



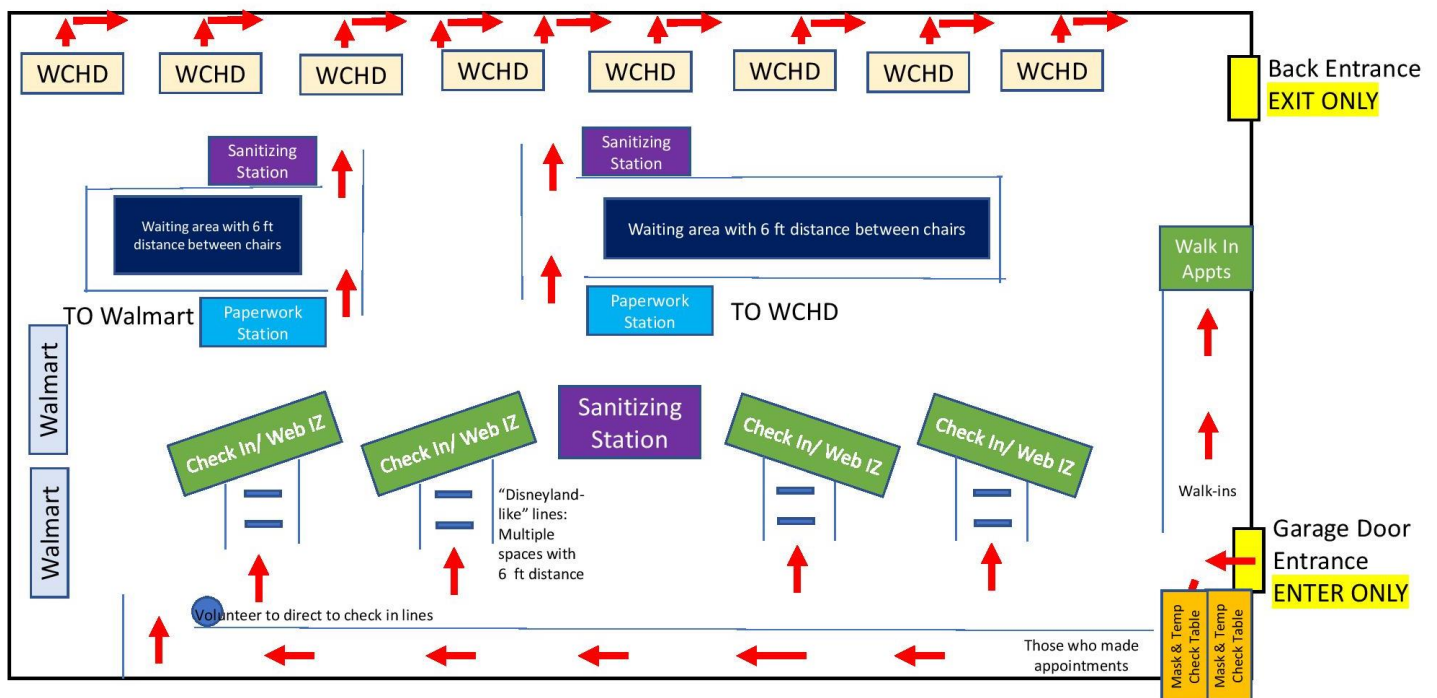
# Immunize Nevada Back to School Vaccine Clinic Operations

\*For Reference: Nevada WebIZ is Nevada's Immunization Information System

## Process BEFORE Clinic:

Step	Process
1	Parent/Guardian signs up for a reservation based on open spots (There will be a maximum capacity per time).
2	Immunize Nevada Staff/Volunteer monitor clinic reservation sign ups via Appointy app and email notifications
3	After parent/guardian signs up for a reservation, look up child's Nevada WebIZ record. In Appointy app, staff will indicate if they looked up Nevada WebIZ record, and what vaccines are needed (if applicable) in the NOTE section for the customer.
4	<b>If a child is not recommended to get any vaccines</b> , save Official Immunization Record, and email parents telling them that their reservation is cancelled due to child being up to date. End process here.
5	<b>If a child is from out of state and does not have a Nevada WebIZ record OR you cannot find their Nevada WebIZ record</b> , contact the parent/guardian via phone or email and provide them with the contact information for Nevada WebIZ to input their records into the system. Reservation spot will still be held until it is determined if the child needs any vaccines. Take note of this reservation and follow up with parent at least 3 business days before the clinic. Recheck immunization record and proceed with step 4 or 6, depending on Nevada WebIZ record.
6	<b>If a child needs recommended vaccines</b> , email them a confirmation of the vaccination clinic reservation date and time, and the recommended vaccines that are needed. Proceed to step 7.
7	Add all reservation sign-up information into "Reservation Tracking Sheet"
8	24 Hours before clinic: IZNV Staff/Volunteer to send out reminder email of clinic date/time/location, via personal email or over the phone. Email can be found in Appointy app.

