

Transitional Guidelines for 2020 Flu Shot Clinic

Revision Date: August 26, 2020

It is every individual's decision whether to participate in the Flu Shot Clinic or not to participate. Always make your personal safety and the safety of others your top priority.

Walgreens Pharmacy is sponsoring two Flu Shot Clinics this year in the Sun City Social Center Ballroom

- Wednesday, September 30 from 9:00 am – 2:00 pm is for residents with an address ending in an even number.
- Thursday, October 15 from 9:00 am – 2:00 pm, is for residents with an address ending in an odd number.

General Guidelines for Residents:

- Requirements and guidelines will be communicated to residents prior to Clinic.
- Residents will be encouraged to complete the Vaccination Administration Record (VAR) form prior to coming to the Clinic. The forms are available online at *Walgreens.com*. Simply click on "Find Care", then click on "Flu Shots and Immunizations". Scroll down that page and print the VAR form. Doing this will save time and speed up the process on the day of the clinic. If a resident is unable to complete the form ahead of time, forms will be available at the clinic.
- As an alternative, the Community Association will provide a link to the VAR form on the Sun City website as well as "E-Blasts" that will come out from the CA over the next month or so.
- If a resident is unable to complete a VAR form before the clinic, the forms will be available on the days of the flu shot clinic.
- All Residents and Volunteers will be required to wear a mask that covers the nose and mouth at all time while in the Social Center facility. **Anyone refusing or unable to wear a mask will not be admitted.**
- Volunteers and Residents must use the provided hand sanitizer, every time they enter or leave the building.
- Residents waiting to check in and in lines must maintain social distancing as indicated by 6-foot markers. The only exception is when members of the same household are together.
- One clearly marked door adjacent to the front entrance of the Social Center will be used as the only entrance to the facility. The main front entrance door of the building will be used for exit only. This will allow for proper social distancing when entering and exiting the building.
- Based on current CDC, State, and Sun City guidelines, Residents and Volunteers will have their temperature checked at the entrance of the building using an infrared, no-touch forehead thermometer. **Anyone with a temperature of 99 degrees, or higher, will not be allowed to enter the facility.**
- Volunteers or residents showing signs of illness, or who have tested positive or been exposed to someone testing positive for COVID-19 within the past 5 – 7 days will not be admitted. A list of possible symptoms will be provided to volunteers.

- Residents who have been screened will be given a yellow “smile face” sticker to wear until they reach the Pharmacist who will give the actual shots.
- The number of residents allowed inside the ballroom at one time will be based on current Walgreens protocol and Sun City phase guidelines.
- Volunteers stationed inside the Social Center doors will direct residents to the appropriate line while reminding them to maintain proper social distancing.
- All lines will be marked off using caution tape and 6-foot social distancing floor marking.
- Residents with a disability or limited mobility will be directed to a designated area, near the entrance for processing. Chairs will be available in this area if needed. The chairs, tabletop and pens will be cleaned after each use with a disinfecting solution or wipes.
- Residents who have not previously completed the VAR form will be directed to a table located at the end of this line where tables and chairs will be placed 6-feet apart.
 - They will pick up a form and a pen, then move to a table where a volunteer will be available to assist with completion of the form as needed.
 - Once the VAR form is complete the resident will rejoin the line.
 - The pen, tabletop and chair will be cleaned after use with a disinfectant solution or wipes.
- All residents must have their Medicare or insurance information verified by Walgreens staff in the Screening area, before proceeding to the Dispensing area for their flu shot.
- After receiving their flu shot, the resident will be directed to exit the Social Center immediately through the front exit door where a hand sanitizer dispenser will be located.
- Residents will not be allowed to congregate inside the building or around the front entrance.
- Restrooms are available in the area of the tennis courts and in the courtyard area of the hobby and craft shops as well as stand-alone restrooms that are adjacent to the horseshoe pits.
- Indoor restrooms will be unlocked and available for volunteers and Walgreen staff. Residents may use these restrooms only in an emergency!
- A flow and location diagram like the attached will be developed, communicated posted and followed throughout the Flu Shot Clinic process.

Safety During Immunization Administration - WALGREENS

Walgreens is following CDC guidance on how to safely administer immunizations during the COVID-19 pandemic by providing both the new and reiterating the existing immunization safety measures. Team members must follow these guidelines to ensure both the safety of themselves and the patient during immunization administration. These procedures are subject to change to reflect changes in guidance.

Respiratory Protection

- **The CDC recommends respiratory protection for both the immunizer and the patient receiving the vaccination.** Immunizers must wear a face mask when administering immunizations.
- All patients must wear a face mask or face covering while receiving an immunization.

Eye Protection

- While the CDC recommends use of eye protection (e.g. face shields) in areas of moderate to high transmission and optional use in areas with low/no-transmission **we are requiring use of face shields, along with a facemask, during ALL immunization services for additional team member safety.**

Social Distancing

- Patients should practice social distancing guidelines while waiting for an immunization- maintaining at least 6 feet distance between themselves and others.
- Ask the patient to remain outside of the immunization area until you are ready to administer the vaccine to reduce the amount of time spent in close contact.

Patient Symptom Assessment

- Use the VAR and discussion with the patient prior to administration to ensure the patient is not sick, has a fever, or has any symptoms consistent with COVID-19.
- Immunization should be deferred if the patient is sick.

Hand Washing

- Pharmacists must follow proper handwashing techniques before and after vaccine administration.

Glove Use

- **Gloves must be worn during immunization administration.** Gloves must be changed between every patient immunized, and hand hygiene must be practiced, between glove changes.

