

Overview and Guidelines for Onsite Flu/COVID-19 Vaccine Clinics

Vaccination Clinic Planning Checklist

- Select clinic date(s).** Please identify both a preferred date as well as alternate day and time options. Note: once the clinic is confirmed it will be extremely difficult to change dates during the flu season.
- Secure conference room/clinic space prior to submitting request** (allow 30-60 minutes before and after clinic hours for set up/clean up). See “Additional tips” below for more details.
- Provide clinic address** with building name and room number of the clinic location and any parking and access specific instructions.
- Determine day-of onsite clinic contact(s)** including name, email, and best number to contact them (including cell phone).
- Estimated participation:** minimum 20 shots/event required before nurse fee applies. (Pro Tip! Estimates insure GAFS schedules adequate staffing and supplies/vaccine for the best clinic experience.)
- IMPORTANT!** Compile any special instructions such as parking, entrance location, access issues, etc.

Additional Tips

Choose appropriate locations for the vaccination clinics. Because employee privacy and confidentiality are always a key consideration, we kindly request either a large room to accommodate several nurse stations (typically an employee lounge or conference room) or private screening rooms to hold more confidential vaccinations.

Please provide sufficient tables, chairs, trash receptacles (for paper supplies only), appropriate lighting, and similar amenities for the number of staff GAFS will be providing.

Submitting Your Flu Clinic Request

Submit your request by emailing or calling GAFS with the requested information below.

Email GAFS via our portal: <http://www.getaflushot.com/request-service/>

Call GAFS Scheduling at:

Local: 503-258-8311 or 503-258-9800

Toll free: 877 FLU SHOT or 877-358-7468

Requested information:

Company name: _____

Event location/address: _____

Building/room number: _____

Anticipated number of participants: _____

Parking instructions: _____

Day of event contact name/email: _____

Day of clinic phone #/cell phone/room #): _____

Special instructions/needs (specialty vaccine 65+ or non-egg based vaccine and if proof of vaccination is required): _____

GAFS Pre-Clinic Responsibilities

- Clinic requests will be answered within 48-72 hours.
- Once the clinic is confirmed, you will receive an email clinic confirmation along with Vaccine Information Sheet (VIS), consent forms, and promotional flyer.
- GAFS only administers preservative-free vaccines.
- To avoid scheduling confusion, please avoid or minimize event changes after clinic confirmation.
- GAFS will provide the clinical supplies and appropriate equipment to support the clinic.

Call or email with questions regarding your onsite flu/COVID-19 clinic program:

503-258-8311 or 503-258-9800

lisa@getaflushot.com or nurse@getaflushot.com

Tips for Planning a Successful Clinic

- **Advertise and remind employees** of your worksite's clinic date and time prior to and on the day of the clinic.
- **GAFS will email you a promotional flyer with your confirmation.** This flyer can be posted in prominent locations at your worksite, emailed, or otherwise shared with employees.
- **GAFS staff will bring tabletop privacy screens.**
- **Distribute the Consent Form in advance** and ask employees to complete the form before attending the clinic. This will save time on the day of the event. Note: GAFS staff will have blank Consent Forms at the clinic for attendees who aren't able to complete the form in advance.
- **Notify GAFS staff of any location/room changes** and any events such as fire drills in advance of the clinic.
- **Remind coworkers to dress so the nurse can easily reach your upper arm.** See images below for vaccination placement location.
- **Note:** FluMist® is not available at onsite clinics.



Day of the Clinic and Post-Clinic Responsibilities

- GAFS is responsible for all clinic set-up and break-down activities.
- GAFS Nurses and Admin staff will arrive on site approximately 30-60 minutes prior to the scheduled clinic start time. They will use this time to setup the screening stations based on the number of nurses assigned for the event.
- Each station will be staffed by a Licensed Nurse who will conduct the vaccination process. GAFS staff will then record the participant's vaccination information on the signed consent form.
- GAFS will provide a Vaccine Information Sheet (VIS) explaining the CDC approved vaccine received.
- At the completion of each clinic, GAFS staff will remove all equipment, paperwork, bio-hazardous waste.
- Event paperwork and supplies are then transported to GAFS office for uploading, invoicing, and reporting.