

Let's Talk About The Flu Leader's Manual



A Flu Prevention Workshop



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All materials are available on the Arkansas Immunization Action Coalition website:

www.ImmunizeAR.org

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1. Goal and General Instructions

Goal: Participants will be able to describe flu symptoms and explain steps they can take to prevent the spread of Influenza. We also hope that participants will be willing and able to get a flu vaccine at the end of the workshop.

Please use this Leader's Manual as a general guide for your workshop presentation. This manual is designed to go with the "Let's Talk About the Flu" PowerPoint presentation and the "Let's Talk About The Flu" booklet. Feel free to customize your presentation to your audience. The workshop is designed to last no longer than one hour, but it can be flexible. You may find that participants with higher literacy levels do not need the in-depth descriptions or demonstrations of concepts. Some instructions are designed to help explain things more fully to people that may not know some of the vocabulary words and concepts.

2. What You Need to Do In Advance of the Workshop

Advance planning will help to make your workshop a great success. An important question to ask in advance that will help determine many of your plans:

Who will the workshop be for?

If you are planning a workshop for people who do not speak English well, you may need to consider the following:

- Do you need to get an interpreter?
- Will your classroom location be convenient?
- Do you need to provide childcare?
- Are your refreshments appealing to your audience?

If you are planning for older adults, you might need to consider:

- Is your classroom handicapped accessible?
- Are the acoustics good or do you need a sound system?
- Is there easily accessible parking?
- Is morning or evening a better time?

If you are planning for any other group, you might need to consider:

- Do they have special needs?
- What is the best day and time?

Once you have determined your target audience, you will need to:

- Decide on a date, time and location
 - Check to be sure there are no other major events scheduled for your date.
 - Try to locate your workshop near public transportation, if possible.

- If your audience is likely to be parents, scheduling the workshop during school hours may help with childcare issues.
- If you have a number of participants from the same work location, see if the employer will let you schedule something at their work location during a lunch break or right after work.
- If you plan to use the PowerPoint Presentation provided, make sure you have access to:
 - Laptop computer
 - Projector
 - Screen or white wall
- Decide on whether you will have refreshments.
- Decide on whether you will provide flu kits, which is **optional**. Instructions for how to put together flu kits for your participants can be found on the website.
- Contact an immunizing clinic or pharmacy to arrange for flu vaccine to be given to participants at the end of your workshop. If you need help finding a clinic or a pharmacy to give flu vaccine after the workshop, please contact Victoria Russell, Arkansas Department of Health's Immunization Project Coordinator, and she will be happy to assist you.
- Find out about other flu vaccine clinics in the area and have information available about when and where they will be located.
- Decide if you plan to take photographs at the workshop and, if so, arrange for someone to take the photos.
- Advertise
 - Put announcements in the community calendar of your newspaper. (A media release form that you can edit is on the website.)
 - Put an announcement in newsletters of your organization and any organizations with which your audience is likely to be affiliated.
 - Emphasize that the workshop is **FREE**, and that there will be flu kits and refreshments provided, if you decide to provide them.
 - Put up posters where you think your intended audience might see them. (A poster you can edit is on the website.)
 - Send a press release about your workshop to the local newspaper. (A press release you can edit is on the website.)
- Prepare the classroom
 - Make sure you have good signs to direct people to the classroom.
 - Prepare the room so it is comfortable (temperature, right-sized chairs, etc.)
 - Make sure the classroom is big enough for the anticipated number of attendees.
 - Be sure that everyone can see the screen from his or her chairs.
 - Consider setting up tables to make it easy for participants to write in their copy of the workbook booklet.

