



## Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070

[www.oneida-boces.org](http://www.oneida-boces.org)

# MEMORANDUM

**TO:** All Staff

**FROM:** Margherita Manoiro, *Supervisor, Human Resources*

**DATE:** August 17, 2026

**SUBJECT:** **2026 OHM BOCES Employee Flu Shot Clinics**

Oneida-Herkimer-Madison BOCES is pleased to announce that we will be offering employee flu shot clinics with the goal of vaccinating our employees against influenza. In the United States, each year 5-20% of the population contracts the flu and more than 200,000 people are hospitalized from seasonal flu-related complications. Flu seasons are unpredictable and can be severe. The best way to prevent seasonal flu is by getting a flu vaccination.

Flu shot clinics are scheduled for the following dates, times and locations:

**Wednesday, October 7, 2026**

**11:30 a.m. – 3:30 p.m.**

Oneida-Herkimer-Madison BOCES Main Campus  
Herkimer Room – The Howard D. Mettelman Learning Center  
4747 Middle Settlement Road  
New Hartford, NY 13413

**Thursday, October 8, 2026**

**7:30 a.m. – 12:30 p.m.**

Oneida-Herkimer-Madison BOCES Main Campus  
Herkimer Room – The Howard D. Mettelman Learning Center  
4747 Middle Settlement Road  
New Hartford, NY 13413

Employees are free to attend any session. If you would like to receive a flu shot, please contact Margherita Manoiro at 315.793.8518 or at [mmanoiero@oneida-boces.org](mailto:mmanoiero@oneida-boces.org) to schedule an appointment. ***Walk-ins are welcome, but please be aware that employees with scheduled appointments will be served first.***

A New York State certified immunizing pharmacist will be administering the flu vaccinations. A “Screening Questionnaire and Consent Form” must be completed in order to receive a vaccination. Margherita Manoiro will provide a form when your appointment is confirmed. Completing the form in advance will expedite your appointment; however, forms will also be available on site at the flu shot clinics.

The flu vaccinations will be covered in full by the insurance plans offered through Oneida-Herkimer-Madison BOCES. Please bring your insurance card with you.

Please consider getting a flu shot in order to protect yourself during flu season. We care about your health!

*Dedicated professionals collaborating with component districts and the community, developing and deploying leading-edge educational services, career opportunities and support services essential to all students' success.*