

To: All **[Company]** Employees

Employee **[Antiviral] Distribution Program for **[Company or Location]** Employees**

Earlier this year, **[refer back to any communication on the subject of antiviral distribution plan]** **[Company]** would be implementing an employee **[Antiviral]** Distribution Program. This voluntary program will provide employees with a supply of **[Antiviral] for pandemic use**.

There are several steps in the process to provide **[Antiviral]** to a **[Company]** employee. The first is to consult with a physician. As you know, a physician interaction is required in order for **[Antiviral]** to be prescribed. This is not a physical exam. At this consult, the physician will review a Medical Form with the employee. Providing that all conditions are met, a **[Antiviral]** prescription will be forwarded to a **[mail-order pharmacy, on site clinic, etc...]** that is working with **[Company]** on this project. The next step will be for the employee to complete a mandatory **[educational module, readings, etc...]**. And finally, **[outline how and when the antiviral will be distributed to the eligible employees]**.

The implementation of this program will begin **[date and location]**. Very shortly, all employees will receive details about the program and actions to take. Keep in mind that this is a one-time opportunity; please be sure to review the information you receive carefully and to follow the steps and timelines outlined so that you can participate in this program. It is also important to make yourself available for your physician consult during your scheduled time (to be communicated). Remember – no action needs to be taken at this time. Look for an e-mail with more details in the next several weeks.

[Company] Pandemic Planning Team