- Provide name tags so that people can call each other by name.
- Make sure the lighting is good.
- Test the presentation equipment in advance.
- Set up a sign-in table and have people make name tags and sign the following:
 - Sign-in Sheet (One is available on the website.)
 - Photo Permission Sheet to use if you are taking pictures or using quotes from participants. (One is available on the website.)
- “Let’s Talk About The Flu” booklets should be available for participants at the sign-in table.
- Just prior to beginning the workshop, set up the refreshments.
- Prepare yourself
 - Review the PowerPoint and notes.
 - Customize the PowerPoint with your information.
 - Become familiar with the workshop booklet.
 - Think about instances in your own life that you are willing to share related to the topics you are about to present.
 - Adults want to learn practical things that apply to real life.
 - Personalizing information helps to make it more interesting.
 - It helps to make you more warm and approachable.
 - Think about potential questions that may come up and how you will answer them.
 - Think about your nonverbal communication. You show warmth and friendliness through:
 - Facial expressions
 - Tone of voice
 - Body language
 - Think about presenting a positive attitude, especially for questions that you are asked. **All questions are good questions!**
- Gather teaching tools
 - Print out enough copies of the Warm-up Activity and What Did I Learn? sheets for each participant to have one.
 - Have pens or pencils available for attendees to encourage writing in the lesson books and taking notes.
 - Have enough booklets on hand for attendees.
 - Optional: Gather markers for a dry erase board or a flip chart.

3. The Workshop

Greet people and welcome them as they enter the classroom. Ask them to take a name tag from the registration table and fill in their first names so that you can call on them by

name if they should have questions during your presentation. Ask them to fill out the Sign-In Sheet and the Photo Permission Sheet (if you plan to take photos).

Slide 1- Let's Talk About the Flu

You should have this slide displayed as people arrive and get settled.

Begin the workshop on time and end it on time. A sample agenda is on the website to help you plan ahead. The workshop is designed to take no more than one hour. By being punctual, you show your respect for your audience and their time.

Once everyone has been seated and appears comfortable, go to the front of the room and begin with introductions.

Slide 2- Introductions (Booklet Page 1)

Introduce yourself. Give your name, your title and the organization that you represent. Give any additional information about your organization that you wish to share. Then, offer an introductory exercise. If you have a larger group, you may want to simply have people go around and introduce themselves. Ask them to tell you whether they have ever gotten a flu vaccine before so that you can customize your presentation to a group. You might take different approaches with a group that is already familiar with flu vaccines than one that is anxious about getting a flu vaccine. If you have a smaller group, you can do an exercise like the following:

A Sample Introductory Exercise:

- Have people partner with someone that they do not know.
- Ask people to interview their partner and find out:
 - Their name
 - Occupation
 - Whether or not they have ever gotten a flu vaccine
- Have each person, in turn, introduce their partner to the group.

Slide 3 – Overview

Say: “Today, we will be talking about:

- What the flu really is
- How to keep your family healthy
- What you should do if you get sick
- We will talk about flu vaccines
- We will talk about flu stories and concerns

But, before we begin, we would like to find out more about what you already know about flu and flu vaccines, so we will ask you to do this warm up activity.”

Hand out the warm-up activity sheet. Consider reading each question aloud, in case someone has difficulty reading the questions. Give enough time for them to fill it out and return it to you.

Next, you will refer to the booklets. If the booklets were not handed out at the registration table, you will want to distribute them now. Make sure everyone has a copy.

Slide 4 – What is the Flu? (Booklet Page 1)

Say: “Let’s talk about the flu. Please turn to page 1 in your booklets. Looking at the page 1, Can anyone tell me what causes the flu?” (If no one raises their hand, refer to the first sentence.) Your response might be: “Yes, very good. Flu is caused by a germ called a virus. Another type of germ is called a bacteria. Other illnesses caused by a bacteria are treated with an antibiotic. You may have had a sore throat that was caused by a strep bacteria and then you would have been given an antibiotic. But, the flu is caused by a virus, so an antibiotic will not get rid of the flu. However, flu can be treated by an anti-viral medicine that is only for the flu. It doesn’t treat other viruses and works best if given within 48 hours of a person becoming ill.

“Flu is really just short for Influenza. The way that you can tell that your sickness is probably flu, is that it comes on very quickly and lasts from 2 days to 2 weeks.”

