



# Setting Up Temporary Mass Immunization Sites

**Purpose:** To ensure safe and efficient Covid-19 immunization of community members.

## **Community Supplies Needed:**

Location such as gymnasium, hall or another large space.

- Space should enable having separate entrance and exit to the immunization site
- large enough to accommodate areas for registration, immunization and post immunization waiting area.
- These designated areas should be greater than 6 feet from each other.
- If the space is configured on a long galley fashion with the stations along a wall the space must be 20 feet wide or greater.
- To enable properly cleaning and disinfection there should not be a lot of extra items in the area such as pamphlets, books, toys, etc.

6-8 tables

8-12 chairs that can be easily cleaned (not cloth)

4-6 garbage receptacles

A handwash sink with hot and cold running water with soap and paper towels or a Portable handwashing or hand sanitizing station at entrance of testing area

1-2 people to assist with flow of people in the testing site

1 community screener to check temperatures and maintain a contact list of attendees for community

A separate handwash sink with hot and cold running water (soap and paper towels) for staff handwashing

\*In advance of vaccinations, let people know that they will need to bring their health card with them and wear a mask while at the testing site\*

## **Supplies Needed:**

**Personal Protective Equipment:** procedure mask, procedure mask with visor, face masks, gloves (variety of sizes), eye protection (goggles or disposable face shields that cover the front and sides of the face) and physical barriers (plexiglass screen)



**Sanitation and hygiene:** cleaning and disinfection supplies, paper towel, garbage bags, hand sanitizer.

**Registration & Vaccine Supplies:** Covid-19 Vaccine Consent Form, Covid-19 Immunization log form, lap top with Panorama access, vaccine, needles, sharps containers, cooler with cool packs, tissue, alcohol wipes, cotton balls, band aides, disposable or washable table covers, absorbent pad.

**Educational materials:** Registering for MySaskHealthRecord, Obtaining Informed Consent, Benefit/Risk Information for Individuals with an Autoimmune Condition, Benefit/Risk Information for Immune Suppressed Individuals, Benefit/Risk Information for Breastfeeding Women and Benefit/Risk Information for Pregnant Women.

**General supplies:** digital clock, coloured masking tape (to mark flow and designated 6 feet of separation), tape measure, pens, highlighters, markers, signs (entrance, exit, Covid-19 Immunization Site, please wear a mask and clean your hands).

## Site Personnel

1. **1 community person** to direct when people can enter the testing site and where to go. Ensure people are wearing a mask and ask them to wash their hands or use hand sanitizer.

PPE: facemask or procedure mask

2. **1 community screener** to collect name and phone number of those who attend and check attendee's temperature. Instruct attendee to have their health card out and ready for registration.

PPE: gown, gloves, procedure mask and face shield or screen

3. **1-3 people to register (including 1 RN)** to complete immunization screening form, obtain consent and immunization log, then directing people to vaccine station.

PPE: gown, gloves, procedure mask and face shield or screen

4. **1 RN to immunize**

PPE: gown, gloves, procedure mask and face shield or goggles

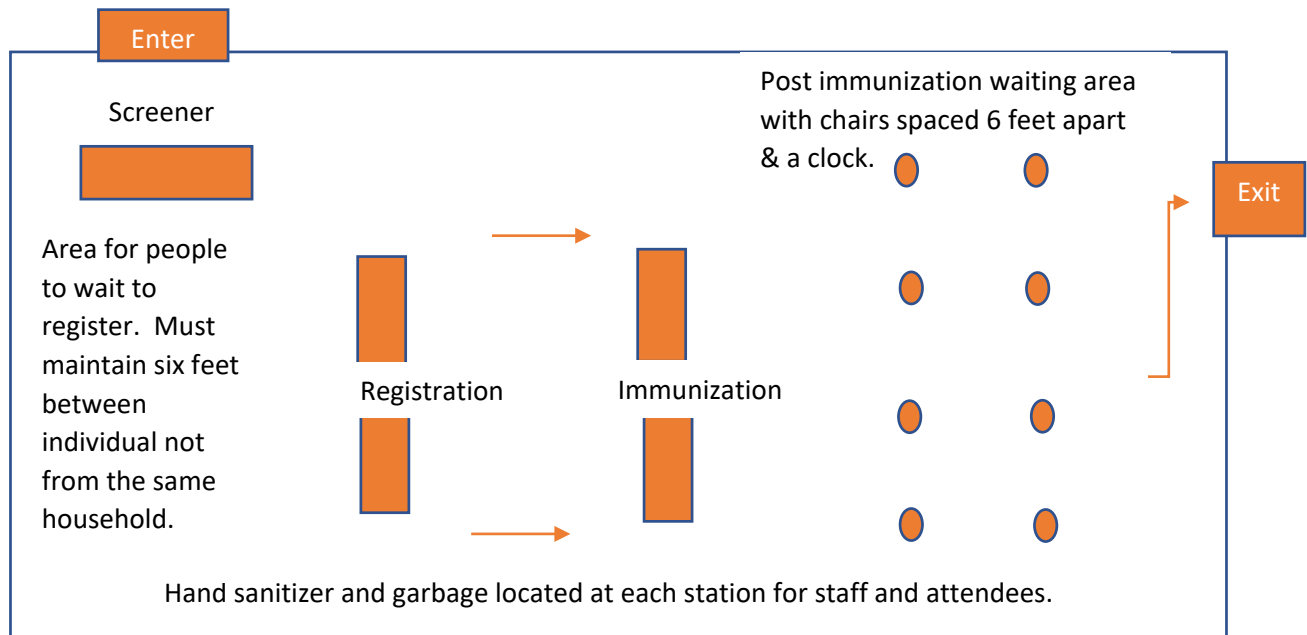
5. **1 person for site oversite** to assist with traffic flow, remind people to wear mask and sanitizing of door handles, tables, chairs, pens and other areas which attendees may have been in contact.



6. **1 person at exit** to instruct people to wait 15 minutes before they leave.

PPE: gown, gloves, procedure mask and face shield or screen

### Site Set Up



This is an example of set up, community site set up will be dependant on location of entrance and exit doors and size of the space.

Coordinate so that flow of individual is steady, moves in one direction and does not lead to crowding.

If immunization area is full, attendees should remain in the vehicles until there is space for more people to enter.

Minimize the amount of time individuals spend in the immunization site.

Individual awaiting immunization and post immunization should maintain at least 6 feet distance of where immunization is being done.

Maintain at least 6 feet of distance between individuals and use physical barriers where appropriate. In situations where people will form lines, encourage people to stay 6 feet apart by providing signs or other visual cues, such as tape or chalk marks.



Registration is the station which requires the most time. If there are families with children who will be attending a third registration station should be added to maintain a steady flow to the immunization stations.

### **Cleaning and Disinfect**

Tables and chairs used by attendees should be sanitized after each use.

Anytime the surface is visibly soiled; an attendee touches or places a bag/purse on the surface; or it is within 6 feet of an uncovered cough or sneeze.

At the end of session for all surfaces and equipment.

Adapted from the June 27, 2020 Centres for Disease Control and Prevention document  
“Performing Broad-Based Testing”