Cleaning Procedures

- The immunizing area must be thoroughly disinfected after every immunization administration. This includes tables, counters, chairs, and any surfaces that may have been touched

Walgreens is following CDC guidance on how to safely administer immunizations during the COVID-19 pandemic by providing both the new and reiterating the existing Immunization safety measures during offsite Clinics.

Upon confirmation of an Immunization Off-site Clinic, clients will receive a guide outlining expectation for how to prepare for a safe immunization experience.

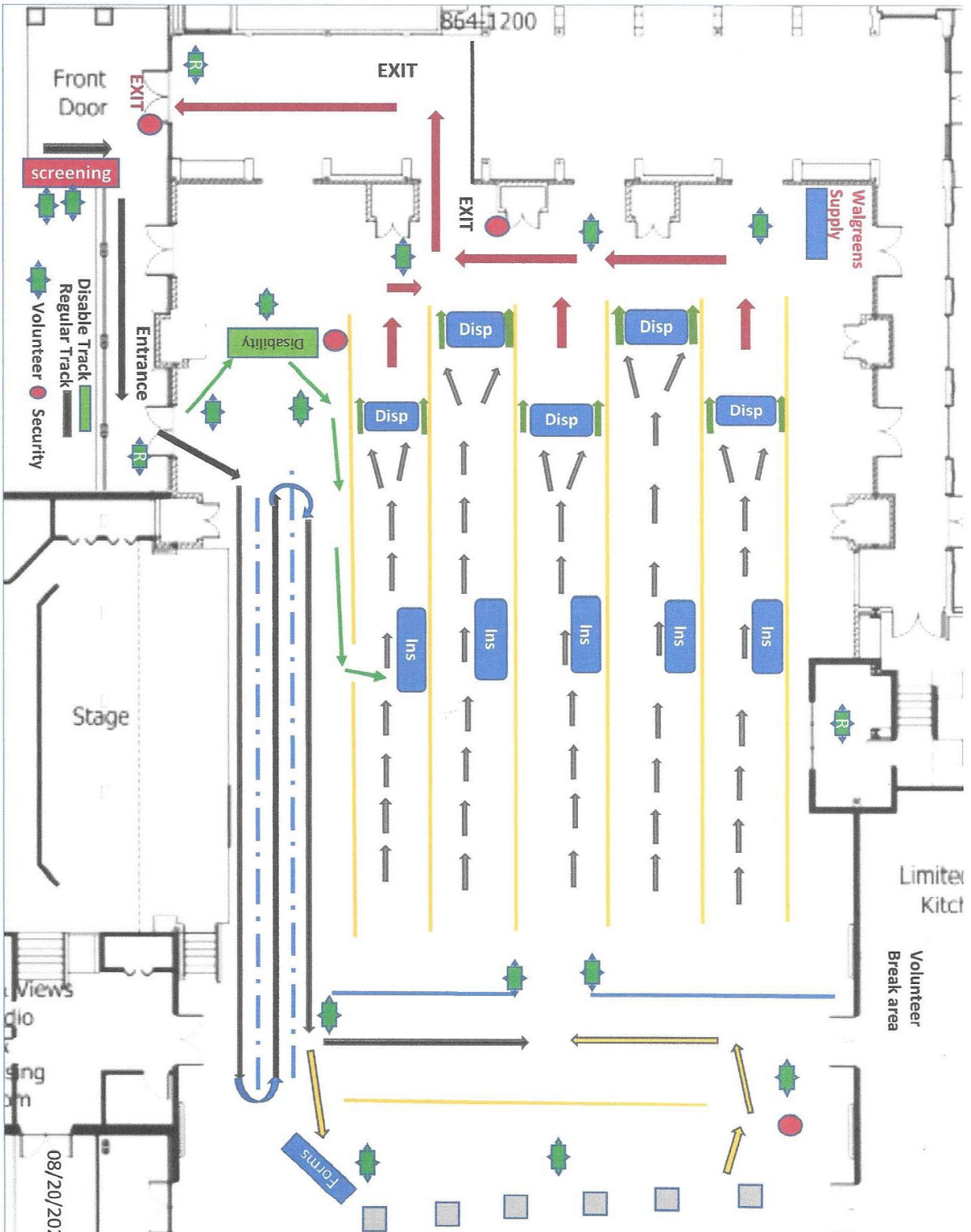
Safety measures will include

- Forms, like the VAR and VIS, will be provided in advance and all applicable sections should be completed prior to the clinic to limit interaction time between participant and pharmacist.
- Clients will be asked to select a well-ventilated room/area for the clinic that will allow for safe social distancing while participants wait to be immunized.
- Clients will be asked to ensure their employees bring and wear face coverings/masks Social distancing signage will be provided to the client and should be displayed during the clinic.
- Employees should NOT attend the clinic if they have a fever or exhibit coughing or any other respiratory symptoms.

Off-site Clinic Appointment Scheduler

- To support safety and social distancing during all contracted and community outreach clinics, a scheduling tool is being developed for expected launch in August so employees/individuals can schedule a specific timeframe during the immunization clinic to receive their immunization.
- The scheduling tool will provide employees and clients with safety guidelines, the *VAR* form, and the selected immunization VIS.
- Additional communication will be provided in the future with more *details on the Off-site Clinic Appointment Scheduler*

- Volunteers - 21
 - Inside - 15
 - Outside - 4
 - Supervisor - 2
- Radios - 5
- 8' table - 14 total
- 2 chairs @ Disp tables
- 1 chair @ Ins tables
- 1 - table outside
- Card table - 5-6
- 2 chairs ea
- Chairs in center for spacing #?
- Signs:
 - Exit - 2
 - Forms - 1
 - Lines - # 1-5
- Yellow Caution Tape Placement



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