

# GENERALIZED OVERVIEW OF THE REQUIREMENTS TO HOST A VACCINATION CLINIC

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This document offers a general overview of the steps for businesses to host vaccination clinics in the workplace. It is based on a review of state policies as well as learnings from companies that have supported community clinics. This is not intended to provide legal or medical advice.

- **Site Selection:** When selecting the site of a vaccine clinic, consider walk-thru, drive-thru, and ADA accessibility. Evaluate the racial and socioeconomic diversity of populations served. Prioritize sufficient space for social distancing, free and accessible parking, and proximity to public transportation.
- **Vaccine Shipment:** Ship the vaccine directly to the site if possible and prepare carts and loading docks for unloading the vaccine. Experts recommend administering one type of vaccine at each event. Vaccine storage is regulated by the FDA and health officials.
- **Vaccination Scheduling:** Honeywell recommends [scheduling patients in 20-minute increments](#). Provide opportunities for patients to schedule appointments through a call center or user-friendly patient portal online. Confirm vaccine appointments through emails, text messages, and send reminders.
- **Vaccine Messaging:** Release statements from company leadership on the vaccine clinic. Accentuate leaders' eagerness to receive COVID-19 vaccines when they are eligible.
- **Facilities Management:** Prepare adequate lighting, heating, and air conditioning as needed. Provide stanchions for line management and optimize HVAC air filtration. Arrange parking logistics, efficient floor plans with signage, and floor decals to support social distancing. Establish at least six feet between vaccination stations. Demarcate an adverse reaction area close to vaccination stations. Equip the facility with a strong WiFi connection.
- **Vaccinators:** Reference your state's rules to determine who qualifies to serve as a vaccinator. Recruit eligible vaccinators and [appoint a clear lead for the team](#). Provide vaccinators with PPE and uniquely colored vests. Other supplies are outlined in the CDC's [Satellite, Temporary, and Off-Site Vaccination Clinic Supply Checklist](#). Allow vaccinators to select a 7-hour shift. Consult your legal counsel to ensure necessary protections.
- **Volunteers:** Recruit volunteers with CPR certifications and medical backgrounds if possible. Provide volunteers with PPE and uniquely colored vests. Allow volunteers to select a 7-hour shift. Provide detailed schedules and FAQ sheets for volunteers to answer patients' questions.
- **Registration:** Distribute necessary waivers in English and Spanish. Conduct temperature screenings and safety briefings. Check patients in and out of their appointments.
- **Vaccination Stations:** Always check for medical contraindications and allergies before vaccinating a patient. Follow manufacturers' instructions for injection dose, site, and route. Only use vaccines that are not damaged, not expired, at the correct temperature, and prepared using aseptic technique. Follow safe handling of needles and syringes, including using a new needle and syringe for every injection. Dispose of hazardous equipment in a safe manner. Sanitize the vaccination area after each patient.
- **Data Management:** Document every vaccination and give patients a copy of their inoculation. Record vaccinations in the Immunization Information System (IIS).
- **Sanitation:** Perform deep cleaning before and after the vaccine clinic. Stock and replenish all PPE (gloves, face masks, hand sanitizer, etc.), frequently sweep the clinic space, dispose of trash, and maintain the restrooms.

**For more resources,** please visit the [U.S. Chamber of Commerce's COVID-19 Vaccines – Digital Resources Center](#) or review the National Adult and Influenza Immunization Summit's [Checklist: Best Practices for Vaccination Clinics](#).

