

COVID-19 Screening

Description: Screen patients for COVID-19, confirm appointment time & identification on person

Location: Outside Vestibule

Required PPE: Level 2 medical mask, vest, and face shield

Required Materials: COVID-19 Question Document

Roles and Responsibilities:

- Greets patient when they enter line up and ensure everyone is spaced appropriately
- Asks patient to confirm appointment time
- Asks patient if they have on their person their health card or alternative ID (accepted IDs listed in COVax)
- Ask the 3 COVID-19 questions on document
- Direct patients into vestibule when empty
- No food or drink is allowed in lines

PPE Exchange

Description: Direct patients to vaccination stations

Location: Vestibule

Required PPE: Level 2 medical mask and face shield

Required Materials: Trash Bin, Sanitizer, Masks, Two-Way Radio

Roles and Responsibilities:

- Ask patients to remove all masks (some exceptions to be dealt with individually), and have them put old masks in trash bin or in their pocket
- Ask patient to sanitize
- Offer patient a new mask from box (do not hand them the mask but have them take one)
- Ask them to step forward into the lineup when a spot is available

Intake Traffic Flow

Description: Direct patients to footprints and ensure they adhere to distancing regulations

Location: Just inside the Centre by the vestibule

Required PPE: Level 2 medical mask and face shield

Required Materials: disinfectant wipes

Roles and Responsibilities:

- Directs patients to next available footprint following the arrows
- If patient utilizes a chair | wheelchair ensure it is wiped down after each use
- Ensure patients are following arrows | footprints into the Vaccination Area
- No food or drink is allowed inside the building

Intake Station

Description: Direct patients to next available Intake Station

Location: Reception area of Skyjack Centre

Required PPE: Level 2 medical mask and face shield

Required Materials: disinfectant wipes

Roles and Responsibilities:

- Directs patients to next available Intake Station
- If patient utilizes a chair | wheelchair ensure it is wiped down after each use
- Ensure patients follow the arrows | footprints when departing from the Intake Area
- No food or drink is allowed inside the building

Vaccination Intake Station

Description: Direct patients to next available Vaccination Station

Location: Skyjack Show Room

Required PPE: Level 2 medical mask and face shield

Required Materials:

Roles and Responsibilities:

- Ensure patients are following the arrows into the Vaccination area.
- Keep watch for available vaccination stations which will be signaled by a green sign or verbally.
- Direct the patient to the next open vaccination station by stating the number
- No food or drink is allowed inside the building