



## COVID-19 Vaccine Site Preparation & Planning: Best Practice Considerations

### I. Logistics

- Does facility location have adequate space to retain social distancing, outdoors preferred for 3 key areas?
  - (1) Waiting Area (includes an area to account for walk-ups)
  - (2) Vaccinations station(s) 1 table/ 1-2 chairs per station
  - (3) Observation- Multiple chairs 6- feet apart, varies based on volume
- How will you accommodate disabled and/or wheelchair needs?
- Do you have language needs to account for in terms of volunteers/staff, signage, and communications?
- Do you have adequate parking? Plans for overflow traffic?
- Logistics Lead: Do you have a back-up/designee to coordinate logistics with the vendor and respond to & schedule onsite walk-thru prior to day of event?
- Do you have adequate chairs & tables for the stations or sources (other organizations, rental vendor donations)?
- Do you have other needs such as cones for entrance & other areas for traffic/participant flow? Clinic traffic & participant flow should be one-way
- Do you have WIFI and/or electrical for vendors to test connections, computers/tablets prior to event?

### II. Promotions & Outreach

- Have you determined how you will promote the event to ensure attendance?
- Will you partner with other organizations and churches to maximize attendance, resources, volunteers, etc.?
- Who will be responsible for sending flyers, emails, etc.?
- How do you plan on “pre-registering” your community members and church congregation?
- Do you have volunteers or resources to conduct outbound calls from lists from community members or the church for “pre-registration” (name phone #, email if available, date of birth)?
- How will you maintain a participant list for tracking (word document, excel, google docs, etc.)?
- Do you have or need flyers/signage to support the event in multiple languages?

### III. Volunteer/Staff Support

- Logistics lead as noted in the Logistics section
- Greeters- 2 minimum, or more depending on size of event
- Navigators/traffic- 2-3 minimum (or more depending on size of event) monitor lines for social distancing/mask wearing, direct from station to station
- Observers- for the 15 minute observation area, supports providing additional education, post vaccine information and sign up for post vaccine symptom automated check-in by telephone, text, or email
- Security- Do you have security concerns you need to address with other resources

*Additional information available from CDC*

<https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/pre-clinic-activities.html>