

(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 Faculty and Staff
FROM: Human Resources
SUBJECT: *Important Update* Regarding Seasonal (Regular) Flu Shots On Campus for University Employees
DATE: October 8, 2009

Longwood University will provide an opportunity for employees to receive a “free” seasonal flu shot on campus, with no out-of-pocket cost to the employee. **Please note important date, time and location changes indicated in this memorandum.** Seasonal flu shots on campus will be provided to Longwood University employees only. (Note: Seasonal flu shots for dependents will **not** be available on campus, so information regarding flu shots for dependents will be covered in a separate section of this notice.)

There will be **one** “clinic” available for full-time, salaried faculty and staff who are enrolled in the COVA Care health plan *or* the COVA High Deductible Health Plan (COVA HDHP). Late October-early November “clinics” will be for wage employees and adjunct faculty. It is important that you attend the appropriate clinic and suggested that you dress accordingly so that healthcare providers may easily administer the vaccine. Due to distribution issues affecting the current availability of the seasonal flu vaccine, *inoculations will occur only while supplies last.*

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 at no out-of-pocket cost, so **you must bring your health insurance card.**

DATE	TIME	LOCATION
Tuesday, October 13, 2009	3:00 PM – ?? (Until supplies last)	Lankford A, B, & C Rooms

FOR LONGWOOD UNIVERSITY WAGE EMPLOYEES AND ADJUNCT FACULTY:

You will need to present identification, so **you must bring your Longwood University ID card.**

DATE	TIME	LOCATION
Thursday, October 29, 2009	3:00 PM – 5:00 PM	Janet D. Greenwood Library Atrium (entrance area)
Monday, November 2, 2009	8:30 AM – 9:30 AM	Student Health & Wellness Center, Waiting Room (2 nd Floor)
Thursday, November 5, 2009	11:30 AM – 1:30 PM	Lancaster 223

Information Regarding Seasonal Flu Shots for Dependents:

COVA Care and COVA HDHP members, including covered dependents, should be able to get a free flu shot at participating Virginia pharmacies. For your convenience, we have provided local information below. Please remember to check with the participating pharmacy in advance to confirm any schedule changes. If attending a pharmacy clinic, you will need to present your Commonwealth of Virginia health plan ID card to receive the flu shot at no out-of-pocket cost. *Vaccines are available only while supplies last.*

PARTICIPATING PHARMACY	DATE	TIME	LOCATION
Kroger	Tuesday, October 13, 2009	10:00 AM – 2:00 PM	903 South Main Street Farmville, VA 23901
CVS –Southgate Shopping Center	Thursday, October 15, 2009	2:00 PM – 6:00 PM	15 South Main St. Farmville, VA 23901
Rite Aid	Tuesday, October 20, 2009	10:00 AM – 2:00 PM	1401 South Main St. Farmville, VA 23901
CVS –Southgate Shopping Center	Wednesday, November 10, 2009	2:00 PM – 6:00 PM	15 South Main St. Farmville, VA 23901
Rite Aid	Tuesday, November 17, 2009	10:00 AM – 2:00 PM	1401 South Main St. Farmville, VA 23901

Information Regarding the H1N1 Vaccine:

DHRM has indicated there is no information on when the vaccine for H1N1 (Swine-origin Influenza A) may be available and where it may be administered, whether in a doctor's office or at pharmacies. As with the seasonal flu vaccine, H1N1 will be covered under the wellness and preventive care benefit for benefits-eligible employees (Longwood University employees who are enrolled in the COVA Care health plan or the COVA HDHP). Updates will be provided as information becomes available.

Additional references:

- Longwood University Student Health website regarding "Flu": <http://www.longwood.edu/health/15122.htm>
- Centers for Disease Control and Prevention (CDC): (<http://www.cdc.gov/h1n1flu/>)
- Virginia Department of Health: (<http://www.vdh.virginia.gov>)
- Virginia Department of Education: (<http://www.doe.virginia.gov>)

Questions regarding the flu shot program should be directed to Fletia Lewis, Benefits Manager, at 434-395-2076 or lewisfm@longwood.edu.

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