

## Employee Tamiflu Distribution Program Communication

[Octel message from [C- Level or other] to all employees]

Hello everyone. This is [name] with a message for [audience and location].

Today, I would like to inform you of the first step we are taking to prepare [Company] for the threat of an influenza pandemic.

In the event of a pandemic, [Antivirals] are a component of the government's plan to treat and prevent influenza in the U.S. population. We support this decision and believe that our own company plan should include the opportunity for all employees to have [Antiviral] on-hand for pandemic use – and I emphasize for pandemic use.

I want to share *general* information on the process we are putting into place to provide you with [Antiviral]. First, it is important to understand that this is a **voluntary** program being offered to all [Company] employees for a limited period of time.

As you know, a physician interaction is required in order for [Antiviral] to be prescribed. Therefore, the first step in the process will be a physician consult at your work site. *You don't need to take any action right now.* [Location] based employees will receive information from [determine how the information will be communicated] about how to schedule an appointment and where on campus these physician consults will be conducted. *This is not a physical exam.* You will receive a medical information form in advance to complete and bring to the consult.

If you are considering participating in this program, it is critical that you carefully review all program information and ensure that you are available when the consults are being offered.

At your consult, you will have a discussion with a physician and—providing all conditions are met—your [Antiviral] prescription will be generated electronically. The prescription will be sent to a licensed mail-order pharmacy where it will be held until [Company] initiates distribution. When that occurs, the pharmacy distribute [Antiviral]. More information about shipping dates and quantities will be issued in the future.

As part of the process, you must complete a mandatory Educational Module [this module can be found in a generic form at [www.pandemictoolkit.com](http://www.pandemictoolkit.com) at no fee]. ALL employees, regardless of whether they choose to participate in the program, will be required to complete the Educational Module. This is because the module contains important educational information pertinent to the health of all employees about pandemic flu, how it differs from seasonal flu, the role of [Antiviral] in treating and preventing flu, when you should take [Antiviral] in the event of a pandemic, and possible side effects of [Antiviral].

Remember, this employee [Antiviral] distribution program is voluntary and being offered for a limited period of time. It is a one-time opportunity; if you choose not to participate, you will need to visit your family physician to determine if you should receive a prescription of [Antiviral] for pandemic use.

This program is only one component of the Pandemic Preparedness Plan being developed for [Company] in the U.S. We will be communicating more information about the overall plan as it develops.

In closing, I want to underscore *why* we are instituting this process. You, our employees, are very important to us. We want to assist you in your personal pandemic planning. Consider taking advantage of this opportunity to obtain **[Antiviral]**. Look for more information coming from **[communication source]** over the next several weeks.