## Email Template #1: Initial Announcement of Worksite Flu Clinic

**Subject line: Get the Shot, Not the Flu! Get your free flu shot at work**

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| Dear [agency/worksite name] Employees:  Flu season is almost here! Getting your flu shot is the best way to protect yourself and your family from the flu and its complications.  [WorkWell NYC](http://www.nyc.gov/workwellnyc) offers **free** flu shots to City employees and their families. Worksite flu clinics offer a quick, convenient and effective way to help you stay flu-free.  **Get your flu shot at work this fall:**  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**   |  |  | | --- | --- | |  | **Make an appointment for your worksite flu shot** [**here**](http://www.apschedule.com/nycflu)  **Username: nyc | Password:** **flu**  *To schedule your worksite appointment over the phone, call 866-481-4391.*  Download your consent form [here](https://static.wixstatic.com/ugd/02d4c9_6cc9e47f9e724387a7fe27893b61683a.docx) and bring it to your appointment to save time! | |  | **Can’t make it to the clinic? Free flu shots are also available at participating pharmacies and in-network medical offices.**  *Contact your health insurance provider for more information.* |   **Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact [Ambassador name] at [Ambassador email/phone] |
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## Email Template #2: Worksite Flu Clinic - Reminder Email

**Subject line: 3 Reasons to get your Free Flu Shot at Work**

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| **Reminder:** Free flu shots are available at your worksite:  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**  **Why get your flu shot at work?**   1. **It’s free!**   All City of New York employees can receive their annual flu shot at $0 co-pay.   1. **It’s convenient!**   Just come to [location] on [date] between [start time – end time]. To save time, make an appointment for a 10-minute time slot [here](http://www.apschedule.com/nycflu) (username: nyc, password: flu) and print out your [consent form](https://static.wixstatic.com/ugd/02d4c9_6cc9e47f9e724387a7fe27893b61683a.docx) in advance.   1. **It’s effective!**   The flu shot is the **best** way to protect yourself, your family and your co-workers from this highly contagious disease. Even healthy people can become so ill that they miss work or school for a significant amount of time or need to be hospitalized. The flu shot reduces your risk of catching the flu and can make your illness milder if you do get sick.  [C:\Users\marissa\Downloads\shutterstock_122260507.jpg](http://www.apschedule.com/nycflu)  **Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact [Ambassador name] at [Ambassador email/phone] |
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## Email Template #3: Worksite Flu Clinic – Week of Event

**Subject line: Don’t forget! Get your free flu shot on [date]!**

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| Dear [agency/worksite name] Employees:  A flu shot is the best way to protect you, your family, and your colleagues against the flu and its complications. A flu shot takes **seconds** - but can prevent days or weeks of illness.  **Get your flu shot at work on [date]:**  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**   |  |  | | --- | --- | |  | **Sign me up: make an appointment** [**here**](http://www.apschedule.com/nycflu) **(username nyc | password flu)**  *To schedule your worksite appointment over the phone, call 866-481-4391.*   * Bring your employee ID to your appointment * Try to arrive a few minutes before your appointment time, if possible * To save time, you can fill out your [consent form](https://static.wixstatic.com/ugd/02d4c9_6cc9e47f9e724387a7fe27893b61683a.docx) in advance and bring it with you * Wear short sleeves or clothing that allows the nurse to reach your upper arm | | **C:\Users\marissa\Downloads\shutterstock_1462756175.jpg** | **Not sure of your schedule yet?** Walk-ins are also welcome!  *Priority will be given to pre-registered employees.*  **Can’t make it to the clinic?** Free flu shots are also available at participating pharmacies and in-network medical offices.  *Contact your health insurance provider for more information.* |   **Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact [Ambassador name] at [Ambassador email/phone] |
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## Email Template #4: Worksite Flu Clinic – Day of Event

**Subject line: TODAY is the day! Get your free flu shot at [agency/worksite name]!**

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| **Get your free flu shot** **today** at **[agency/worksite name]!** |
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| A flu shot is the best way to protect you, your family, and your colleagues against the flu and its complications. A flu shot takes **seconds** - but can prevent days or weeks of illness.  **Get your flu shot TODAY:**  **[Agency/location name]**  **[Date, Time]**  **[Location – room/address]**  **Priority will be given to pre-registered employees, but walk-ins are also welcome!**   * Bring your employee ID to your appointment * Try to arrive a few minutes before your appointment time, if possible * To save time, you can fill out your [consent form](https://static.wixstatic.com/ugd/02d4c9_6cc9e47f9e724387a7fe27893b61683a.docx) in advance and bring it with you * Wear short sleeves or clothing that allows the nurse to easily reach your upper arm   **Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact [Ambassador name] at [Ambassador email/phone] |
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## Email Template #5: Worksite Flu Clinic – During Event

**Subject line: Don’t miss out! Free flu shots are available right now!**

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