



STAFF INSTRUCTIONS

Office Staff: This box contains the items below. Instructions for immediate distribution follow on the back.

- 1. CONSENT FORMS**
in multiple languages
(1 per student)



- 2. VACCINE INFORMATION STATEMENTS (VIS)**
in multiple languages



- 3. TEACHER ENVELOPES**
to collect student consent forms
(1 per teacher)



- 4. COLLECTION BOX**
to collect teacher envelopes



- 5. POSTERS**
to advertise the date of the program



TURN OVER FOR INSTRUCTIONS 



Please follow these instructions for immediate distribution of materials in this box.

STEP 1: Divide and Distribute Consent Forms and Teacher Envelope

- Divide consent forms (1 per student) by class.
- Multiple languages are provided. Spanish and Chinese are bilingual – they have an English copy stapled to them.
- Include ONE Teacher Envelope per class.

STEP 2: Set Up Consent Form Collection Box

- Write in the date of your Vaccine Day in the space provided on the box and place in a visible place in the front office.
- Teachers will return student consent forms using the provided teacher envelopes, and store them in this box.

STEP 3: Put Up Posters Around Campus

- Write in the date of your Vaccine Day in the spaces provided.
- We recommend putting one poster up in the front office. Place the 2nd poster anywhere you'd like.

STEP 4: Keep Vaccine Information Statements in Front Office

- An included folder contains one copy of the Influenza Vaccine Information Statement (VIS) in 6 languages: English, Spanish, Chinese, Arabic, Vietnamese and Cambodian.
- Make photocopies for parents/guardians if they request one (please keep the originals).

Thank you for your support!

Please have all signed consent forms returned 3 days before your school's Vaccine Day.

Any questions or concerns can be addressed to:

OUSD Schools:

Hannah Warren, Vaccine Liaison
hannah.warren@ousd.org
510-879-2362

Non-OUSD Schools:

Alameda County Public Health Department
shootheflu@acgov.org
510-267-3230