Date:

To: All [employees] [clients] [tenants]

Subj: On-Site Seasonal Flu Shot Program

Our [company] [association] [building] is sponsoring an on-site seasonal flu shot program on [date]. The information in this announcement should assist you in deciding whether you wish to participate in this important program.

Just in the USA, the flu annually infects 35-50 million individuals, is responsible for approximately 225,000 serious hospitalizations and for almost 40,000 deaths.

The flu is easily transmitted from person to person, entering the body both by inhalation and direct person-to-person contact. Unlike the common cold, the flu presents symptoms rapidly after infection and serious complications can occur. The average length of work absence from the flu is 4-5 days.

Flu season typically begins in November and peaks in January-March. Immunization is the most effective way to prevent the flu, flu-related complications and absenteeism.

**WHO SHOULD GET A SEASONAL FLU SHOT?**

* Anyone who wants to substantially reduce the risk of contracting the flu;
* Anyone over the age of 50;
* People with chronic pulmonary (including asthma), cardiovascular, renal, hepatic, neurologic, hematologic, or metabolic disorders (including diabetes mellitus);
* People who are immunosuppressed (including immunosuppression caused by medications or by human immunodeficiency virus);
* Women who are or will be pregnant during the influenza season;
* People who are residents of nursing homes and other chronic-care facilities;
* American Indians/Alaska Natives;
* People who are morbidly obese (body-mass index is 40 or greater);
* Household contacts and caregivers of children younger than 5 years and adults aged 50 years and older;
* Household contacts and caregivers of people with medical conditions that put them at higher risk for severe complications from influenza.

**WHY GET A SEASONAL FLU SHOT?**

Influenza (the flu) usually leaves its victims unable to function for 4-5 days and is responsible for 225,000 serious hospitalizations annually. Getting an annual flu shot is the best protection against the flu. The flu shot is created from inactivated viruses and is changed annually to combat the ever evolving flu strains most likely to be present during the upcoming flu season.

**WHEN SHOULD I GET A SEASONAL FLU SHOT?**

In the USA, influenza usually occurs from November through April, with infection rates peaking in January-March. The optimal time to get a flu shot is from September through November. The vaccine starts to provide protection approximately 7-10 days after receiving the shot.

**DO I NEED A SEASONAL FLU SHOT EVERY YEAR?**

Yes. Influenza viruses continually change from year to year. A new vaccine formulated to protect against the 3 or 4 most current virus strains is developed annually. Additionally, the antibody that an individual develops from the receipt of a flu shot declines over time; thus your antibody levels are low one year after your previous flu shot.

**WILL I GET THE SEASONAL FLU FROM THE FLU SHOT?**

No. There is no live flu virus in flu shots..

**WHAT ARE THE SIDE EFFECTS OF GETTING A SEASONAL FLU SHOT?**

For most individuals, there are no side effects from receiving a flu shot. A small percentage of individuals will experience some short term soreness at the shot site. A very small percentage may suffer from short term low grade fever, malaise and/or headache. There is a remote chance of a significant allergic reaction to the flu vaccine. The medical professionals administering the flu shots are prepared to deal with any such allergic reaction if it occurs.

Anyone who is allergic to chicken eggs should not receive a seasonal flu shot. The flu vaccine is grown in chicken eggs.

**HOW EFFECTIVE IS THE SEASONAL FLU SHOT?**

How well the flu vaccine works (or its ability to prevent flu illness) varies from season to season. The vaccine’s effectiveness also can vary depending on who is being vaccinated. For those individuals who have received a flu shot and still get the flu, it is usually a much less severe case. The flu vaccine takes from 7-10 days after receiving the flu shot to build up your immunity to the flu.