

Community-Led Vaccination – Vaccination Large Scale Pop-up Clinic Checklist

This document was created as a part of the Community Vaccination Strategy Documentation. This checklist provides the team information for large events of 1,500-2,500 vaccinations including roles and responsibilities, event planning, day of vaccination, and Vaccine Workflow for Pop-up.

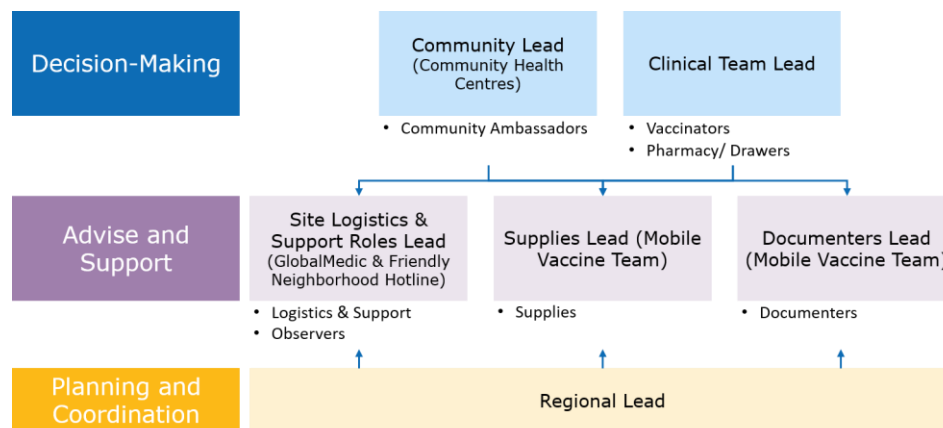
The guiding principle for this model is community leadership, which sets the tone and direction for ensuring responsive and timely action, building trust, eliminating or reducing barriers to access, and ensuring equitable roll out of vaccine supply.

Pop-ups are one of the approaches to support community vaccination. For other approaches to consider, please refer to our Homebound Persons Vaccination Strategy and On Site Community-Led Vaccination (e.g. congregate buildings and shelters) at the [Critical Care Learning site](#).

Criteria for Determining Staffing Models

- Vaccine allocation
- Anticipated demand and vaccination capacity
- Site layout and proximity of various areas of activity
- Regional and community needs
- Staffing capacity

Roles and Responsibilities: Staffing for Large Events



Team Lead Roles

Six team leads are recommended and include a Community Lead, Clinical Team Lead, Regional Planning Lead, Site Logistics and Support Roles Lead, Supplies Lead and Documenter Lead.

Decision-Making	
Community Lead (Community Health Centres)	Clinical Team Lead
<ul style="list-style-type: none"> <input type="checkbox"/> Community engagement and event communication, including social media <input type="checkbox"/> Coordination of community ambassadors and volunteers <input type="checkbox"/> Media spokesperson <input type="checkbox"/> Line management and determining eligibility criteria <input type="checkbox"/> Plan for extra doses <input type="checkbox"/> Determining site set up (with Clinical Team lead) <input type="checkbox"/> End of day cut off (with Clinical Team lead) 	<ul style="list-style-type: none"> <input type="checkbox"/> Vaccine management (with designated Pharmacy Lead) <input type="checkbox"/> Clinical decisions (Clinical Team Lead or delegate) <input type="checkbox"/> COVax-related issues <input type="checkbox"/> Determining site set up (with Community Team Lead) <input type="checkbox"/> End of day cut off (with Community Team Lead)

