

Briefing note: Free flu vaccine for all employees

Date: 28/08/2019

Subject: Free flu vaccination for all employees

To: Heads of health and safety and internal communications managers

The Occupational Health and Wellbeing team are pleased to confirm that Network Rail, in collaboration with Boots and Optima Health, are offering a free flu vaccine to all Network Rail employees for the second year running.

The scheme commences Monday 14 October 2019 and closes Tuesday 31 December 2019.

The flu (influenza) vaccine initiative is for all Network Rail employees. It is advised to get a vaccination, but the offer is non-compulsory.

Vaccinations will be administered either at an onsite clinic (locations TBC) or at your nearest participating Boots pharmacy.

How to obtain a free flu vaccine

Vaccines can be administered either at your local participating Boots pharmacy, or at an on-site clinic at various Network Rail workplace locations.

You will require a voucher in order to get your vaccination at Boots. To obtain this, please email NR.Flu@optimahealth.co.uk with the following information:

- Your name
- Your job title
- Your role location
- Your email address

Optima Health will then process your request and email you a voucher for use in Boots within 72 working hours, with details of how to book your appointment via the Boots website.

To book onto an on-site clinic please email your occupational health manager who will arrange this

Region	Contact
Eastern	Helen Hannar / Patience Chiketero
Scotland's Railway	Lorna Brown
North West and Central	Nick Baddeley
Southern	Grazia Elsehimy / Liezl Lotz
Wales and Western	Annie Isherwood / Annette Fletcher
HQ and Central Functions	Melissa Smith

Flu facts

- Flu is highly contagious, the best way to stop flu spreading is to get vaccinated
- Avoid spreading the flu – stay at home if you have flu symptoms
- It takes at least 15 seconds to wash your hands properly
- Use a tissue to cough and sneeze into when possible
- The flu virus can live outside the human body for a number of hours, dispose of used tissues as soon as possible and wash your hands.

Flu Campaign 2019 - FAQs

Q1. Is this a compulsory requirement for individuals?

A. No, employees can choose whether they wish to take advantage of this service or not.

Q2. What is the eligibility for the scheme?

A. All Network Rail employees with a valid employee email address are eligible for a vaccine, these vaccines cannot be transferred to family members or other dependents.

Q3. Do I have to provide any cost centre details to redeem this offer?

A. No

Q4. What is the process for obtaining a voucher?

- Employees email nr.flu@optimahealth.co.uk. With full name, role location, job role and email address
- Optima will process the request and email the employee an e-voucher
- The employee clicks the link provided on the email for instructions on how to book and where they can visit to have their vaccination.

Q5. Can I book an appointment via telephone?

A. No

Q6. Can I attend a route clinic instead of getting a voucher?

A. Please check your usual communication channel within your route. Your Occupational Health Manager will be issuing communications if there is an opportunity to take part in a route clinic.

Q7. What do I do if I haven't got a work email address?

A. You can ask your line manager to do this on your behalf

Flu Campaign 2019 - FAQs

Q8. How long is this campaign open for?

A. The campaign is open from the 14 October - 31 December 2019

Q9. Why do I have to give all my details to get a voucher?

A. In order to assess the benefit and also to have an overview of which regions need how many vaccines to budget and plan for next year's campaign, NR have asked Optima to collect this data for these purposes. The same information will be collected for the on-site clinics.

Q10. Will I be given leave to receive a vaccination?

A. No, all appointments for vaccinations should be undertaken outside of working hours. There is no allowance for vaccines to be administered in work time.

Q11. If I have a complaint regarding the process, who can I contact?

A. Please send an email to your individual Occupational Health Service Delivery contact, details below:

Contact	Region	Contact Details
Liezl Lotz	Southern	Liezl.lotz@networkrail.co.uk
Katharina Hammer	Wales and Western	Katharina.hammer@networkrail.co.uk
Katie Evans	Eastern	Katie.evans@networkrail.co.uk
Angela Quarendon	Route Services and HQ functions	Angela.quarendon@networkrail.co.uk
Megan Maytham	Scotland	Megan.maytham@networkrail.co.uk
Jane Manders	North West and Central	Jane.manders@networkrail.co.uk

Q12. Where can I find further information on the flu vaccine?

A. Further information can be found here:

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>