Slide 5 – How Will I Know if I Have the Flu? (Booklet Page 1)

Say: “Can you tell me some of the symptoms or things that you feel when you are sick with from Influenza?” The answers you should get in no particular order are:

- Fever
- Chills
- Body aches
- Cough
- Fatigue or sleepiness
- Headache
- Sore throat
- Runny nose
- Sneezing

“Can anyone tell me what you feel like when you have fever, chills or body aches?” The answers might be:

- Fever
 - Your body feels hot
 - Temperature on thermometer of over 37.5–38.3 °C (99.5–100.9 °F) rectally (in the bottom, behind or butt)
 - Temperature on thermometer of over 37.7 °C (99.9 °F) orally (by mouth)
 - Temperature on thermometer of over 37.2 °C (99.0 °F) under the arm or in the ear.
 - Your body feels cold (may precede a feeling of warmth)
 - Sweating
- Chills
 - Feeling cold
 - Shaking
- Body aches
 - Muscles hurting
 - Bones hurting

“Can anyone tell me what it feels like or sounds like or maybe looks like to have cough or fatigue?” Answers may be:

- Cough
 - Ask them to demonstrate a cough
- Fatigue
 - Tiredness
 - Sleepy

Slide 6 – How Will I Know if I Have the Flu? (Booklet Page 1)

Say: Can anyone tell me what a headache, sore throat, runny nose or sneeze feel or sound like?” Answers may include:

- Headache (Point to head)
 - Pain in the head
 - Pain in the neck
- Sore throat (Point to throat)
 - Pain in throat
 - Funny sounding voice
- Runny nose (Point to nose)
 - Stuffy nose
 - Snotty nose
 - Nasal congestion
- Sneeze (Have someone demonstrate a sneeze)

- Achoo

“Children may also have vomiting, diarrhea and belly ache. What do we mean by vomiting?”

Answers may be:

- Throwing up

“What do we mean by diarrhea?”

- Runny poop
- Loose stool

“Does anyone know another name for belly ache?”

- Nausea

“Not all children throw up and not everyone has a fever. But they are pretty common with the flu.”

If you go to a clinic, they can do a test using a swab from the back of your nose to see if you have the flu.

Slide 7 – How Can My Family Stay Healthy? (Booklet Page 2)

Say: “The flu can be spread very easily from one person to another. Germs may pass around easily through a sneeze or touching surfaces with germs on them. It is important to prevent this spread in order to keep you and your family healthy. If one person gets sick, it puts all others around at risk of getting the flu including family and loved ones. Thankfully, there are simple ways to prevent us all from getting sick and experiencing those horrible symptoms that we just learned about. You should wash your hands with soap and water, but if soap and water are not available, you can use an alcohol-based hand rub.”

Slide 8 – How To Wash Effectively (Booklet Page 2)

Say: “I am sure you all know how to wash your hands, but let’s take a closer look at how to wash your hands to get rid of germs.

1. Try to use warm water to wet your hands under running water.
2. Rub your hands together so that the soap gets lathery or bubbly.
3. Does anyone know how long to wash your hands? You want to rub your hands together with the soap and water for at least 30 seconds, or as long as

it takes to sing the “Happy Birthday” song twice. Would anyone be willing to show us how you wash your hands and sing Happy Birthday?”

If you have a specific ethnic group and know of a song that would be more culturally appropriate, use that. Or, you could ask the group to come up with another song that they would prefer to use.

4. “After singing and rubbing, you will want to rinse your hands thoroughly.”

Slide 9 – And... (Booklet Page 2)

Say: “Once your hands are clean, use a paper towel or air dryer to dry them. Use the paper towel to also shut off the water if you can. Does anyone know why that is a good idea?”

Answers may include:

- There may be germs on the handle that someone else put there.
- You touched the handle with your germy hands before washing them and now will get those germs back on your hands.

“If your hands are really dirty and you can see how dirty they are, you should wash with soap and water.”

Slide 10 – How To Use Hand Sanitizers (Booklet Page 2)

Say: “If you cannot use soap and water to wash your hands, you can use a hand sanitizer. They work quickly and also get rid of germs on your hands. To use the hand sanitizer:

- Put it in the palm of your hand (show the palm of your hand).
- Rub your hands together
- Rub it all over your hands including your fingers
- Rub it all over until your hands are dry.”

Slide 11 – What Else Can We Do? (Booklet Page 2)

Say: “So we know how to get rid of the germs once they get on our hands, but what should we do to avoid spreading the germs if you cough or sneeze? What should you do?”

Answers should include:

- Cover your cough or sneeze with a tissue
- Cough or sneeze into your elbow

“If you cough or sneeze into a tissue, it is very important to throw away the tissue immediately. **DO NOT** cough or sneeze into your hand since then you will need to wash your hands again to avoid spreading the germs.”

