



Preparing for a Community Vaccine Clinic

Checklist

A community vaccine clinic for friends and families of your residents and staff can support your community vaccination rates and protect your residents from potential COVID-19 exposure. This toolkit walks you through the steps of partnering with your local pharmacy and/or local Department of Health to offer a vaccine clinic.

Initial Planning

Identify the vaccine provider.

You can partner with your local health department, pharmacies, a health system, or other medical providers. Visit [Vaccines.gov](https://www.vaccines.gov) - [Find COVID-19 vaccine locations near you](https://www.vaccines.gov/locations) to find a vaccine provider.

Establish roles for all facility leaders and participating community partners:

- Facility leadership team
- Pharmacy partner
- Local state/county department of health
- Local emergency preparedness agency
- Emergency medical services
- Local health systems (example: local hospital)

Identify a location, date and times.

Consider indoor as well as outdoor locations that allow for easy access, high visibility, safe flow of participants and appropriate social distancing. Can you offer the clinic outside in the parking lot? Do you have an available space within your building?

Establish clinic parameters:

- What parameters will you place around eligibility?
- Will you limit participation by age?
- Will you start a primary vaccine series?
- How will you refer people who do not meet your clinic's criteria?

Toolkit

In the communications section we offer:

- Cover letter describing the vaccine clinic
- Template of a letter to invite friends and families to the event
- Opportunity for IPRO QIN-QIO experts to host virtual educational event with your resident and family councils on COVID-19 vaccination
- Sample social media posts
- Two fillable flyers to promote the clinic
- Newsletter blurbs, media alert, and news release to advertise the clinic and demonstrate facility commitment to protecting your community

In the clinic coordinator section we offer:

Preparing for the clinic

- [Checklist of Current Versions of U.S. COVID-19 Vaccination Guidance and Clinic Support Tools \(immunize.org\)](#) This regularly updated checklist provides links to key COVID-19 vaccination resources.
- [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations \(izsummitpartners.org\)](#) This checklist is a step-by-step guide to help clinic coordinators/supervisors overseeing vaccination clinics.
- [COVID-19 Vaccine-Patient Safety Checklist for Vaccination Clinics-February 22, 2021 \(cdc.gov\)](#) This checklist is an assessment tool to help clinic coordinators/supervisors prepare for COVID-19 vaccination clinic.

Screening tool to administer vaccine

- [Prevaccination Checklist for COVID-19 Vaccines Information for Healthcare Professionals \(cdc.gov\)](#) Print this checklist for recipients to fill out prior to administering vaccine.
- [Prevaccination Guidance for COVID-19 Vaccines Information for Healthcare Professionals \(cdc.gov\)](#) This guidance should be used to determine if COVID-19 vaccine can be administered or not, based on recipients' answers to the checklist questions. Laminate this tool and give to those who are administering vaccine.

Standing orders

- [Moderna COVID-19 Vaccine: Standing Orders for Administering Vaccine to Persons 18 Years of Age and Older \(cdc.gov\)](#) Standing orders for Moderna
- [Pfizer-BioNTech COVID-19 Vaccine: 12 Years of Age and Older \(Purple Cap\) • Standing Orders for Administering Vaccine \(cdc.gov\)](#) Standing orders for Pfizer-BioNTech
- [Janssen COVID-19 Vaccine \(Johnson & Johnson\): Standing Orders for Administering Vaccine to Persons 18 Years of Age and Older \(cdc.gov\)](#)
- [Standing orders for Janssen, not recommended for booster vaccines: COVID-19 Vaccine Boosters | CDC](#)