

### **Check-in traffic Volunteers**

Description: Direct patients to check in stations

Location: Check-in stations line

Required PPE: Level 2 medical mask and face shield

Required Materials: none

Roles and Responsibilities:

- Coordinates with check-in volunteer to direct patients to an empty check-in station
  - If no check-in station is available, check-in traffic volunteer will ask them to remain in the line
- Greets patient when they are waiting for the next available check-in station
- Asks patient to prepare their health card or alternative ID (accepted IDs listed in COVax)
- Remind patients in the check-in line to stand on the markers (if necessary)
- Direct the patient to the vaccination line after check-in is completed
- No food or drink is allowed at stations and in the line

### **Vaccination traffic Volunteers**

Description: Direct patients to vaccination stations

Location: Vaccination stations line

Required PPE: Level 2 medical mask and face shield

Required Materials: none

Roles and Responsibilities:

- Coordinates with vaccinators to direct patients to an empty vaccination station
  - If no vaccination station is available, vaccination traffic volunteer will ask them to remain in the line
- Greets patient when they are waiting for the next available vaccination station
- Asks patient to prepare their health card or alternative ID (accepted IDs listed in COVax)
- Remind patients in the vaccination line to stand on the markers (if necessary)
- Direct the patient to the vaccination stations
- No food or drink is allowed at stations and in the line

## Recovery Volunteers

Description: Direct patients to recovery chairs and observe how they feeling

Location: Vaccination stations line

Required PPE: Level 2 medical mask and face shield

Required Materials: disinfectant wipes

Roles and Responsibilities:

- Coordinates with check-out volunteers to direct patients to an empty check-out station
  - If no check-out station is available, recovery volunteer will ask them to remain in the recovery area
- Ensures that patient has completed their designated waiting period in the recovery area
  - White sticker: 13 minute wait time
  - Red sticker: 30 minute wait time
- Remind patients not to stay longer than their designated waiting period
- Observe how patients feeling
  - If any of the patients in the recovery area is feeling faint/lightheaded/unwell, coordinate with recovery volunteer to find an EMS first responder from recovery area
  - DO NOT let patient leave recovery if they are feeling unwell
- Direct the patient to the check-out stations
- Wipe down recovery chairs with disinfectant wipes between patients
- Ensure 1.5 minutes gap between disinfecting chair and next patient
- No food or drink is allowed at stations and in the line