

June 1, 2017

Dear Employer,

The 2017-18 influenza season is approaching, and along with it comes planning for preventative steps toward a healthy working population. Influenza immunization creates many benefits for both the employee and the employer:

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

Alberta Health Services' (AHS) Workplace Influenza Program offers onsite influenza immunization to businesses for their employees on a fee-for-service, cost recovery basis. AHS nurses are experts in the field of immunization, providing in excess of 495,576 doses of influenza vaccine last year with a quality assurance program under the direction of the Medical Officer of Health. Our qualified registered nurses provide onsite immunization in accordance with standards set by Alberta Health & Wellness.

The Workplace Influenza Program will take place from **October 23 to mid-December, 2017**.

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

- 1) Determine the number of employees who wish to be immunized.
- 2) Complete and sign the attached two-page Agreement Form and return via fax (403-955-6028) or e-mail ([WIP@albertahealthservices.ca](mailto:WIP@albertahealthservices.ca)).
- 3) We will contact you via phone or e-mail to arrange a clinic date and time that is most convenient for you.

Thank you for choosing the Workplace Influenza Program. We look forward to providing immunizations to your organization over the upcoming influenza season!

Regards,

Catherine Mah, RN, MN  
Supervisor

Eileen Matthews & Samantha Civitarese  
Administrative Assistants

Workplace Influenza Program  
Calgary Traveler's Health & Contracted Immunization Business Services  
Sheldon M. Chumir Health Centre  
1213 – 4 St. SW, Calgary, AB  
403-955-6774

## Influenza Information for Employers

### 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, and there is no cure.
- Influenza symptoms include sudden onset of high 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 6-23 months of age, healthy pregnant women, those 65 years of age and older, and individuals with chronic health conditions are at highest risk of developing complications from influenza illness such as bacterial pneumonia, ear and sinus infections, dehydration or 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
- 20,000 people will be hospitalized
- 8,000 influenza related deaths will occur (6<sup>th</sup> leading cause of death)
- \$500 million in direct medical costs will be incurred

### Influenza Immunization:

- An annual immunization is the best way to reduce the impact of influenza on you, your workplace and your family.
- With a good match, influenza immunization prevents disease in about 70-90% of healthy individuals.
- The best time to receive an influenza immunization is in the fall, before the influenza virus circulates in the community. However, it is never too late to be immunized as influenza season in the northern temperate zones is typically anytime between October and April.
- Protection usually begins 2 weeks after administration of the vaccine and may last up to 12 months.
- Influenza immunization 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 immunization 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 Program is a voluntary program for employees, paid for by the employer.
- 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.
- Please schedule employees in groups of 5 people every 15 minutes.
- Arrange to have a contact person available onsite during the clinic.

**2017 Seasonal Influenza Immunization Agreement  
BETWEEN  
Workplace Influenza Program  
AND**

Name of organization: \_\_\_\_\_

Clinic address:    Street \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Billing address:    Street \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_  
(If different than above)

Name of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Parking available (Y/N): \_\_\_\_\_ If yes, location: \_\_\_\_\_

Please indicate in the below table the days clinic **CANNOT** be scheduled at your office:

Monday	Tuesday	Wednesday	Thursday	Friday
AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>	AM <input type="checkbox"/>
PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>	PM <input type="checkbox"/>

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 of the above named organization will receive the influenza immunization.
2. A fee of \$17 will be charged to the organization for each immunization given. A minimum of 20 employees is required to provide an onsite clinic and will be the minimum amount invoiced to the organization.
3. A fee of \$150.00 will be charged to the organization for onsite clinics cancelled within 10 business days of the onsite clinic date.
4. The Alberta Health Services (AHS) Accounts Receivable department shall invoice the Authorizer for the above named organization in accordance with the attached cost sheet.
5. The Authorizer for the organization shall reimburse AHS within 30 days of receipt of the invoice.

*Catherine Mah, RN, MN*

Supervisor, Calgary Traveler's Health & Contracted  
Immunization Services

\_\_\_\_\_  
Authorizer & Title of Signing Authority

*June 1, 2017*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 2017 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 **\$17.00 per employee**

If less than 20 employees, the organization will be invoiced for a minimum of 20 employees (\$340.00)

\* 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 10 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 \$60.00 per hour per nurse  
Plus \$17.00 per employee

Time required: \_\_\_\_\_