

FLU CHECK LIST 2018

SET CLINIC DATES (JUNE)	Date	VACCINE	Date	FLYERS/NOTICES	Date	MEDIA	Date	STAFFING	Date
Community Sr. Ctr (AM/PM)		MDPH Allocation		Town Website (Flyer/VAR)		Town Website (Flyer/VAR)		Send letters to MRC Vols/Staff (AUGUST)	
DPW Drive-Thru		MDPH Allotment # sheet		Make up flyers (double side w/VAR)		Facebook		Medical	
Sr Health Fair				Public		MW Daily News, Natick Bulletin		Non-Medical	
Schools		Order Vaccine (Private)		Employee		Patch.com, AmericanTowns.com		Office Staff	
Family Clinic		Reservation w/ sanofi (MARCH)		Sr Health Fair		Natick Town Pages editor@Naticktownnews.com		Volunteers	
Town Employees (AM/PM)		vaccineshoppe.com		Send to RICOH: Flyers, VISs		Cable Community Calendar bb@natickpegasus.org		Update PPT Training	
School Nurses		VACCINE DELIVERY (Private)				School online Calendar communitynotices@natickps.org		Send volunteer training email (AUGUST)	
Day Care Assn		date amt		Distribute to Dept Heads (Dept Head Mtg)		NRP Community Guide(JULY)		Volunteer Training PPT via ZOOM	
Town Mtg Members		date amt		Distribute Public Flyers		COA Sentinel (AUGUST)		Volunteer Sign up sheets	
Town Hall (Public)		date amt		DPW		Homebound		Send clinic reminders to volunteers	
Office Clinics		date amt		Libraries		Public Clinics		Vol Refreshments	
Book Clinic Sites (JUNE)				Rec & Parks		NHA Newsletter (AUGUST)		Community Sr Ctr (AM and PM)	
Comm Sr. Center x6500/ x1900		VACCINE DELIVERY (MDPH)		Cedar Gardens				Employee (AM and PM)	
Floor Plan		date amt		Sherwood Village		E-Mail Employees		Town Hall	
Employees x1400		date amt		Housing Authority		Gen Town Employee Email list		Submit Bills	
Town Hall x1400		date amt		Metrowest Family Promise		Schools superintendent@natickps.org		Thank You	
Sr Health Fair x 6520		STANDING ORDERS		Natick Service Council		Libraries director@minlib.net		School Nurses	
Floor Plan		date: Good till (date)		NECN- Cole Ctr				Community Sr Ctr	
Schools X 1600		Dr M						Town Hall / Office	
DPW x6530		Commonwealth Med Training						MRC Volunteers	
								DPW	
								Library	
								Cedar Gardens	
								Sherwood Village	
								Housing Authority	