

Overview and Guidelines for Onsite Flu Vaccination Events

Flu Vaccination Clinic Planning Checklist

- ☐ Select event date(s). Identify primary and 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 (include ½ hour before and after clinic hours for set up/clean up).
- ☐ Provide clinic address with building name and room number (flu clinic will be held).
- ☐ Determine day-of onsite clinic point of contact(s), name, email and best number to contact them (including cell phone, if possible).
- ☐ Estimated participation – minimum 20 shots/event required. (Pro Tip! Estimates insures GAFS schedules adequate staffing and supplies/vaccine for the best clinic experience).
- ☐ 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

- Email GAFS via our portal: <http://www.getaflushot.com/request-service/>
- Or, call GAFS at 503-258-9800
- Company name: _____
- Event location/address: _____
- Building/room number: _____
- Anticipated # of participants: _____
- Parking instructions: _____
- Day of event contact name/email: _____
- Day of event phone#/cell phone/room #: _____
- Special instructions/special needs: _____

GAFS Pre-Clinic Responsibilities

- ✓ Clinic requests will be answered within 48 hrs.
- ✓ ALL CDC wellness/social protocols are adhered to.
- ✓ Once the clinic is confirmed you will receive an email clinic confirmation along with VIS (Vaccine Information Sheet), Consent forms, and promotional flyer.
- ✓ To avoid scheduling confusion please avoid or minimize event changes after clinic confirmation.

Questions regarding your onsite flu clinic program, please call 503-258-9800
or email us at Nurse@getaflushot.com or director@getaflushot.com

- ✓ GAFS will provide the clinical supplies and appropriate equipment to support the event.

Tips for Planning a Successful Clinic:

- Advertise and remind the staff of your clinic date and time prior to and on the day of the clinic.
- GAFS will email you a promotional flyer with your confirmation (or create your own).
- GAFS will set up tabletop privacy screens.
- Distribute and Prefill the consent forms.
- Notify GAFS staff of any location/room changes and any events such as fire drills in advance of the clinic.
- Remind co-workers to dress appropriately so the nurse can reach the upper arm with ease. Please see pictures below for vaccination placement location. Note: flu mist will not be offered at onsite clinics.



Day of Event 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 ½ hour prior to the scheduled clinic start-time and 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 employee's vaccination information on the signed consent form.

GAFS will also provide educational materials explaining the vaccination that they 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.

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COVID-19 CLINIC PROTOCOLS FOR GAFS STAFF

Employees will have daily, in-person screenings or check in for their temperature or coronavirus symptoms before they enter the workplace.

- They will maintain social/physical distance, will assist and work with employers to modify furniture and install transparent shields/table top privacy screens or other physical barriers when social distancing isn't possible.
- Online consent form fill ins.
- We will have hand sanitizers/ Uv light and gloves at every clinic
- Staff will wear face masks/shields while doing business.
- We will assist in limiting the occupancy at clinics so that people can maintain social distances of at least six feet.
- If possible scheduling time slots would greatly reduce unnecessary congregation, attached has been the preferred free App to use (<https://www.signupgenius.com/>). Walk ins are always welcome
- Frequent surface and area cleaning will be performed by our staff

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CDC Guidelines for Drive Thru Flu Shot Clinics

Planning for the Clinic

- Identify the clinic site with consideration on how much space will be needed based on:
- Clinic activities,
- physical distancing practices, enhanced infection control procedures (including hand washing/sanitization where possible),
- Traffic and weather considerations, and safety issues for patients and health care personnel.
- The Advisory Committee on Immunization Practices and CDC asks providers to strongly consider observing patients for 15 minutes after vaccination because syncope (fainting) is possible after vaccination. This is critical at a drive-through vaccination clinic because of the potential for injury when the vaccinated person is the driver. Enough parking should be available for drivers to wait the recommended 15 minutes after vaccination. If possible, this should be done in the same space the vaccination occurs, or in a staff-monitored parking area nearby.
- Establish safety guidelines are needed for having passengers remain in their vehicles, restraining children properly, not allowing pets that could possibly bite health care personnel, etc. Ideally, vehicles should be able to enter and exit in separate areas.

During the vaccination encounter

- Staff will wear appropriate personal protective equipment and patients should wear face coverings.
- Will provide the patient or parent with the appropriate vaccine information statements and a screening checklist for contraindications and precautions.
- We will review and assess the completed contraindications and precautions checklist
- We will Obtain Consent/ insurance information.
- We will Inform the driver they will need to wait 15 minutes before leaving the clinic area.
- GAFS staff will follow proper vaccine administration practices, including:
 - Aseptic practices for administration supplies (e.g., bandages, alcohol swabs, and syringes and needles)
 - Proper patient positioning
 - Identification of the recommended injection site (does a car door need to be opened to administer vaccine correctly?)
 - Making sure patients are seated to prevent injury from a fall if the patient faints

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