

(Questions regarding the following information should be directed to Fletia Lewis, Benefits Manager, at 434-395-2076 or lewisfm@longwood.edu. Supervisors and Managers are encouraged to distribute this information to those employees who do not have computer access.)

MEMORANDUM

TO: Longwood University Benefits-Eligible Faculty and Staff
FROM: Fletia Lewis, Benefits Manager
SUBJECT: Additional Seasonal (Regular) Flu Shot Clinic On Campus for University Employees
DATE: October 19, 2009

Your Longwood University Human Resources Team has been working to address your concerns. Even though there have been widespread seasonal flu vaccine distribution issues, we are pleased to inform you that Kroger staff are able to return and conduct another flu vaccine clinic on **October 20, 2009**, for **full-time, salaried faculty and staff**. **This clinic is specifically for Longwood University employees who are enrolled in the COVA Care health plan or the COVA High Deductible Health Plan (COVA HDHP) and who were unable to attend the clinic held last Tuesday, October 13.**

FOR LONGWOOD UNIVERSITY FULL-TIME, SALARIED FACULTY AND STAFF:

(Applies to current employees who are enrolled in the COVA Care health plan or the COVA High Deductible Health Plan (COVA HDHP))

You will need to present your Commonwealth of Virginia health plan ID card to receive the flu shot, so **please bring your health insurance card.**

DATE	TIME	LOCATION
Tuesday, October 20, 2009	10:00 AM – 2:00 PM	Greenwood Library 147

The University anticipates a high turnout at the October 20th flu shot clinic. Please dress accordingly so that healthcare providers may easily administer the vaccine. We ask everyone to please be patient, have your insurance card ready to register, and to bring reading materials to help pass the time. The medical providers will administer shots as quickly as possible.

In Addition:

For all University employees, the following local information is provided for your convenience. *Please check with the participating pharmacy in advance to confirm any schedule changes.*

PARTICIPATING PHARMACY	DATE	TIME	LOCATION
Rite Aid	Tuesday, October 20, 2009	2:00 PM – 6:00 PM	1401 South Main St. Farmville, VA 23901
Wal-Mart	Saturday, October 24, 2009	11:00 AM – 3:00 PM	1800 Perry Dr Farmville, VA 23901
CVS –Southgate Shopping Center	Wednesday, November 10, 2009	10:00 AM – 2:00 PM	15 South Main St. Farmville, VA 23901
Rite Aid	Tuesday, November 17, 2009	2:00 PM – 6:00 PM	1401 South Main St. Farmville, VA 23901

Flu shot program questions should be directed to me (434-395-2076; lewisfm@longwood.edu). Thank you.