

## Attachments

- CLOSED POD Overview
- CLOSED POD Enrollment Form
- CLOSED POD Planning Tool
- CLOSED POD Plan Template

## Background

CLOSED POD planning guidance from the Oregon Health Authority (OHA) has been adapted from the tool that the Minnesota Department of Health developed. This letter provides a high level overview.

## Oregon

In Oregon it has been shown to be a promising practice to partner with outside organizations as a way to improve the overall ability of the Local Health Department to respond to a major public health emergency. It is recommended that as part of onboarding a new CLOSED POD partner they are given planning tools and templates. It is also recommended that your enrollment form include, at minimum, these data points:

- CLOSED POD organization name
- Primary and secondary 24x7 contact information
- Approximate number of individuals served by the CLOSED POD (employees, members, patients, etc.)
  - Household representative dispensing encouraged w/ family multiplier of 2.5<sup>1</sup> unless census is notably different in your county
- Medical/Non-Medical or Non-Medical only CLOSED POD<sup>2</sup>
- Acknowledgement that the CLOSED POD will comply with the following requirements:
  - LPHA-approved dispensing protocol must be used
  - LPHA-approved screening forms must be used
  - LPHA-approved information sheets must be used (drug info sheets, disease info sheets)

## CLOSED POD Overview

The CLOSED POD Overview is a one pager that can be used to introduce a potential CLOSED POD partner to the concept of becoming a CLOSED POD.

## The CLOSED POD Enrollment Form

The CLOSED POD Enrollment Form includes each of the criteria items listed above. It can be used for local, regional, or state level CLOSED POD partners, or, you may choose to create your own form. Memoranda of Understanding (MOU) are not required by the Centers for Disease Control and Prevention (CDC) or by OHA.

## CLOSED POD Planning Tool

The CLOSED POD Planning Tool is designed to be a *discussion* tool for LHDs/THDs and potential CLOSED POD partners. It is not meant to be filled out completely, but rather to identify items that may be appropriate to that specific partner. For each partnership, select the items that are useful or relevant and skip over the rest.

## CLOSED POD Plan Template

The CLOSED POD Plan Template can be used by CLOSED POD partners to create their own plan

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<sup>1</sup> 2010 Census data estimates the average household size in Oregon to be 2.52 people.

<sup>2</sup> Non-medical refers to medical countermeasures taken orally (like antibiotics). Medical refers to those that must be administered by injection (like influenza vaccine). Medical CLOSED PODs must have access to staff to administer vaccines, cold chain management, and a biohazard disposal plan.