

Dear Employer,

The influenza season is fast approaching and along with it comes planning for preventative steps toward a healthy working population. Influenza immunization creates many benefits for the employee and the employer, including:

- Prevents illness and absence from work
- Reduces need for temporary employees due to employee illness
- Reduces the risk of transmitting influenza to coworkers, family and friends
- Promotes wellness in the workplace
- Increases financial savings due to decreased sick time
- Reduces health insurance costs
- Improves morale, quality of life and leisure time
- Boosts corporate image

Our **Workplace Influenza Program** is also:

- Cost effective – minimal downtime needed for employees on day of onsite clinic
- Time efficient – onsite clinic structured around your work day
- Convenient – no payment at time of clinic

Alberta Health Services Workplace Influenza Program offers onsite influenza immunization to businesses for their employees 16 years of age and older on a fee for service cost recovery basis. Alberta Health Services staff are experts in the field of immunization, providing in excess of 400,000 immunizations on an annual basis with a quality assurance program under the direction of the Medical Officer of Health. Our qualified nursing staff provide onsite immunization in accordance with standards set by Alberta Health and Wellness.

The Workplace Influenza Program **will take place October 17 to December 15, 2011.**

If you are interested in arranging an onsite influenza clinic for your employees:

- 1) Determine the number of **employees 16 years of age and older** who wish to be immunized.
- 2) Complete & sign the attached **agreement form** and fax to 403-955-6028. Alternatively, you can complete & sign the form electronically and e-mail to workplaceinfluenza.program@albertahealthservices.ca.
- 3) You will receive a phone call from our staff to book a date & time for your onsite clinic that is convenient for you.

* Please disregard this e-mail if you have already sent us a **signed agreement form**.

We look forward to your response and contributing to the health of your organization.

Regards,

Marg McCulloch & Kate Jeffrey

Workplace Influenza Program
Alberta Health Services
403.955.6798 / 403.955.6774

What is Influenza?

Influenza, more commonly known as the “flu”, is a respiratory illness caused by a virus.

- The virus is spread through the air when someone with influenza coughs, sneezes or even talks. Other individuals breathe in the virus and can become sick. The virus can also be spread by handling objects that have been coughed or sneezed upon.
- Anyone can get influenza: it is one of the world’s most contagious viral diseases.
- Influenza symptoms include fever, chills, cough, sore throat, headache, muscle aches, loss of appetite, and tiredness. Most people get better within a week, but influenza can keep you in bed for 5 to 10 days.
- Children, adults with a chronic illness, and adults over 65 may develop severe, life-threatening complications from influenza such as pneumonia or kidney and heart failure.

The Societal Cost of Influenza:

Each year in Canada:

- one in six people will get influenza
- 1.5 million working days will be lost
- 70,000 – 75,000 people will be hospitalized
- there are 3,700 influenza related deaths (6th leading cause of death)
- \$500 million in direct medical costs will be incurred.

Influenza Vaccine:

- An annual vaccination is the best way to reduce the impact of influenza on you, your workplace and your family.
- The vaccine prevents 70-90% of influenza cases.
- The best time to receive an influenza vaccine is in the fall, before influenza season starts. However, it is never too late to be vaccinated as influenza season in the northern temperate zones is typically anytime between October and April.
- Protection begins about 2 weeks after administration of the vaccine and lasts approximately 6 months.
- The influenza vaccine is needed yearly because the viruses change. A new vaccine is made each year to provide protection against the virus most likely to cause illness in that year.
- **The vaccine cannot cause influenza** as it is a killed virus. Most people have little or no reaction.
- **Even healthy people should be immunized** because they can spread influenza to family and members of the population who are at risk for more severe complications of influenza.

Planning a Successful Influenza Immunization Clinic:

- The workplace influenza immunization is a **voluntary program for employees 16 years of age and older**. Staff younger than 16 years of age are able to access the vaccine at any of the advertised Public Health sites.
- Determine the number of employees who wish to be immunized. An estimate within 10% of the total number of people to be immunized is required at the time of booking. Use of a **sign-up sheet with a deadline** posted in areas frequented by employees facilitates a more accurate estimate of numbers to be immunized.
- Schedule employees in groups of **5 people every 15 minutes**.
- Arrange to have a contact person available the day of the onsite clinic.

We look forward to providing onsite influenza immunization to your organization for the upcoming influenza season.

**Seasonal Influenza Immunization Agreement
BETWEEN
The Workplace Influenza Program
AND**

Name of Organization: _____

Full Address of Clinic: _____
(including postal code)

Billing Address (if different than above): _____

Name of Contact: _____ Phone: _____

Email: _____ Fax: _____

Estimated Attendance: _____ Special requests for clinic dates: _____
(eg: Not on Fridays, mornings only, etc.)

Parking available: Y / N If yes, location: _____

The above named organization does hereby request the *Workplace Influenza Program* to provide influenza immunization under the following terms and conditions:

1. Only individuals that present voluntarily and are approved by the Authorizer will receive the influenza immunization.
2. A **minimum of 20** employees is required to provide an onsite clinic and will be the minimum number invoiced to the organization.
3. A fee of \$15 will be charged to the organization for each immunization given.
4. A fee of \$150.00 will be charged to the organization for onsite clinics **cancelled within 5 business days of the date booked** for the onsite clinic.
5. The AHS Accounts Receivable department shall invoice the Authorizer for the above named organization in accordance with #2 to #4 above.
6. The Authorizer for the organization shall reimburse AHS within 30 days of receipt of the invoice.

Marg McCulloch

Marg McCulloch, RN
Coordinator, Workplace Influenza Program

Authorizer & Title of Signing Authority

September 1, 2011

Date

Date

2011 Cost of Onsite Influenza Immunization

Please select option (1) or (2) and **initial** appropriate box for type of onsite clinic requested:

1) **Onsite clinic scheduled by number of staff to be immunized**

Employees must be booked in groups of 5 people every 15 minutes.

20 employees or more at **\$15.00 per employee**

If less than 20 employees, the organization will be invoiced for a minimum of 20 employees (\$300)

* A fee of \$10.00 per employee will be invoiced to the organization for each missed/unfilled appointment exceeding 10 employees. Final number of employees to be immunized must be reported a minimum of 5 business days prior to the onsite clinic date.

OR

2) **Onsite clinic scheduled by the hour (minimum of 3 hours & 20 employees)**

Employers **not** required to book employees in groups of 5 people every 15 minutes

Hourly rate: 7:00AM – 4:00PM \$60 per hour per nurse
Plus \$15 per employee

Time required: _____