



## NYU School of Medicine/Center for Corporate Wellness (CCW) 2019-2020 Seasonal Flu Prep Sheet (Non-Insured Programs)

### FOR COMPANY COORDINATORS

#### Information for Employees

- Download the [Flu Marketing Flyer](#) and the [CDC Flu Vaccine Information Sheet](#) to support internal promotion to your employees.
- Instruct employees to wear loose-fitting clothes that provide easy access to the upper arm, just below the shoulder.
- Contact us if you wish to receive a printable consent form to be distributed to, and signed by, employees in advance to facilitate the pace of your program.
- Proof of vaccination forms are available upon request at the time of vaccination.
- High-dose flu vaccine for individuals 65+ is available upon advance notice and subject to availability. All purchases final, regardless of actual usage.

#### Room Requirements

Any room used for vaccinations should have the following:

- A table and 3-4 chairs, per nurse
- Trash bin, with extras available.
- Access to an external phone line
- Adequate lighting in the room.

#### Pregnant Women and Employees Allergic to Thimerisol:

- Women who are pregnant or think they may be pregnant have an option to receive a preservative-free flu vaccine, **subject to availability**; physician authorization is NOT required.
- Employees with **allergies** to Thimerisol may only receive a preservative-free dose if they are **PRE-AUTHORIZED BY YOUR COMPANY** to do so, and **subject to availability of vaccine**.
- **Share this information with employees in advance so that** you can tell CCW how many employees (pregnant or allergic) need to receive the vaccine.
- Pregnant employees do not have to disclose their status to the company coordinator in advance, and may advise CCW's representative at the time of vaccination, but the availability of preservative-free vaccine is not guaranteed in this instance.

#### Notify Building Security

- Advise them that staff from NYU Langone Health will be coming on site and may be carrying medical supplies, such as syringes, vaccine, sharps containers, etc.
- Nurses may have ID from NYU Langone Health; Winston Staffing (an agency we use); or a government-issued ID.

Thank you!  
The Center for Corporate Wellness