

During the Clinic Activities

Vaccine Storage and Handling

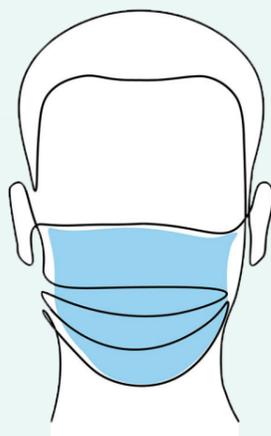


Monitor and document vaccine temperatures as required throughout the day.

CDC's *Vaccine Storage and Handling Toolkit* provides guidance on safe and effective vaccine management practices for all health care providers.



General Operations



Guidance during the COVID-19 pandemic

During the clinic, ensure physical distancing and enhanced infection control

measures are in place and implemented. Measures include:

- Cleanse and disinfect vaccination stations at a minimum every hour, between shifts and if station areas become visibly soiled. Incorporate other [CDC/EPA guidance](#)  as appropriate for your clinic circumstances.
- Ensure all patients and accompanying attendants wear a cloth face covering or face mask that covers the nose and mouth. If a patient or attendant is not wearing a cloth face covering, ensure face coverings or face masks are available. (Note: Face coverings should not be placed on a child under 2 years of age, anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.)
- Ensure staff is wearing appropriate [PPE](#) .
- Ensure supplies such as tissues, hand sanitizer, and wastebaskets are readily accessible throughout the clinic.
- [If gloves are worn by those administering vaccine](#), they should be changed, and hand hygiene should be performed between patients.
- Make sure there are signs, barriers, and floor markers throughout the clinic to instruct patients to maintain a 6-foot distance from others and promote use of hand hygiene, respiratory hygiene, and cough etiquette.

Provide extra cleaning and sanitizing support. Frequently clean and disinfect all patient service counters and patient contact areas, including frequently touched objects and surfaces such as workstations, keyboards, telephones, and doorknobs.

During the clinic, ensure:

- Staff is wearing identification cards or other identification (vests, shirts, etc.), as appropriate.
- Clinic updates and wait times are being communicated.



Vaccination Process

During the vaccination process, ensure the following actions are occurring:

- Screening for eligibility, if vaccination is limited to certain populations
- Screening for contraindications and precautions
- Distribution of VIS(s) or EUA fact sheets prior to vaccine administration
- Signed consent, based on state or local requirements (there is no federal requirement for signed consent)
- Vaccine preparation
 - Vaccine is prepared in a designated area.
 - The cold chain is maintained until time for administration.
 - Staff is safely handling and disposing of needles and syringes.
 - No more than 1 multidose vial or number as indicated by the manufacturer's package insert is drawn up at one time by each vaccinator.
- Patient flow is being monitored to avoid drawing up unnecessary doses.
- **Hand hygiene** is being performed before vaccine preparation, between patients, and any time hands become soiled. If gloves are worn, they should be changed and hand hygiene should be performed between patients.
- Vaccinators are following manufacturer instructions and federal vaccine administration guidance related to dose, site, and route (see [Epidemiology and Prevention of Vaccine-Preventable Diseases](#) and [CDC Vaccine Administration Resource Library](#)).
- Each vaccination is being documented and patients are receiving documentation for their personal records, including information about scheduling a second vaccination appointment, if needed.
- **Patients are observed after vaccination:**
 - Walk-through clinics: Patients should be observed in a waiting area for 15 minutes after vaccination for syncope (fainting) or other adverse events.
 - Curbside or drive-through clinics: Drivers should be directed to a waiting area for 15 minutes and checked before they leave. This is critical at a drive-through immunization clinic because of the potential for injury when the vaccinated person is driving a car.



End of Clinic Workday

Ensure that:

- All remaining vaccine in syringes is discarded according to protocol.
- Any remaining viable vaccine is appropriately stored and handled to protect the cold chain.



Planning Activities



Pre-Clinic Activities



Post-Clinic Activities

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