

From: [West, Charlan](#)
To: [# All Ward Employees](#)
Subject: Flu Vaccinations
Date: Thursday, December 16, 2021 1:46:11 PM
Attachments: [image001.png](#)

INTEROFFICE MEMORANDUM
WARD MANUFACTURING LLC

DATE: December 14, 2021

TO: ALL WARD EMPLOYEES

FROM: Char West, Occupational Health Nurse

RE: Influenza Vaccine

The Health & Safety department will be offering regular seasonal **flu shots** again this year. There will be no cost for the flu vaccine. All clinics will be conducted at the Health & Safety office by UPMC:

December 21, 2021 from 12 pm – 4 pm for those who work 1st and 2nd shift Blossburg;
December 22, 2021 from 5:45 am -2:00 pm for WardFlex

Those on 3rd shift Blossburg please let me know and I will set up a time to come in for you.

Flu vaccines will be available by walk in on a first come/first serve basis. If you are interested in receiving the vaccine and did not do so at the time UPMC clinic was offered, please call Char at the Health & Safety office (Ext. 366) to see if there are extra doses available. If you have any questions you can call Char from 8:00 am – 4:30 am or leave a message.

Thank you.

Char West, LPN
Occupational Health Nurse



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