

## Employee [Antiviral] Distribution Program Management Speaking Points

### GENERAL SPEAKING POINTS ABOUT THE PROGRAM

- A cross-functional team is developing a Pandemic Preparedness Plan for the [Company] U.S. organization. This plan includes a program to provide all employees with [Antiviral] for pandemic use.
- We are instituting this program because we value our employees and want to assist you in your personal pandemic planning.
- This is a voluntary program being offered to all [Company] U.S. employees. It is a one-time opportunity.
- The first step in the process to obtain [Antiviral] is a consult with a physician. *A physician interaction is required in order for [Antiviral] to be prescribed. This is not a physical exam.*
- The physician will review a Medical Form that you will receive and complete when you report for your consult.
- This program is a one-time offering. You must make yourself available when and where the consults are being offered. Due to the large number of employees going through this process, it is extremely important that you report for your consult during the time assigned to you.
- If you must change the time of your consult because of business travel, verifiable absence due to illness [**documented on the absence reporting line or by a physician's note presented to Employee Health Services**], or vacation, send an e-mail message to [**name of contact**]

- If you decide not to participate in this program, you must report at the time scheduled for your consult and complete a Waiver Form.
- At the consult, the physician will review your medical information with you and—providing all conditions are met—your **[Antiviral]** prescription will be approved.
- If for any reason you are found at this consult to be not eligible, you will need to visit your outside personal physician for an exam and to request a prescription for **[Antiviral]**. Remember, if you are covered under the **[Company]** prescription plan there is **[amount]** co-pay.
- After the consult, your **[Antiviral]** prescription will be sent to a licensed pharmacy where it will be held until **[Company]** initiates distribution. The pharmacy will ship **[Antiviral]** directly to you.
- **[Company]** is providing **[Antiviral]** for pandemic use at **[cost]** to its employees.
- As a second step in the process, all **[Company]** employees (regardless of whether they choose to participate in the program) will be required to complete a mandatory **[Antiviral]** Pandemic Flu Educational Module. This module must be completed in order for your pandemic supply of **[Antiviral]** to be sent to you.
- The Educational Module contains 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]**.
- More information about the educational module will be issued at a later date.

- Employees who choose not to participate in this program will need to visit their family physicians who will determine if they should receive a prescription of **[Antiviral]** for pandemic use.
- This program is one component of a broader **[Antiviral]** Pandemic Preparedness Plan being developed for **[Company]** in the U.S.
- Details about this program, the process, and scheduling for physician consults will be sent to employees via e-mail.

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