

By scheduling a COVID-19 immunization clinic, you are taking proactive measures to help ensure your residents are protected from COVID-19. The information provided below will help you begin preparing for your upcoming 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.
- 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 surgical grade facemasks, as well as face shields, to protect both patient and pharmacist. All vaccine recipients must wear a facemask or face covering.

## HOW YOUR SITE CAN PREPARE FOR THE CLINIC |

### COVID-19 Insights:

- While a COVID-19 vaccine has not yet been approved, a vaccine is anticipated to be available in the coming weeks. Walgreens is pleased to be your healthcare partner for COVID-19 vaccine administration and a local contact will be in touch with your site in the coming weeks.
- The pharmacist can address any questions or concerns that vaccine recipients may have before the vaccine is provided.

### Clinic Dates & Information Needed:

- At least 3 clinics will be scheduled with your site to ensure all residents 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:
  - Accurate addresses of all off-site clinics, on-site coordinators, 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, room size, and supplies required to serve your participants.
- Gather patient information to be shared with Walgreens prior to the clinic and maintain a copy at the clinic:
  - Patient demographic information (first name, last name, DOB, gender, phone number, address)
  - Allergies and/or health conditions
  - Insurance information (Insurance Name, Member ID, Member Group)
- Ensure VAR (Vaccine Administration Record) is complete for each patient by the day of the clinic
  - VAR (Vaccine Administration Record) must be completed by each resident who consents to receive a vaccine (must be signed by the patient/patient representative on the day of the clinic).



## On-Site Coordinator:

- We recommend a staff member be assigned to assist at each clinic who can work with your Walgreens point of contact to ensure that all needs are met for each event. This site coordinator should be the one who Walgreens will work with to coordinate the clinics.
- Please ensure that the following information about the site coordinator can be relayed to your local Walgreens contact when they reach out:
  - Name
  - Phone number
  - Role
  - Email
  - Best time to be reached

## Clinic Location:

- Ensure the space you have selected for the immunization clinic is well-ventilated, clean, and provides ample space for residents and employees 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.
- To properly administer vaccines, a clean, safe, and private room is required for the clinics. 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 residents to the clinic area and remind them of safe social distancing guidelines.
- For residents who have limited mobility or may need additional assistance, requests for accommodation can be discussed with your local Walgreens contact.

## 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.
- All participants must wear a facemask or face covering prior to arriving for the clinic and for the duration of their visit.
- When waiting for the immunization, participants will need to practice appropriate social distancing guidelines, maintaining at least a 6ft distance from others.
- Team members will assess for signs of illness which may include asking screening questions 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.