EMAIL TEMPLATES

On the following pages, you will find **5** email templates to help you get the word out to employees. Each email is labeled with a suggested distribution time and a subject line. Just fill in the highlighted sections, copy into an email, and send!

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 for all City employees, dependents and retirees. Worksite flu clinics provide employees with a quick, convenient and effective way to protect themselves from this highly contagious disease.**The WorkWell NYC Free Flu Vaccination Program will be onsite:** **[Agency Name(s)]****[Date, Time]****[Location – room/address]****Making an appointment for your worksite flu shot is as easy as 1-2-3:** 1. Visit the online scheduling tool [here](http://www.apschedule.com/nycflu). Enter the username nyc and the password flu to view clinics available to NYC employees.
2. Schedule your flu shot at a time convenient for you.
3. Download the consent form and complete it in advance of your appointment to save time.

To schedule your worksite appointment over the phone, call 866-481-4391.**Can’t make it to the clinic?** There are three other ways to get your free flu vaccine:* Walk-in to a participating pharmacy
* Schedule an appointment with an in-network physician

**Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact your [agency/worksite name] Flu Fighter: **[Coordinator Name(s)]****[Phone]****[Email]** |

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 for all [agency/worksite name] employees!The **WorkWell NYC** Free Flu Vaccination Program will be onsite:  **[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 in advance.1. **It’s effective!**

**You can’t get the flu from the flu shot!** 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 even be hospitalized. Vaccination reduces your risk of catching the flu and can make your illness milder if you do get sick. **Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact your [agency/worksite name] Flu Fighter: **[Coordinator Name(s)]****[Phone]****[Email]** |

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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| 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. The WorkWell NYC Free Flu Vaccine Program will be onsite on [date] to offer [agency/worksite name] employees quick, convenient access to flu shots: **[Agency Name(s)]****[Date, Time]****[Location – room/address]****Sign me up:** make an appointment [here](http://www.apschedule.com/nycflu) (username nyc and the password flu). **Not sure of your schedule?** Walk-ins are also welcome! 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 in advance and bring it with you
* Wear short sleeves or clothing that allows the nurse to reach your upper arm/shoulder

**Can’t make it to the clinic on [date]?** You can still get your free flu shot: * Walk-in to a participating pharmacy
* Schedule an appointment with an in-network physician

**Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact your [agency/worksite name] Flu Fighter: **[Coordinator Name(s)]****[Phone]****[Email]** |

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]**A flu shot is the best way to guard you, your family and your colleagues against this highly contagious disease and its complications. A flu shot takes just **seconds** - but can prevent days or weeks of illness. WorkWell NYC’s Free Flu Vaccine Program is here **today** to provide quick, convenient access to flu shots: **[Agency Name(s)]****[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 in advance and bring it with you
* Wear short sleeves or clothing that allows the nurse to easily reach your upper arm/shoulder

**Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact your [agency/worksite name] Flu Fighter: **[Coordinator Name(s)]****[Phone]****[Email]** |

Email Template #5: Worksite Flu Clinic – During Event

**Subject line: Don’t miss out! Free flu shots Happening Right Now!**

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| **LAST CALL!** Get your **free flu shot** right here at **[agency/worksite name]!****Flu shots will be available until [end time] at [location – room/address]****Can’t make it?** You can still protect yourself and your family against the flu!**There are two other ways to get your free flu vaccine:*** Walk in to a participating pharmacy
* Schedule an appointment with an in-network physician

**Questions?** Visit [nyc.gov/workwellnyc](http://www.nyc.gov/workwellnyc) or contact your [agency/worksite name] Flu Fighter: **[Coordinator Name(s)]****[Phone]****[Email]** |