

COVID-19 Mass Vaccination Clinic Planning Workplace Sites

The purpose of this document is to support the planning of partner-led COVID-19 mass vaccination clinics in Wellington-Dufferin-Guelph and to ensure clarity of roles and responsibilities for each partner.

Roles/Responsibilities

Component	Partner Role	Public Health Role
Client outreach	<ul style="list-style-type: none"> Promotes clinic to employees who are eligible 	<ul style="list-style-type: none"> Promotes clinic to applicable employees through call centre or social media if requested
Client scheduling	<ul style="list-style-type: none"> Accept eligible employees for appointments 	
Site	<ul style="list-style-type: none"> Clinic setup/takedown Ensures COVID-19 IPAC protocols are maintained Cleaning Waste removal and safe sharps storage Manage all aspects of clinic process including client flow, crowd management etc. 	<ul style="list-style-type: none"> Provides guidance and consultation
Staff	<ul style="list-style-type: none"> Provide all immunizers & support staff required to operate the clinic Provide appropriately trained oversight for recovery (including epinephrine on-site, someone monitoring recovery areas, someone able to respond to anaphylaxis) Ensure all staff have completed appropriate training prior to clinics and reviewed all applicable WDGPB training materials Ensure all staff are trained in PPE use and additional IPAC measures 	<ul style="list-style-type: none"> Provides a Public Health Nurse to support vaccine management, draw-up, if required based on vaccine (until clinic process is well established) Provides COVax data support access <p>TRAINING:</p> <p>WDGPB Vaccine Administration Training materials (WDGPB)</p> <p>COVID-19 Vaccine Clinic Operations Planning Checklist (MOH)</p> <p>Planning Guidance for Immunization Clinics for COVID-19 Vaccines (PHAC)</p>
Clinic Supplies	<ul style="list-style-type: none"> Provides any ancillary supplies not available through Ontario Health (see Table 1 & 2) Maintain and track clinic supply use 	<ul style="list-style-type: none"> Accesses and provides clinic supplies identified in green that are available through Ontario Health (see Table 1 & 2)

	<ul style="list-style-type: none"> • Reorder supplies as needed 	
Adverse Reaction & Clerical Supplies	<ul style="list-style-type: none"> • Provides adverse reaction and clinical supplies (see Table 1) • Ensures staff have appropriate training to manage adverse reactions with consideration for medical expertise in managing anaphylactic events 	
Vaccine	<ul style="list-style-type: none"> • Stores vaccine in monitored fridge that has been inspected by WDGPB if applicable • Manages vaccines according to Cold chain protocols • Trains and maintains a core group of staff who are able to get 6 doses per vial of Pfizer (where Pfizer is used) • Administers immunizations consistent with a standard patient of 12 clients per hour • Records vaccine usage • Reports vaccine wastage • Records and notifies public health of any cold chain failures • Maintains a plan for extra doses that is consistent with the provincial priority frameworks and is in alignment with OHT partner discussions 	<ul style="list-style-type: none"> • Delivers vaccine to site daily • Provides guidance on vaccine management and administration • Provides training on how to maximize doses per vial for mRNA vaccines
Documentation	<ul style="list-style-type: none"> • Ensures all appropriate staff have completed COVax training • Ensures that all clients are checked in and registered in COVax • Ensure immunizers immediately document all immunizations in COVax or within 48 hours where immediate documentation is not possible • Provide receipts of immunization 	<ul style="list-style-type: none"> • Sets up site as “vaccine events” in COVax • Sets up users in COVax • Provides COVax guidance • Provides dedicated COVAX support/liaison: Madison Fach - madison.fach@wdgpublichealth.ca
Technology	<ul style="list-style-type: none"> • Provides all hardware and IT support needed for documentation/data entry 	<ul style="list-style-type: none"> • Provides COVax guidance and consultation to ensure clinic is ready to go live
Communications	<ul style="list-style-type: none"> • Promotes clinic to employees 	<ul style="list-style-type: none"> • Lead role in external communications and lead for all media inquiries

Clinic Supplies

Table 1: Supplies Required for COVID-19 Vaccination Clinics




**Supplies available from Ontario health are subject to change

Clinical PPE	✓ Face shields
	✓ Medical masks
	✓ Gloves
	✓ Hand sanitizer
	✓ Disinfecting wipes (e.g., Accel PREvention or INTERVention, Oxivir, Ultra Swipes)
Clinical Supplies	✓ 3 mL syringes
	✓ 1 mL syringes
	✓ 25G x 1" needles
	✓ 25G x 1 1/2" needles (for larger arms)
	✓ Sharps containers
	✓ Alcohol swabs
	✓ Cotton balls/Gauze sponges
Clinical Supplies	✓ Adhesive bandages
	✓ Dental bibs
	✓ Paper cups
	✓ Paper bags, 5 lbs
	✓ Tissues
	✓ Epinephrine
Adverse Reaction Supplies	✓ AMBU bags
	✓ Stretcher
	✓ Juice boxes
	✓ Ice packs
	✓ Pens/Sharpie markers
Clerical Supplies	✓ Lysol/Clorox wipes (for electronic equipment)
	✓ Wipeable clipboards
	✓ Paper consent forms
	✓ Chairs
	✓ Tables
	✓ Computers

	✓ Painters' tape
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*Items highlighted in **green** are available to order from Ontario Health. See Table 2 below.
Supplies in white are suggested clinic items

Table 2: Supplies Available to Order from Ontario Health

Product	Description	Image
Syringes		
3 mL BD Luer-Lok™ Syringe sterile, single use Product #: 309657 Manufacturer: BD	Unique integrated BD Luer-Lok™ tip syringe with clear barrel. BD Medical™ Disposable Syringes with Luer-Lok™ Tips are sterile and disposable.	
5 mL BD Luer-Lok™ Syringe sterile, single use Product #: 309646 Manufacturer: BD		
Needles		
25 G BD Eclipse™ 1 in. with SmartSlip™ technology (0.5MM X 25MM) Product #: 305891 Manufacturer: BD	The BD Eclipse™ needle is a pivoting-shield needle for efficient safety during activation. The needle is bevel oriented to the safety cover to facilitate low-angle injections.	
25 G BD Eclipse™ 5/8 in. with SmartSlip™ technology Product #:305760 Manufacturer: BD		
23 G BD Eclipse™ 1 in. with SmartSlip™ technology (0.6MM X 30MM) Product #: 305886 Manufacturer: BD		

Product	Description	Image
BD PrecisionGlide Needle 21G x 1 inch TM IV (0.8 mm x 25 mm) Sterile Product #: 305177 Manufacturer: BD	<ul style="list-style-type: none"> • Needle Thickness: 21 G • Needle Length: 1 inch • Bevel Type: Regular • Wall Type: Thin IV • Compatible with Luer Lock Tip • Hypodermic Needle • Syringe Sold Separately • Sterile • Single Use 	