Slide 12 – Or... (Booklet Page 2)

Say: “Can anyone show me how you sneeze into your elbow? What part of your elbow should you use?”

You may need to make it clear that it is the *inside* of the elbow that we are talking about.

Slide 13 – And...(Booklet Page 2)

Say: “If you know that someone has the flu, stay away from them. Try to stay at least 6 feet from someone who is sick. If someone has flu symptoms, don’t take a chance on catching it too. Just stay away from them.”

People with the flu can spread it to other 24 hours or more **before** they actually have symptoms, so that makes it hard to avoid everyone with the flu.

Slide 14 – What Should I Do if I Get Sick? (Booklet Page 3)

Say: “It is important for you to stay home and rest if you get the flu.”

Ask: “What might be a good reason for going out of the house even though you have the flu?”

After listening to responses, you might say: “One of the only reasons to go out would be for a medical appointment. The doctor can do a flu test and prescribe an anti-viral medicine for you to take.”

Slide 15 – Don’t Spread the Flu - Stay Home (Booklet Page 3)

Say: “Stay home until your fever is gone for one day: It is important to limit contact with others while having the flu to protect them from getting sick. This means staying at home from whatever your commitments are (work, school, etc). And, while at home, it is important to stay away from others in the household or they will be at very high risk of getting the flu. Take your temperature during this time with a thermometer. Normal temperature for most adults and children with a thermometer in your mouth, under the tongue, is 98.6 F or 37.0 C. Once your temperature is back to normal, wait 1 more day until leaving the house. Until then, you still place others at risk to get the flu.”

Slide 16 – And... (Booklet Page 3)

Say: "It is important that you rest as much as you can while you are at home. It will also make you feel better if you take **acetaminophen**. Another name for acetaminophen is Tylenol. There are other medicines you can take to lessen flu symptoms, such as **ibuprophen**, which is also called Advil. **However, you should talk to a pharmacist before taking any over-the-counter medicine, because there may be a reason you should not take acetaminophen or ibuprophen depending on other health problems you may have. Please be sure to never give aspirin to a child with flu-like symptoms.**"

Slide 17 – Use the Items in Your Flu Kit (Booklet Page 3)

You may hand out the flu kits at this time, if they are being provided and if you did not have them on the registration table. Make sure everyone gets one. Take the items out of the flu kit as you talk about them.

Ask: "Would someone be willing to take out the thermometer from their kit and show us how you would use it in your mouth?"

The packages are hard to open and you will need a scissors. Another option is just for you to have one open and demonstrate in front of the class.

Make sure that they put the thermometer under their tongue and press the button on the front of the thermometer after it is in the mouth. Wait until it beeps and then read the temperature. Explain the process that you are using and explain what the normal ranges are for an oral temp. The thermometers we have make a special beep when temp is over 99 degrees, so it is an extra indication that you have a fever. More info is in the instructions.

Show how the hand sanitizers work using the guidelines from slide #10.

Slide 18 – And... (Booklet Page 3)

Say: "Be sure to throw away used tissues since they can also spread the flu to others if they pick them up. Germs can be spread in several ways. The cough drops will help if you have a cough, and remember that it is important to stay home when you are sick."

Slide 19 – Let's Talk About Flu Vaccines (Booklet Page 4)

Say: "Flu vaccination is recommended for everyone 6 months of age and older. We often also call the flu vaccine a flu shot, although the flu vaccine can be given in other ways besides just a shot. Some flu vaccine comes as a nose spray, which is also called a flu mist. Flu mist is approved for people ages 2-49 years of age. It can be administered or given in the nose as well. You and your Dr. or nurse will need to decide which way it is best to get your flu vaccine."

Ask: “Why would it be important for your **family** to get a flu vaccine if you are getting a flu vaccine?”

Emphasize in your discussion that your family is out in public with other people who might expose them to the flu.

Say: “Flu vaccines are **the number one way to prevent the flu**. They are safe and effective. Hand washing and coughing or sneezing into the elbow are good health practices at preventing sickness in general, including the flu. However, none work nearly as well at preventing the flu as the flu vaccine.”

Emphasize that the flu vaccine is the number one way to prevent the flu because it is one of the questions on the test.

