Sample email

**Notice to all staff: Time to vaccinate against the flu**

[insert organisation name] flu vaccination program is on again, it’s time for you to book in for your flu shot.

Free flu vaccinations are now available for all [insert organisation] staff.

**Click here to book online now** [or change to include booking details]

**5 great reasons to get the shot**

1. **Flu can be serious**

Every year the flu affects thousands of Victorians and puts an enormous amount of pressure on our hospitals and health system. Over 3,500 avoidable deaths occur in Australia every year from complications of seasonal flu, including pneumonia.

The flu virus is especially dangerous for:

* Very young children
* Elderly people
* Pregnant women
* Aboriginal and Torres Strait Islander people
* People with underlying medical conditions.
1. **The flu shot won't make you sick**

You can't get the flu from the flu shot. The vaccine doesn't contain any active virus.

It's safe for pregnant women at any time in pregnancy.

1. **Flu viruses change**

That’s why the vaccine is usually updated every year, depending on the circulating strains. This means you need the updated shot each year, ideally before the flu season starts.

1. **Protect your community**

Some people can't get the flu shot. This includes people with compromised immune systems. This means that if they get the flu, the consequences are much more serious. Having more immunised people around them reduces their risk of getting sick.

1. **It’s free!**

The flu shot is free if you attend our [organisation] sessions.

Do it in work time and save the cost for the vaccine, plus the cost and time of attending a doctor or community pharmacy.

**More information**

The [insert year] flu vaccination program has started. To find out about flu vaccinations in your workplace, see [flu vaccination program] – hyperlink to further information.

Sample newsletter text

**Time to vaccinate against the flu**

The flu is a highly contagious viral infection that can cause severe illness and life-threatening complications, including pneumonia.

The flu isn’t like the common cold, it can hit quickly and last for a few weeks, meaning time off work or school and staying away from family and friends. For vulnerable Victorians, like young children, the elderly and people with a weakened immune system, the flu can have serious and devastating outcomes.

Each year the flu affects thousands of Victorians and puts an enormous amount of pressure on our hospitals and health system. Over 3,500 avoidable deaths occur in Australia every year from complications of seasonal flu.

Your best defence against the flu is with the flu vaccine.

**The flu vaccine**

The flu vaccine is safe and effective and doesn't contain any live virus, so it can't give you the flu.

Some people who have a higher risk of complications from the flu are eligible for free flu vaccine. This includes:

* Very young children (6 months to under five years)
* Elderly people (over 65s)
* Pregnant women
* Aboriginal and Torres Strait Islander people
* People with underlying medical conditions.

Having more immunised people around them reduces their risk of getting sick. So, help protect the community by taking advantage of our free flu vaccination program.

**Protect your community**

Some people can't get the flu shot. This includes people with compromised immune systems. This means that if they get the flu, the consequences are much more serious. Having more immunised people around them reduces their risk of getting sick.

**Good hygiene is important**

Another effective way we can protect ourselves and others from illness is good personal hygiene:

* If you don’t have a tissue handy and you feel a sneeze or cough coming on, cough into your elbow. It’s a part of your body less likely to touch other surfaces and will help stop the spread of those nasty germs.
* If you do use a tissue, make sure you dispose of it into a bin nearby and then wash your hands thoroughly.
* Washing your hands thoroughly with soap at regular intervals throughout the day is a quick and easy way to help stop the spread of these germs.

Don’t go to work if you have a flu-like illness and don't send your children to school or childcare if they have flu-like illness. Most adults will be able to infect other people up to seven days after becoming sick, so the best way to avoid spreading the flu is to stay at home while you are unwell. Avoid going to work or school or visiting busy public places. Avoid sharing linens, eating utensils and dishes.

Please seek medical advice if symptoms continue or get worse.