

10 STEPS TO HOST A VACCINE CLINIC

Updated: April 16, 2021

STEP 1 **Authorization:** Each jurisdiction has its own registration requirements for organizations that want to host a vaccine clinic. Contact the state or local health department for more information about the steps required to host an off-site clinic in your area. Reference the CDC's considerations for hosting an [on-site or off-site](#) vaccine clinic.

STEP 2 **Vaccine Doses:** Vaccine supplies are tightly controlled by the federal government, which is distributing them to the states and through certain pharmacies. As supplies increase, we expect states to be able to allocate doses to a wider range of partners, including employers. Make your desire to host a vaccine clinic known as early as possible.

STEP 3 **Education:** With vaccine supplies increasing, it will be important for employers to ensure that demand remains high, especially among populations that are more likely to be hesitant about getting the COVID-19 vaccine. Employers should begin educating their workers about the benefits of vaccination and consider offering incentives or accommodations that make it easy for people to get the shot.

STEP 4 **Supplies:** Before hosting a vaccine clinic, stock up on disposable medical gloves in a range of sizes and high-quality protective face masks. Hand sanitizer, sharps containers and other medical supplies should be at each vaccination station. These can be ordered ahead of time instead of waiting for confirmation that doses are available. A list of ancillary supplies is available on [Amazon](#).

STEP 5 **Vaccinators:** The federal government recently expanded the list of qualified vaccinators to include dentists, EMTs, midwives, optometrists, paramedics, physician assistants, podiatrists, respiratory therapists, and veterinarians. Some health care students are also eligible to administer the vaccine under supervision. Consider partnering with a local community college that prepares students for careers in allied health.

STEP 6 **Space:** COVID-19 vaccine clinics require large spaces with good ventilation. The CDC says vaccination stations should be at least six feet apart, with people flowing in one direction as they enter and exit the facility. A guide based on Amazon's pop-up clinic in Seattle is available [here](#).

STEP 7 **Volunteers:** These are the backbone of any successful vaccine clinic. Volunteers manage the flow of patients, handle data entry during registration and vaccination, and monitor people for side effects in the post-vaccination observation room. They require clear guidance. HCA Healthcare provides a comprehensive list of [staffing roles and responsibilities](#).

STEP 8 **Training:** The CDC and other health authorities offer online training that is intended to ensure anyone who hosts a clinic understands the storage requirements for COVID-19 vaccines, the proper methods for administering these shots, and data management obligations. These free courses are available via [cdc.gov](#).

STEP 9 **Scheduling:** Starbucks has shared a tool that vaccine clinic hosts can use to model patient flow. Challenge Seattle created a [Vaccine Playbook for Public-Private Partnerships](#) that includes best practices for registration and scheduling, in addition to many other learnings. By staggering vaccinations, employers can ensure continuity of operations in the event that some employees need to be absent after the shot.

STEP 10 **Signage:** Wayfinding is an effective way to control the flow of people through the clinic. Starbucks created [customizable signs](#) you can use. Additional signage and [flyers](#) should be used to reinforce critical messages that you want employees to take away from the clinic, such as the need to continue wearing a mask and practicing social distancing [after vaccination](#).