.



Summary



Summary



CULTURE OF HEALTH

- Visible commitment of organizational leaders
 - Recruit executive leadership to participate and spread the word about your worksite flu clinic
- <u>Dedicated team of managers, union representatives, and workers collaboratively developing, implementing, and evaluating wellness programming</u>
 - You, as Ambassadors, are dedicated team members!
 - Remember to connect with other Ambassadors if you see fit
- Comprehensive, varied, integrated programs and activities
 - We highly encourage bundling your worksite flu clinic with other wellness programming and create a health fair
- Strategic communications
 - Utilize the communication tools in the Ambassador toolkit that we will provide to spread word about your worksite flu clinic
 - Remember to mix it up! Use word of mouth, flyers at high traffic areas, social media, etc.



Flu Clinic Checklist

- Reserve the room for your flu clinic, keeping in mind the space and time requirements needed.
- Prepare accordingly regarding your building's visitor policies.
- Submit your worksite flu clinic request. AP will confirm the details, including the estimated number of flu shots needed for your location.
- Utilize the Ambassador Flu Toolkit materials to promote the clinic.
- Monitor registration via the administrative portal and work with AP to adjust flu shot capacity as needed.
- On the day of the clinic, be present to help check in attendees and manage any walk-ins.
- Remind attendees to complete the evaluation survey afterwards.



Frequently Asked Questions

- When should we start scheduling?
 - Now! https://affiliatedphysicians.com/workwell-flu-request/
- What if we need to change our original number?
 - Monitor registration numbers and communicate with AP to

adjust capacity as needed

- Can other employees register or walk in?
 - Registering is highly recommended!
 https://www.apschedule.com/nycflu25



Questions?



Thank you, Flu Fighters!







Contact Us:

- nyc.gov/workwellnyc
- workwell@olr.nyc.gov
- (G) @workwellnyc
- in linkedin.com/company/wwnyc
- > youtube.com/workwellnyc