

## Shelter Provider Checklist for COVID-19 Vaccination Events

As a shelter provider you will play a huge role in our joint effort to vaccinate people experiencing homelessness against COVID-19. This checklist will help your shelter staff plan and carry out COVID-19 vaccinations on site.

### In the days leading up to event:

- Plan on having your COVID Vaccine Milieu Manager and additional staff on hand to set up stations before the event starts and to assist throughout the event.
- Distribute and post information before the event:
  - [Vaccination Event Poster](#) (fill in template and post it with dates of first and second vaccines)
  - **Vaccination Information Flyers** (CDC Posters in [English](#) and [Spanish](#))
  - [COVID-19 Vaccine Myths and Facts and FAQs](#) handouts
- Have all staff review the [Conversation Tips for Shelter Staff](#) and [Talking About COVID Vaccine](#) handouts.
- Encourage and invite questions or discussion among staff and residents. Consider routing questions and discussion to a designated staff or resident (vaccine champion/ambassador).
  - Additional questions can be routed to [covidachch@acgov.org](mailto:covidachch@acgov.org)
- Consider having a “group meeting” or forum where people can ask questions and discuss concerns. ACHCH has prepared a detailed document to review on vaccines:
- Consider allowing clients to fill out needed **vaccine consent forms** ([English](#) and [Spanish](#)) ahead of time with instructions to bring completed forms with them during the event (or store completed forms securely for residents).
- Maintain a Line List of interested staff and residents using the [provided template](#). Send this list to [covidachch@acgov.org](mailto:covidachch@acgov.org) at least 2 days before the scheduled event.
- Make a plan – identify all the spaces needed for each “station” that will be used during the vaccination event, and make sure there are supplies (chairs, tables, waste bins etc) for each. Review the [CDC During Vaccination Clinic Activities](#) handout to learn more.
- Identify 3 or more shelter staff that could be assigned to support a role or station (see Vaccine Station Table below).
- Ensure staff are aware of any procedures or protocols for residents who may have symptoms post-vaccination. Please review the [Managing Post-Vaccination Side Effects in Shelter](#) handout.

### The Day before event:

- Ramp up reminders and educational efforts regarding the vaccine event.
- Assist remaining clients with filling out their **vaccine consent form packet** ([English/Spanish](#)) containing 2 forms:
  - COVID-19 Vaccination Consent.
  - Health Care for the Homeless (HCH) Consent.
- Develop and post signage that guides residents from station to station (the flow of the event).
- Post reminders for physical distancing and wearing masks as needed.

### Day of Event:

- Teams arrive at least 1 hour prior to start of event for set up and communicate roles and responsibilities of all staffing assignments (see Vaccine Station table).
  - Review flow of event

- Review who key roles are:
  - Milieu manager (shelter staff)
  - HCH Lead Staff
  - HCH staff who will address questions/concerns
  - HCH Clinical and Registration Providers
- Ensure that the site and all the stations are cleaned/disinfected before and after the event.
- Try to have refreshments and educational materials such as [What To Expect After Receiving a COVID Vaccine](#) handout available to residents in the post-vaccination observation area.

**After Event:**

- If possible, plan for shelter to be open during the day the next day for people who may need extra rest.
- Please review the [Managing Post-Vaccination Side Effects in Shelter](#) handout. Be aware that people may have after-effects of the vaccine, including fatigue, aches, headache, fever, body chills, and arm pain administration site are expected within 1-3 days after vaccination and are temporary.
- Constant reminders regarding the [2<sup>nd</sup> dose event](#) are needed, this may include signage for future events, tracking system, reminder calls or text messages etc.

**TABLE: Vaccine Event Stations:**

Role	Description
GREETER/Q&A	<ul style="list-style-type: none"> <li>• Organize incoming guest in a line for registration</li> <li>• Answer basic questions about vaccines and dispel myths</li> <li>• Familiarize yourself with vaccine eligibility &amp; screen out ineligible clients (refer to registration station if unsure)</li> <li>• Instruct clients on overall flow/process &amp; expectations</li> <li>• Take temperature of all incoming guests</li> </ul> <p>Ensure everyone is masked and spaced at least 6ft a part</p>
REGISTRATION (HCH staff)	<ul style="list-style-type: none"> <li>• Verify client eligibility</li> <li>• Triage vaccine history (brand and dose received in past)</li> <li>• Directly hands client consent forms and education packets appropriate for their history (on clipboard)</li> <li>• Provides instructions on how to complete the consent forms</li> <li>• Receives completed forms and reviews for completeness and legibility (collects clipboard)</li> <li>• Passes paperwork directly to Medical Screener</li> <li>• Routes outstanding clinical questions to medical staff</li> </ul> <p>Sanitizes clipboards/pens</p>
MEDICAL SCREENER (HCH)	<ul style="list-style-type: none"> <li>• Monitors and controls flow for vaccinators</li> <li>• Receives vaccine consent forms from Registration staff</li> <li>• Reviews client responses to screener questions.</li> <li>• Follows-up on vaccine screening responses and documents on consent form</li> <li>• Validates/verifies eligibility via CAIR check</li> <li>• Signs front side of consent form under staff</li> <li>• Completes CDC cards to hand to vaccinator</li> <li>• Adds relevant vaccine information stickers to the back-side of consent form</li> <li>• Helps draw-up doses when needed</li> </ul>
IMMUNIZER (HCH)	<ul style="list-style-type: none"> <li>• Receives clients consent forms from Medical Screener</li> <li>• Using aseptic technique, draw up doses and immunize with the appropriate dose of the COVID-19 vaccine intramuscularly</li> </ul>

	<ul style="list-style-type: none"><li>• Provide and explain importance of CDC card</li><li>• Instruct client to wait in post-vaccination observation area for 15 minutes</li></ul> Retains paperwork for filing
POST-VAX OBSERVATION	<ul style="list-style-type: none"><li>• Maintain log of people checking in to 15 min observation station</li><li>• Emphasize importance of monitoring for 15 minutes</li><li>• Provide information on where and how to report adverse effects</li><li>• Provide food and refreshments as available</li><li>• Check-in with clients re: well-being</li><li>• Inform <i>medical staff*</i> of any concerns or adverse reactions</li><li>• Reinforce vaccine education</li></ul>