Slide 20 – Who Should Get a Flu Vaccine? (Booklet Page 4)

Say: “Anyone can get the flu every year, so most of us should get the vaccine. There are certain people that especially should get the vaccine because of an increased risk for having severe illness that can lead to a stay in the hospital or death. There is also a small group that shouldn’t get the vaccine.”

- The flu vaccine can give a person a sore arm and a low fever after injection. These symptoms are varied and are significantly milder and shorter lived than the actual flu. This type of reaction shows that the flu shot is doing what it is supposed to do—training the body to fight the flu. It does not mean that someone should not get the vaccine.
- However, if you have had a severe reaction to the flu vaccine in the past, you should not get one. Fortunately, such life-threatening allergic reactions are very rare. Signs of serious allergic reaction can include:
 - breathing problems
 - hoarseness or wheezing
 - hives
 - paleness
 - weakness
 - a fast heartbeat
 - dizziness

If they do occur, it is within a few minutes to a few hours after the vaccine. These reactions are more likely to occur among persons with a severe allergy to an ingredient in the vaccine.

Slide 21 – Who Should Not Get a Flu Vaccine? (Booklet Page 4)

Say: “The people who should not get a flu vaccine are those who have a severe allergy to any of the ingredients in the vaccine or anyone who has ever had a very severe reaction to a flu vaccine in the past.

People with egg allergies can safely take the vaccine. However, if a person is concerned about having a severe reaction, they can get the vaccine in a doctor's office (such as an allergist or primary care doctor) where they can be monitored afterward."

Note: Because reactions are rare, do not emphasize these items. This information is supplied to you so that if you are asked what an allergic reaction might look like, you can share this information. However, again, try to stress that these reactions are very rare.

- Some people are adamant that they got the flu from the vaccine in the past and it is best not to argue with them. Allow them to have their opinion, but emphasize that it would be highly unusual since the flu vaccine does not have a live virus in it.
- It is important to note that **the flu vaccine absolutely cannot cause an illness**. A person can get the vaccine and still get the flu. This does not mean that the vaccine gave them the flu.
 - The body takes 2 weeks to build up its defenses after receiving the vaccine. The person could get the flu during those 2 weeks, but will also build immunity for the rest of the flu season.
 - Even after 2 weeks, the vaccine is not totally effective in preventing the flu, but it can still help keep a person out of the hospital or may even save their life, if they actually do get the flu.

Slide 22 - Did You Know? (Booklet Page 5)

Say: "Flu vaccines teach your body to fight the flu. They teach your immune system, the part of your body that fights sickness, to recognize and kill the flu. So, hopefully, if a person who has received the flu vaccine comes into contact with the flu virus, their body will know exactly what it is and kill the flu germs before they become sick. Sometimes the vaccine is not enough to keep a person from getting the flu, but in that case the vaccine can help the body fight the flu enough to keep someone out of the hospital or keep them from dying. It is important to get a new flu vaccine every year, because each year the flu changes. We get a flu vaccine every year, so we can teach our body to fight off the new version of the flu. Flu vaccines are typically available in September or early October, right at the beginning of flu season. Get the vaccine early, but also know that it is never too late. The flu vaccine absolutely will not cause an illness. "

Some participants may have heard of the flu vaccine called Flu Mist that comes as a nasal spray. This vaccine was found to not be effective, so this year it is not recommended.

Slide 23 – Let's Review (Booklet Page 5)

Say: "Please turn to page 5 in your booklet. See the questions under True or False? Circle the correct answer as I read the question:

1. A flu vaccine will protect you from a cold. Circle T if you think this is true or F if you think this is false.
2. A flu vaccine will protect you from the flu. Mark T or F.
3. Vomiting is always caused by the flu.
4. The flu causes fever, chills, cough and body aches. You will feel very sick for 7 days.
5. Newborn babies should get a flu vaccine.

Let's correct this little quiz." (You might ask the group what the correct answer is and why before giving the correct answer.)

"1. Is False. If you remember, we discussed how the flu vaccine only protects you from the flu and not from other illnesses. So, if you marked F, you are correct.

2. Is True.

3. Is False. Children often have vomiting with the flu, but not always and adults sometimes have vomiting, but not commonly.

4. Is True.

5. Is False. Newborn babies are too young to take the flu vaccine. They depend on everyone around them to get the vaccine to protect them from the flu."

