

2020 Influenza Action Plan Worksheet



Immunization Campaign Goal: _____

Immunization Campaign Logistics

HISTORICALLY

2020-2021 SEASON

NEXT STEPS/PERSON
RESPONSIBLE

When do you begin
influenza immunizations?

When do you conclude
influenza immunizations?

Do you stock different vaccines
for different patients?
If yes, how do you ensure that
office staff knows which vaccine
to give each patient?

Do you have a social distancing
plan in place for in-office influenza
immunization appointments?
If so, what are they? When did
they start?

Are there new guidelines on
sanitation and safety methods
for both staff and patients?
If so, what are they? When did
they start?

Do you have a drive-thru flu clinic
planned this season? If so, how
many and when?

2020 Influenza Action Plan Worksheet



Immunization Campaign Goal: _____

Patient Engagement

HISTORICALLY

2020-2021 SEASON

NEXT STEPS/PERSON
RESPONSIBLE

Do you mention scheduling influenza immunization appointments during telehealth appointments?

Do you send out influenza immunization appointment reminders via email, phone, text messages, or online health portals?
If so, how and when?

Have you utilized technology such as email, phone, or your online health portal to advertise when the influenza vaccine is available?
If so, how and when?

Are patients being encouraged to get their influenza immunizations during both telehealth and in-office appointments?
Do the main points of discussion differ between locations?

How do you respond to questions around influenza and COVID-19?

When the influenza vaccine is unavailable, what do you tell patients to ensure they get vaccinated?