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Advise and Support		
Site Logistics and Support Roles Lead (GlobalMedic & Friendly Neighbour Hotline)	Supplies Lead (Mobile Vaccine Team)	Documenters Lead (Mobile Vaccine Team)
<input type="checkbox"/> Site set up <input type="checkbox"/> Manage flow in and out of site <input type="checkbox"/> Language support – on site and remote if needed <input type="checkbox"/> Manage observation area <input type="checkbox"/> Float roles where needed <input type="checkbox"/> Provide support with supplies where needed (with Supplies Lead)	<input type="checkbox"/> Manage supply inventory <input type="checkbox"/> Transportation of supplies to and from site <input type="checkbox"/> Technology and internet access requirements <input type="checkbox"/> On the ground supply logistics support	<input type="checkbox"/> Coordination of documenters <input type="checkbox"/> Manage breaks and assign duties <input type="checkbox"/> Manage COVax related inquires to/from documenters to Clinical Lead
Planning and Coordination		
Regional Lead		
<input type="checkbox"/> Support coordination and planning with team leads <input type="checkbox"/> Track and monitor regional progress <input type="checkbox"/> Coordinate and follow up with all team leads		

Staffing and Roles

- Community Ambassadors**
 - Ensuring a community-led approach as the first points of contact with members of their community
 - Check for eligibility (i.e. postal code and age) and provide registration cards
 - Provide support as needed regarding socio-demographic data collection
 - Identify individuals who require assistance/can be moved to priority line
- Logistics and Support Teams** (including Global Medic and Friendly Neighbour Hotline)
 - Flow of people into, through and out of site
 - Language support
 - Site and supply setup and takedown
 - Manage observation area when needed
- Documenters**
 - Trained on COVax
 - Documentation model will vary based on site and setting (e.g. in line, at registration table, etc.)
 - Registration should start 1-2 hours in advance and documenters will move through line sequentially as directed
 - Check in people who consented, inputting demographic information
 - Add extra registration table close to entrance for people who may have been missed or require additional support
 - Depending on numbers, documenters may also document during vaccination and check out
 - Enter dosage information including lot number, dose amount, where vaccine given, date and time given and person who administered dose)
 - Collection of socio-demographic data
 - Will need to have a tablet/laptop, internet access and portable printer for receipts (if possible)

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- Vaccinators**
 - Confirms consent for the person being vaccinated and they meet the screening criteria
 - Recommend also trained on COVax
 - Depending on numbers, vaccinators may document during vaccination and check out
- Observers**
 - Typically done by Logistics and Support Teams or other designated float role
 - Observe people vaccinated for the mandatory 15 minute observation period following vaccination
 - Team has anaphylaxis kit, if needed
- Pharmacy/Drawers**
 - Count vials and needles to ensure correct number delivered, document lot number and expiry date
 - Please refer to *Vaccine Workflow for Pop-up* section for more information
- Supplies**
 - Ensure PPE, supplies, tablet, and portable printers for receipts are brought to site
 - Help set up site

Staffing Models

Staffing Model A with end-to-end documenter support

	Manage line and confirm eligibility	Registration	Vaccination and documentation	Observation and socio-demographics
Community Ambassadors				
Logistics & Support Teams				
Documenters				
Vaccinators				

Staffing Model B with front-end documenter support for registration

	Manage line and confirm eligibility	Registration	Vaccination and documentation	Observation and socio-demographics
Community Ambassadors				
Logistics & Support Teams				
Documenters				
Vaccinators				

Number of Staff Needed

Numbers will depend on the size of the site, resources available and number of stations. Example below is for 20 vaccine stations:

- 10-20 Community Ambassadors
- 20-25 vaccinators
- 16-20 volunteers (e.g. 8-10 Global Medic and 8-10 Friendly Neighbour Hotline volunteers)
- 30-40 documenters (dependent on staffing model)
- 6-8 Pharmacy staff
- 2 Runners

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Event Planning

- Mobile Vaccination Team** confirms vaccine allocation
- Regional Planning Lead** activates planning and coordination with team leads
- Community Lead**
 - Determines location and secures required permits
 - Identifies ideal time window for clinic
 - Leads community engagement
 - Determine communication plan, including social media, based on vaccine allocation, site capacity and other community and regional factors
- All team leads** trigger staffing requirements
- Community, Clinical and Logistics Leads** conduct site visit
 - Plan site set up
 - Determine required resources and supplies (including tables, chairs, tent)
- All leads** to attend Go-Live meeting with Mobile Vaccine Team at least 48 hours in advance of event day
- Community Lead** implements communication plan to community
- If possible, determine way to visibly distinguish and identify team on site (e.g. shirts, vests, armbands, etc.)

