# Preparing for your COVID-19 Immunization Clinic

By scheduling a COVID-19 immunization clinic, you are taking proactive measures to help ensure your residents and staff are protected from COVID-19. The information provided below will help you begin preparing for your upcoming COVID-19 immunization clinic.

## What Walgreens is doing to keep you safe |

- Walgreens has a daily screening process for employees, which includes a temperature check before the start of each shift. Additionally, clinic team members must test negative for COVID-19 prior to clinics.
- Pharmacists follow standard OSHA safety protocols to prevent infection including handwashing or hand-sanitizing techniques, changing gloves between patients, and swabbing the injection site with alcohol.
- In addition, our pharmacists wear facemasks, as well as face shields, to protect both patient and pharmacist. All vaccine recipients must wear a facemask or face covering. Upon request, Walgreens clinic team members can plan to arrive equipped with N-95 masks.

## How your site can prepare for the clinic |

**COVID-19 Insights:**

- Walgreens is pleased to be your healthcare partner for COVID-19 vaccine administration; a local contact will be in touch with your facility in the coming weeks to provide you additional guidance as clinic planning begins.
- The Walgreens point of contact will work with your facility for every step of the planning process. On the clinic day, our team members can address any questions or concerns that vaccine recipients may have before the vaccine is provided.

**Clinic Dates & Information Needed:**

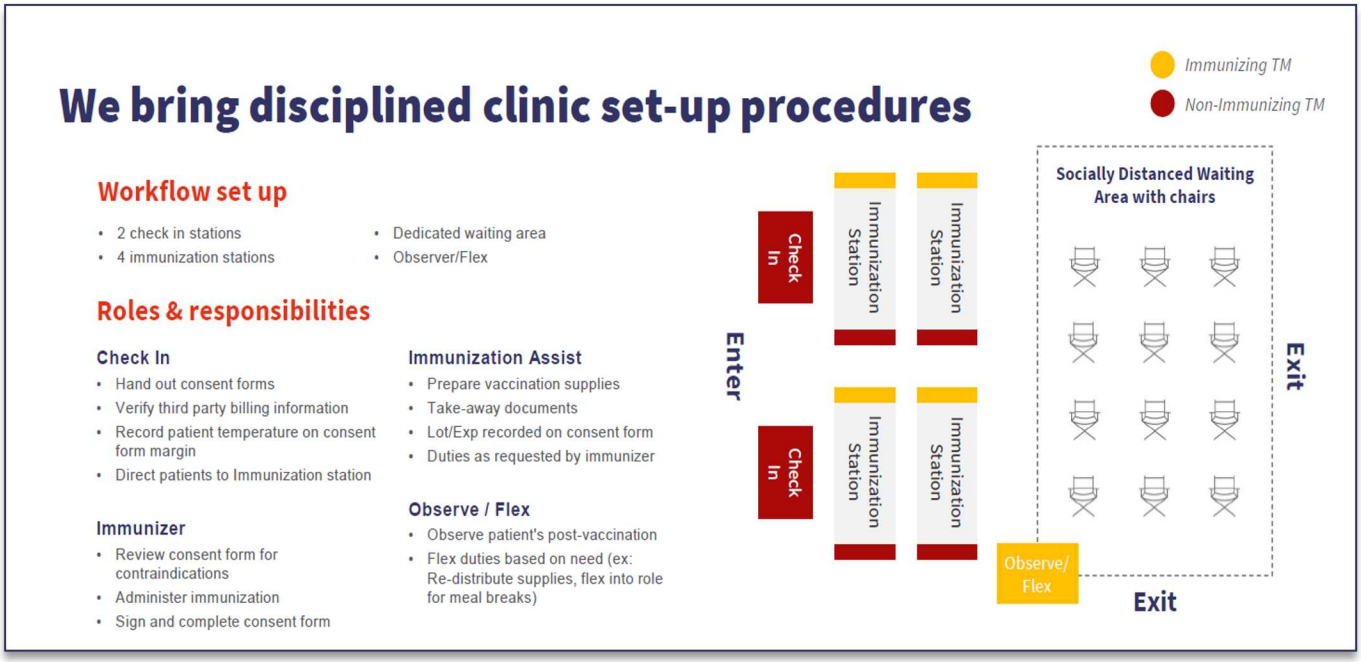
- **Three clinics** will be scheduled with your site as directed by the CDC to ensure all residents and staff are protected:
  - These clinics will be set up between 21 to 28 days apart, as most vaccines require two doses with at least 21 or 28 days in between doses.
- **Determine the clinic site information**:
  - Please determine a designated on-site coordinator, accurate addresses of all clinic locations, estimated number of shots to be administered, and the dates to host each clinic.
  - Your local Walgreens contact will work with you to determine appropriate staffing, hours, clinic type (central location or room-to-room), room size, and any additional supplies required to serve your participants.
- **On-Site Coordinator:**
  - We recommend a staff member be assigned as a clinic coordinator to work with your Walgreens point of contact and assist with planning each clinic to ensure that all needs are met for each event.
  - Please ensure that the following information about the clinic coordinator can be relayed to your local Walgreens point of contact when they reach out via email and/or phone:
    - Name
    - Phone number
    - Role
    - Email
    - Best time to be reached