Slide 24 – Where Can I Get a Flu Vaccine? (Booklet Page 5)

If no arrangements have been made to give flu vaccines to participants at the end of the workshop, it would be helpful for you to research the times and locations of area flu clinics, especially the Arkansas Department of Health's mass flu clinic in your county. Share whatever information you have about locations near you or direct people to contact their local clinic or public health about where to get flu vaccines. If flu vaccine will not be provided to the participants at the end of the workshop, and if you have obtained vouchers for free flu vaccines for your participants in advance, you will also want to hand out the vouchers if you have not already done so. Workshop participants can record information about where they can get a flu vaccine on page 8 in the booklet.

Slide 25 – Everyone Has a Story (Booklet Pages 6 & 7)

Ask participants to turn to pages 6 and 7 and to read the stories. Once you can tell that they have finished, ask: "Is anyone willing to share a story about the flu or flu vaccine?" If you have one that you are willing to share, this would be a good time to do so.

Slide 26 – Let's Talk (Booklet Page 8)

Ask: “Have you discussed the flu vaccine with your doctor? What do your family and friends say about flu vaccines? What do you say about flu vaccines?” Begin discussion about flu vaccines here. See the addendum for additional information about possible issues that might be brought up and additional sources of answers.

Slide 27 – Thank you!

Say: “We would like to thank the Arkansas Immunization Action Coalition and the Arkansas Department of Health for making this workshop possible.

Before you go, we would like to have you fill out this final ‘What Did I Learn?’ sheet. (Pass it out now.) The questions are the same as the warm-up activity, but we’d like you to complete them anyway so we can find out what you learned today. Please answer the ‘What Did You Learn?’ questions and thank you for coming.”

If applicable, say: “If you would like to get your flu vaccine before you leave, we have staff from ____ clinic or pharmacy set up in the back of the room to give it to you.”

4. After the Workshop

Once you have collected the “Warm-Up Activity” and “What Did I Learn?” sheets and all of the participants have left, please fill out the Leader Summary form, which is available on the website. Please return the “Warm-Up Activity” and “What Did I Learn?” sheets, and Leader Summary form, unused workshop booklets, and any photo release forms and copies of photos you wish to share to:

Victoria Russell, BS
Arkansas Department of Health
4815 West Markham St, Slot 61
Little Rock, Arkansas 72205

Email: victoria.russell@arkansas.gov

5. Addendum

You may wish to make copies of one of the Questions and Answers supplements or Flu Stories available on the websites to share with your workshop participants. Here is a list of foreseeable topics that may need to be addressed while participants are voicing their questions and fears. Some of these have been illustrated in past workshops and others are adapted from the CDC (Centers for Disease Control and Prevention). **If there ever is a question you do not feel comfortable answering, refer the person asking to his/her health care provider.**

- What if the vaccine makes me sick?
 - There is often concern the vaccine will actually cause illness. Sometimes these stories are heard through the grapevine or a close relative is believed to have become ill from the flu vaccine. The flu vaccine only protects against the flu and has no effect on other illnesses.
- I will get the flu vaccine if someone close to me gets the flu.
 - At this point it will probably be too late. The body takes 2 weeks to build its defenses after the vaccine. It is likely that, if exposed, the person will become sick well before the vaccine takes effect.
- The vaccine hurts.
 - It may feel like a mild bee sting, and there could be soreness afterwards. However, this is much less severe than the symptoms of the flu that can be very severe, last up to 2 weeks, and cause hospitalization or death.
- It's too late in the flu season.
 - Depending on when the workshop is held, participants may think it's too late and not worth the hassle. Flu season usually peaks around January and February, but this varies and is often unpredictable. It is possible to become sick from the flu at any time in the year.
- Is the vaccine safe?
 - The flu vaccine has been administered safely for over 50 years and is monitored very closely every year. There has been a wide array of claims, suggesting such effects as the flu vaccine causing sterility. This example in particular is unfounded, and it has been well studied many times by many different qualified people. Everyone should be rest assured the flu vaccine is safe.
- Does the flu vaccine protect against the "stomach flu?"
 - No it does not. The term "flu" is actually overused and is not what many would believe to be only an upset stomach and vomiting. This is often caused from bad food or a different illness in the gut. The flu is actually a respiratory sickness (in the lungs). So the illness the flu vaccine prevents and the "stomach flu" are completely unrelated.