Site Set Up and Zones

Determine the location and set up for the following:

- Line location and flow
- Registration table for those who require assistance or are missed in the line
- Site entry point (include seating for individuals/children who require assistance)
- Clinical area – pharmacy
- Clinical area – vaccine administration
- Clinical area—observation
- Supplies – storage + charging area (accessible location during event and secure overnight storage if possible)
- Huddle location
- Staff break area
- Site exit point

Day of Vaccination

Huddles

Morning Kick Off Huddle with Team Leads	Regular huddles with team leads
<ul style="list-style-type: none"> <input type="checkbox"/> Lead by Community Lead and Clinical Lead. <input type="checkbox"/> Begin group chat with all team leads <input type="checkbox"/> Site walk through <input type="checkbox"/> Determine time to begin registration <input type="checkbox"/> Determine time to begin vaccination 	<ul style="list-style-type: none"> <input type="checkbox"/> Recommend every 1-2 hours; more frequently if needed towards end of day <input type="checkbox"/> Number of cards handed out <input type="checkbox"/> Number of vaccines administered <input type="checkbox"/> Number of vaccines administered/hour <input type="checkbox"/> Number of people waiting in line

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Areas

Line Management & Registration	Vaccination Area	Observation Area
<ul style="list-style-type: none"> <input type="checkbox"/> Community ambassadors to manage the line, determine eligibility, hand out cards, identify individuals who require assistance <input type="checkbox"/> Registration happens in the line <input type="checkbox"/> Additional table set up for people who require assistance or for individuals were missed in the line <input type="checkbox"/> Report numbers back to pharmacy 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect cards at entry into vaccination area to keep track of numbers <input type="checkbox"/> Greeter to usher people to available vaccination table 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide post-it with end time for observation period <input type="checkbox"/> Entry of socio-demographic information into COVAX <input type="checkbox"/> Community ambassadors to manage questions

Vaccine Workflow for Pop-up

IMPORTANT:



- Current age eligibility for vaccination in Ontario is as follows:
 - Pfizer: age cut of is 18 years and is based on the date of birth for that calendar year
 - Moderna: only those who are 18+ years of age as of the mobile pop-up clinic day
- Always refer to vaccine-specific guidance documents for storage, transport and handling
- A huddle with on-site team leads should take place every 60-90 minutes to update on vaccination information

The information listed below should be used to determine how many, and how often vials should be thawed and drawn up to ensure expiration times on vaccine are not surpassed and no-dose wasted.

Determine	Ask	Tip
Lead-in time required for vaccine vials to be in a thawed state	How many minutes required for vaccine vial to go from frozen-to-thaw state (dependent on type of vaccine and whether it will be thawed at +2C to +8C or at room temp)?	<ul style="list-style-type: none"> <input type="checkbox"/> Create a staging area for vaccine vials while thawing <input type="checkbox"/> Maintain proper handling of vaccine during thaw stage
Vaccination administration rate	How many individuals are being vaccinated per hour?	<ul style="list-style-type: none"> <input type="checkbox"/> Count how many individuals enter the post-vaccination monitoring area in an hour <input type="checkbox"/> Count how many vaccinators are actively vaccinating (rate may change as vaccinators take a break to eat)
Rate for drawing-up syringes	How many doses can be drawn up in an hour (assuming vaccine is in a thawed state)?	<ul style="list-style-type: none"> <input type="checkbox"/> Count how many syringes/doses are ready for distribution in an hour <input type="checkbox"/> Count how many pharmacists/RNs/ tech are actively drawing up syringes (the rate may change as vaccinators take a break to eat) <input type="checkbox"/> Rate will be less for Pfizer vaccine which requires an additional step (reconstitution)
How many individuals still	How many individuals are still in the queue?	<ul style="list-style-type: none"> <input type="checkbox"/> Know the number of the last vaccination card handed out in line

