

- **Preparing for Day of Vaccine Clinic**
 - Determine number of staff
 - Determine language capacity needed
 - Extra staffing for door to door vaccinations and observation
 - Mobile Hot Spots
 - HEPA Air Purifiers as needed if poor air flow in community room
 - Volunteers – from your other sites or local ASAP providers
 - Order supplies
 - PPE for staff – masks, gloves, face shields, gowns
 - Pens – one for each resident
 - Sanitation supplies – spray, wipes, 2 bottles of hand sanitizer
 - Sticky notes/timers for 15-minute observation
 - Signs letting residents know about traffic flow
 - Name Tags for Pharmacy and other staff

- **Day of Clinic**
 - Please make sure staff are present 1hr prior to Clinic. CVS will arrive 45-60 minutes before clinic start time.
 - When CVS arrives confirm number of doses they brought
 - Lead staff to keep “on call list” if extra doses
 - Keep windows/doors open for proper ventilation.

- **Room Set-up:**
 - Clinic Space should be a minimum space of 10ftx10ft
 - All tables/chairs 6ft apart
 - Access to Wi-Fi-
 - Trash Barrels at all areas
 - Hand Sanitizer-prior to entering/exiting.
 - Have a separate door to enter and exit (if possible).
 - Registration Table:
 - w/ two chairs,
 - near outlet w/ extension cord.
 - Administration Table:
 - 1-2 Tables depending on space, near outlet w/ extension cord.
 - Observation Area:
 - Resident should stay in observation area for recommended 15 min, can be 30 min if allergies
 - Set-up determined by size of site space being utilized
 - 4-6 Chairs depending on space and 6ft apart.
 - Maintenance to sanitize observation area after every resident exits their seat
 - No Food or Drinks allowed in clinic area.

- **Recommended Number of Staff at Clinic (5-6)**
 - #1 Staff at entrance of clinic to assist with crowd control.
 - #2 Registration Desk
 - #3 Staff member in observation area – timing and sanitizing
 - #5 Staff member assisting residents to exit clinic area
 - #6 Runner