STATE/LOCATION	HOW TO BECOME A COVID-19 VACCINE PROVIDER
<b>ALABAMA</b>	<a href="https://www.alabamapublichealth.gov/immunization/covid-vaccine-administration.html#enroll">https://www.alabamapublichealth.gov/immunization/covid-vaccine-administration.html#enroll</a>
<b>ALASKA</b>	<a href="http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/vaccineproviders.aspx#about">http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/vaccineproviders.aspx#about</a>
<b>ARIZONA</b>	<a href="https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-vaccine">https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-vaccine</a>
<b>ARKANSAS</b>	<a href="https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_Vaccine_Program_Enrollment_Instructions.pdf">https://www.healthy.arkansas.gov/images/uploads/pdf/COVID-19_Vaccine_Program_Enrollment_Instructions.pdf</a>
<b>CALIFORNIA</b>	<a href="https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVIDVaccineEnrollment.aspx">https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVIDVaccineEnrollment.aspx</a>
<b>COLORADO</b>	<a href="https://covid19.colorado.gov/vaccine-providers">https://covid19.colorado.gov/vaccine-providers</a>
<b>CONNECTICUT</b>	<a href="https://portal.ct.gov/DPH/Immunizations/COVID-19-Vaccine-Providers">https://portal.ct.gov/DPH/Immunizations/COVID-19-Vaccine-Providers</a>
<b>DELAWARE</b>	<a href="https://coronavirus.delaware.gov/vaccine/vaccine-information-for-medical-providers/">https://coronavirus.delaware.gov/vaccine/vaccine-information-for-medical-providers/</a>
<b>DISTRICT OF COLUMBIA</b>	<a href="https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/COVID-19%20Vaccine%20Provider%20Agreement%20FAQ_v2%20%281%29.pdf">https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/COVID-19%20Vaccine%20Provider%20Agreement%20FAQ_v2%20%281%29.pdf</a>
<b>FLORIDA</b>	<a href="http://www.floridahealth.gov/programs-and-services/immunization/COVID-19VaccineInfo/index.html">http://www.floridahealth.gov/programs-and-services/immunization/COVID-19VaccineInfo/index.html</a>
<b>GEORGIA</b>	<a href="https://dph.georgia.gov/provider-vaccine-registration-ph-district-list">https://dph.georgia.gov/provider-vaccine-registration-ph-district-list</a>
<b>HAWAII</b>	<a href="https://health.hawaii.gov/coronavirusdisease2019/for-clinicians/covid-19-vaccine/">https://health.hawaii.gov/coronavirusdisease2019/for-clinicians/covid-19-vaccine/</a>
<b>IDAHO</b>	<a href="https://healthandwelfare.idaho.gov/providers/immunization-providers/covid-19-vaccination-providers">https://healthandwelfare.idaho.gov/providers/immunization-providers/covid-19-vaccination-providers</a>
<b>ILLINOIS</b>	<a href="https://www.dph.illinois.gov/covid19/health-care-providers/vaccine-provider-instructions">https://www.dph.illinois.gov/covid19/health-care-providers/vaccine-provider-instructions</a>
<b>INDIANA</b>	<a href="https://www.coronavirus.in.gov/vaccine/2701.htm">https://www.coronavirus.in.gov/vaccine/2701.htm</a>
<b>IOWA</b>	<a href="https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Vaccine/Information-for-Vaccine-Providers">https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Vaccine/Information-for-Vaccine-Providers</a>
<b>KANSAS</b>	<a href="https://www.kansasvaccine.gov/167/How-to-Participate">https://www.kansasvaccine.gov/167/How-to-Participate</a>
<b>KENTUCKY</b>	<a href="https://govstatus.egov.com/kentucky-vaccine-provider">https://govstatus.egov.com/kentucky-vaccine-provider</a>

<b>LOUISIANA</b>	<a href="https://ldh.la.gov/index.cfm/page/3880">https://ldh.la.gov/index.cfm/page/3880</a>
<b>MAINE</b>	<a href="https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/covid-19-providers/enrollment.shtml">https://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/covid-19-providers/enrollment.shtml</a>
<b>MARYLAND</b>	<a href="https://coronavirus.maryland.gov/pages/provider-resources">https://coronavirus.maryland.gov/pages/provider-resources</a>
<b>MASSACHUSETTS</b>	<a href="https://www.mass.gov/info-details/massachusetts-covid-19-vaccine-program-mcvcp-overview">https://www.mass.gov/info-details/massachusetts-covid-19-vaccine-program-mcvcp-overview</a>
<b>MICHIGAN</b>	<a href="https://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914-545768--,00.html">https://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914-545768--,00.html</a>
<b>MINNESOTA</b>	<a href="https://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html">https://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html</a>
<b>MISSISSIPPI</b>	<a href="https://msdh.ms.gov/msdhsite/_static/14,0,71,975.html">https://msdh.ms.gov/msdhsite/_static/14,0,71,975.html</a>
<b>MISSOURI</b>	<a href="https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/vaccine-enrollment.php">https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/vaccine-enrollment.php</a>
<b>MONTANA</b>	<a href="https://mtaccesstohealth.portal.conduent.com/mt/general/providerEnrollmentHome.do">https://mtaccesstohealth.portal.conduent.com/mt/general/providerEnrollmentHome.do</a>
<b>NEBRASKA</b>	<a href="https://dhhs.ne.gov/Pages/COVID-19-Vaccine-Information-For-Health-Care-Providers.aspx#SectionLink3">https://dhhs.ne.gov/Pages/COVID-19-Vaccine-Information-For-Health-Care-Providers.aspx#SectionLink3</a>
<b>NEVADA</b>	<a href="http://dpbh.nv.gov/Programs/Immunization/COVID/COVID_Vaccine/">http://dpbh.nv.gov/Programs/Immunization/COVID/COVID_Vaccine/</a>
<b>NEW HAMPSHIRE</b>	<a href="https://www.nh.gov/covid19/resources-guidance/vaccination-planning.htm">https://www.nh.gov/covid19/resources-guidance/vaccination-planning.htm</a>
<b>NEW JERSEY</b>	<a href="https://njiis.nj.gov/core/web/index.html#/newFacilityEnrollment">https://njiis.nj.gov/core/web/index.html#/newFacilityEnrollment</a>
<b>NEW MEXICO</b>	<a href="https://cv.nmhealth.org/providers/vaccines/vaccine-provider-portal/">https://cv.nmhealth.org/providers/vaccines/vaccine-provider-portal/</a>
<b>NEW YORK</b>	<a href="https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers">https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers</a>
<b>NORTH CAROLINA</b>	<a href="https://covid19.ncdhhs.gov/media/1233/open">https://covid19.ncdhhs.gov/media/1233/open</a>
<b>NORTH DAKOTA</b>	<a href="https://ndhealth.co1.qualtrics.com/jfe/form/SV_06AFkgFWmvf4Ckl">https://ndhealth.co1.qualtrics.com/jfe/form/SV_06AFkgFWmvf4Ckl</a>
<b>OHIO</b>	<a href="https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/covid-19-vaccine-provider/covid-19-vaccine-provider">https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/covid-19-vaccine-provider/covid-19-vaccine-provider</a>
<b>OKLAHOMA</b>	<a href="https://osdhcfhs.az1.qualtrics.com/jfe/form/SV_1KRmPqLieRxsUwR">https://osdhcfhs.az1.qualtrics.com/jfe/form/SV_1KRmPqLieRxsUwR</a>