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Determine	Ask	Tip
need to be vaccinated		<input type="checkbox"/> Know the number on the vaccination card of the individual about to enter the vaccination administration area

Appendix

VAS Travelling Circus

Order quantity based on a 500 vaccine dose cart

Description	Order Quantity	UOM	Description	Order Quantity	UOM
Balls Rayon Medium (2k)	1 BG	BG	Solution IV Mini Bag 0.9% NACL 25ML	TBD Case by Case	EA
Bandage ADH Plastic L/F Sterile	550 units	BX	Sponge Gauze 2 x 2	500	EA
Container (SharpSmart) Pharam 14.5L (Medium)	TBD	EA	Syringe W/LEUR LOK TIP 3ML	3 boxes	BX/200
Face shields	20 units	CS/100	Stethoscope		EA
Glasses Safety CLR Wrap Around	20 units	CS/144	Tape Surg DSG/DV-SECRMNT Hypoal 1"x5M	1 box	BX/24
Gloves Exam Nitrile-S	5 boxes/units	CS/1000	Tape Hypoallergenic	2 boxes	BX/6
Gloves Exam Nitrile-M	5 boxes/units	CS/1000	Tape Surg Transpore White	1 box	BX/12
Gloves Exam Nitrile-L	3 boxes/units	CS/1000	Kleenex	10 units	CS/135 BOX
Gloves Exam Nitrile-XL	2 boxes/units	CS/2300	Towels Paper	5 units	CS/8 ROLLS
Goggles Resist Splash Anti	5/units	CS/144	Prongs Nasal Oxygen	Case by case	EA
Gowns Isolation AAMI2 Disposable	1-2 CS	CS/100	Covers Probe Thermometer	1 box	BX/250
Lotion 120ml w/Natural Vitamin E Unscented	16	EA	Mask Non-Rebreather	Case by case	EA
Masks Surgical	3 boxes	BX/50	Needle 21G	550	EA
Needle Eclipse w/SmartSlip 23g x 1"	120	EA	Syringe 3ml Leur-lok	See above	EA
Pad Alcohol Prep 70% Isop	3 boxes	BX/200	Syringe 1ml Leur-lok	550	EA
Sanitizer GamaCide Wipes	6 units	CS/12	Needle Safety 23G X 1 1/4 "	120	EA
Sanitizer Hand "GERMS BE GONE	10 units	CS/24	EpiPen	2	

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Description	Order Quantity	UOM	Description	Order Quantity	UOM
Solution IV 0.9% NACL 1000ML	TBD Case by Case	EA	Blue Pads	100 units	
Solution IV Mini Bag 0.9% NACL 50ML	TBD Case by Case	EA			

Preparing Vaccine: Pfizer

- Pfizer vaccine is in frozen state when it arrives. It takes 15-30 minutes to defrost
 - Vials may be thawed in the fridge (+2°C to +8°C) for 5 days or at room temperature (up to +25°C) and used within 6 hours
 - Once thawed, it should be a clear liquid
 - **IMPORTANT:** Do not jostle or shake vial
- Dilute Pfizer
 - Before dilution, invert the vial gently 10 times to mix the vaccine suspension. **Do not shake.**
 - The contents of the vial must be diluted with 1.8 mL of sterile 0.9% Sodium Chloride Injection, USP
 - Ensure the correct amount of diluent is added to the vial (1.8 ml) and draw up the full dose (0.3 ml)
 - Do NOT mix leftovers from other vials to make up an additional dose
 - After dilution, the vaccine will be an off-white suspension
- Write thaw time and date of dilution on each vial (can be written directly on label)
 - Each vial is 5-6 doses (drawn with regular 25 gauge needles and 3 cc syringes); **NOTE:** Do not use blunt needles to draw
 - Once each syringe is drawn with dose, place label at base of syringe

Please refer to the *Women's College Hospital COVID-19 vaccine preparation (Pfizer)* document



IMPORTANT:

- The Pfizer vaccine should be diluted within 2 hours of being at room temperature
- Do not shake vial. If the vial is shaken, discard the vaccine.