- **Gather participant information** to be shared with Walgreens prior to the clinic:
  - Patient demographic information (first name, last name, DOB, gender, phone number, address)
  - Allergies and/or health conditions; race/ethnicity
  - Insurance information (Insurance Name, Member ID, Member Group)
- **Ensure Vaccine Administration Record** (VAR) is complete for each recipient:
  - A VAR form must be completed for any resident or staff member who intends to receive a vaccine on the day of the clinic. If more than one dose (typically 21 or 28 days between doses) of the vaccine is required, the VAR must be completed for each.
  - The vaccine recipient or their representative, durable power of health care attorney, or legal guardian must **sign the consent section** prior to immunization.

**Clinic Location:**

To meet the needs of your residents, Walgreens is able to conduct clinics in a central location, go room-to-room, or a combination of both. Work with your Walgreens point of contact to determine which is best for your facility.

- **Central Clinic Location:**
  - To safely and properly administer vaccines, a clean, well ventilated (air circulation and filtration), and private space is required for the clinic.
    - Ensure the space you have selected for the immunization clinic provides ample space for residents and staff to practice safe social distancing (at least 6 feet) while waiting to receive their immunization, and for the 15-minute observation period after each immunization.
    - The room needs to be of sufficient size to allow for a reception table with a garbage can, at least one chair for support staff, a table and two chairs for the immunizer and participant and several additional chairs for participants. Non-fabric chairs are preferred as they will allow for proper disinfecting procedures.
  - It will be helpful to have **signage** to help direct participants to the clinic area and remind them of safe social distancing guidelines.




*Illustrative example of how a central location clinic may be set up*

- **Room to Room**
    - For participants who have limited mobility or may need additional assistance, requests for accommodation can be discussed with your local Walgreens contact.
    - Determine a route throughout the facility in which you prefer our team conduct immunizations.
    - If needed, ensure facility staff are available to accompany Walgreens clinic team members and assist with any resident needs.

**Clinic Day:**

- Participants should only attend the clinic if they intend on receiving an immunization. Participants will **NOT** be vaccinated, and **SHOULD NOT** attend the clinic if:
    - They are feeling sick, have a fever, or are exhibiting any respiratory symptoms.
    - Have been diagnosed with COVID-19 within the last 2 weeks.
- If able, participants must wear a face mask or face covering when commuting to/from the clinic area, the duration of time they are in the clinic area, and/or while the immunizer is in their living area.
- When waiting for the immunization, participants will need to practice appropriate social distancing guidelines, maintaining at least a 6ft distance from others.
- Walgreens clinic team members will assess for signs of illness, which may include asking screening questions (if recipient is able) or taking participant's temperature using the touch-free digital thermometer. Immunization will be deferred if participants are sick or have a fever.
- If possible, participants should wear clothing that allows the immunizer to easily access the shoulder area for a more efficient vaccination process (i.e. t-shirt and/or easy to remove layers).
- The facility will be responsible for providing any additional support for patients requiring special assistance.
- Walgreens clinic team member will fill out a shot card for each recipient of the vaccine, it is critical that your facilities keeps these for each resident. If a resident moves out of your facility, you should ensure you provide them their card.

**Post Clinic:**

- If there is an adverse event (side effect) in response to the vaccine by any recipient, it is recommended that it is reported to the Vaccine Adverse Event Reporting System (VAERS). VAERS is co-managed by the Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA). Anyone can report an adverse event to VAERS, although Walgreens is happy to assist you, simply call your Walgreens point of contact.
- Walgreens will provide your facility a report with the data needed to meet the reporting requirements of the National Healthcare Safety Network (NHSN) for all recipients (residents and staff) of the vaccine within 72 hours of each clinic conducted.