

Calendar Hold: For On-Site Influenza Vaccination Clinics

This template calendar hold for vaccine appointments will enable employers to set an appointment time for each employee. The Human Resources department should create and send individual appointments for each employee in advance of hosting your on-site clinic.

All employees will have the option to opt out of their appointment or reschedule if needed. However, behavioural science has shown that removing this step for employees increases the likelihood that they will attend their vaccination.

BODY:

You're due to get your influenza vaccine and we've reserved one just for you! Please consider this calendar invitation a confirmation of your appointment.

[Add appointment and location details]

Please ensure you go to the clinic only during this time.

Sometimes work can get in the way - and we understand that. If you're unable to make your appointment, please reach out to your manager or me and we'll work with you to find a time that works.

If you will not be getting an annual influenza vaccination at our on-site clinic, please decline this invitation.

We appreciate you doing your part to help keep yourself, the people around you, and our workplace safe this influenza season. See you at the clinic!