<b>OREGON</b>	<a href="https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINES/IMMUNIZATION/IMMUNIZATIONPROVIDER-RESOURCES/Pages/COVIDvaccine.aspx">https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINES/IMMUNIZATION/IMMUNIZATIONPROVIDER-RESOURCES/Pages/COVIDvaccine.aspx</a>
<b>PENNSYLVANIA</b>	<a href="https://www.health.pa.gov/topics/programs/immunizations/Pages/COVID-19-Vaccine-Providers.aspx">https://www.health.pa.gov/topics/programs/immunizations/Pages/COVID-19-Vaccine-Providers.aspx</a>
<b>PUERTO RICO</b>	<a href="https://www.vacunatepr.com/acuerdos-proveedores">https://www.vacunatepr.com/acuerdos-proveedores</a>
<b>RHODE ISLAND</b>	<a href="https://covid.ri.gov/healthcare-professionals/vaccine-information-healthcare-providers">https://covid.ri.gov/healthcare-professionals/vaccine-information-healthcare-providers</a>
<b>SOUTH CAROLINA</b>	<a href="https://scdhec.gov/covid19/guidance-healthcare-professionals-covid-19/covid-19-vaccine-provider-enrollment">https://scdhec.gov/covid19/guidance-healthcare-professionals-covid-19/covid-19-vaccine-provider-enrollment</a>
<b>SOUTH DAKOTA</b>	<a href="https://doh.sd.gov/documents/COVID19/Vaccination_enroll_jobaid.pdf">https://doh.sd.gov/documents/COVID19/Vaccination_enroll_jobaid.pdf</a>
<b>TENNESSEE</b>	<a href="https://www.tn.gov/health/cedep/ncov/covid-19-vaccine-information-for-healthcare-providers.html">https://www.tn.gov/health/cedep/ncov/covid-19-vaccine-information-for-healthcare-providers.html</a>
<b>TEXAS</b>	<a href="https://dshs.texas.gov/coronavirus/immunize/provider-enrollment.aspx">https://dshs.texas.gov/coronavirus/immunize/provider-enrollment.aspx</a>
<b>UTAH</b>	<a href="https://immunize.utah.gov/covid-19-vaccine/">https://immunize.utah.gov/covid-19-vaccine/</a>
<b>VERMONT</b>	<a href="https://www.healthvermont.gov/covid-19/health-care-professionals/vaccine-information-health-care-professionals">https://www.healthvermont.gov/covid-19/health-care-professionals/vaccine-information-health-care-professionals</a>
<b>VIRGINIA</b>	<a href="https://www.vdh.virginia.gov/covid-19-vaccine/healthcare-professionals/healthcare-professionals-provider-education/">https://www.vdh.virginia.gov/covid-19-vaccine/healthcare-professionals/healthcare-professionals-provider-education/</a>
<b>WASHINGTON</b>	<a href="https://www.doh.wa.gov/Emergencies/COVID19/HealthcareProviders/VaccineInformationforHealthcareProviders/FederalProgramEnrollment">https://www.doh.wa.gov/Emergencies/COVID19/HealthcareProviders/VaccineInformationforHealthcareProviders/FederalProgramEnrollment</a>
<b>WEST VIRGINIA</b>	<a href="https://dhr.wv.gov/COVID-19/Pages/Provider-Resources.aspx">https://dhr.wv.gov/COVID-19/Pages/Provider-Resources.aspx</a>
<b>WISCONSIN</b>	<a href="https://www.dhs.wisconsin.gov/covid-19/vaccine-program.htm">https://www.dhs.wisconsin.gov/covid-19/vaccine-program.htm</a>
<b>WYOMING</b>	<a href="https://health.wyo.gov/publichealth/immunization/wyoming-covid-19-vaccine-information/covidvaccineproviders/">https://health.wyo.gov/publichealth/immunization/wyoming-covid-19-vaccine-information/covidvaccineproviders/</a>