## Example Clinic Layout:





**Reservation System Used:**

Appointy (<https://www.appointy.com>)

**Appointy Intake Form Questions:**

This section is to be filled out with information about the person being vaccinated.	
Name of Patient Receiving Vaccines	Short Answer
Patient Date of Birth	Date/Calendar
Gender	MALE or FEMALE
Does the patient have health coverage (health insurance through work or Medicaid)?	YES or NO
What type of health coverage does the patient have?	PRIVATE INSURANCE, MEDICAID, or DOES NOT HAVE INSURANCE
Who is the patient’s health insurance provider? (N/A if the patient does not have health coverage)	Short Answer
Please check this box if the patient is OVER the age of 18.	Check this box if applicable
If the person being vaccinated is under the age of 18, this following section is to be filled out about by the parent or guardian.	
Name of Parent/Guardian	Short Answer
Address on Parent/Guardian ID	Short Answer
Parent/Guardian Contact Phone Number	Short Answer
Parent/Guardian Email Address	Short Answer
What is the primary language spoken?	ENGLISH, SPANISH, or OTHER
If you would like multiple people vaccinated, please book a separate appointment, and fill out another intake form PER PERSON.	

**Process DURING Clinic:**

No.	Process	Note
1	Patients/Family line up during respective reservation times, one-way entrance and will follow the path towards the check in line. Mask table will be set up at the entrance and a mask will be given to those who do not have one. Temperature checks will be conducted at the mask table. A temperature must be less than 100.4° F. A symptom check will also be conducted. Three questions will be asked of all people entering. Take note of those who answered “Yes”	<p>6 ft social distancing markers and lines will be made using painter’s tape on the ground</p> <p>Confirm that their temperature is less than 100.4°F (38.0° C), and confirm that they are not experiencing coughing or shortness of breath.</p> <p>Symptom questions to ask:</p> <ol style="list-style-type: none"> <li>1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</li> <li>2. Do you live in the same household with, or have you had close contact* with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?</li> <li>3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?</li> </ol>



2	Patients/Family will follow the check-in line and proceed to next available check in table, when called upon.	Tables will be spread apart 6 ft or more, lines and social distancing markers will be made using painter's tape on the ground.
3	Check in table will consist of one person checking in and one-person operating Nevada WebIZ sitting 6ft apart. If patient has a reservation, check in table will check them off the list and direct them to which vaccinator line they will be going to. If they do not have a reservation, check-in person will check if there is available spots, send them over to Nevada WebIZ to check their records to see if there is a need for vaccines and/or to input out of state vaccination records.	<p>Check in Process:</p> <ol style="list-style-type: none"> <li>1) What is the name of the child being vaccinated today? And/or what is your reservation time?</li> <li>2) If they have a reservation: Send them to appropriate vaccinator</li> <li>3) If they do not have a reservation: Check immunization records. If they need vaccines, check availability, or provide them with resources where to get vaccinated if appointments are booked</li> </ol>
4	Sanitation station people and check-in table people will sanitize their stations after each patient/family leaves their table, before calling upon next patient/family.	
5	After proceeding to respective vaccinator waiting area, a paperwork station will be set up at the "entrance" of that waiting area. Volunteer will provide paperwork with clipboard and pen. Patient/family will proceed to the waiting area, while given the opportunity to fill out necessary paperwork.	Volunteers who are assisting with paperwork will be roaming the area to see if anyone needs help.
6	When appropriate vaccinator is ready, at the end of the waiting area, a sanitizing station will be present. Patient/family will hand the clipboard to the sanitizer and will keep the pen. Sanitizer will sanitize the clipboard and return to paperwork station.	Pens will be a once time use.
7	Patient/family will proceed to vaccinator who calls their name, along with their appropriate paperwork.	
8	Vaccinate!	Patients will be sent back to waiting area to wait 15 minutes after getting vaccinated to monitor reactions.
9	Patient/family will exit behind the vaccinator table and follow the path along towards the exit of the building.	
10	Ready to start the school year!	



## Volunteer Needs:

Task	# of People needed	Posted Spots	Task Description	PPE Needed to Complete Task
<b>Line Management</b>	2	1-2 at entrance line & 1-2 at waiting area for directing people	<p>To ensure that all community members attending the clinic are keeping their 6 ft distance, and to move the line along as quickly as possible. Please follow all procedures on how the line flow will operate.</p> <p>Volunteers at the check in table and/or near waiting area must direct patients to whichever vaccinator they will be seeing.</p>	Face Covering
<b>Mask Distributer &amp; Symptom Checker</b>	1	At entrance	<p>To hand out masks to everyone who does not have one. Keep track of how many masks are given.</p> <p>Follow the COVID symptom checker to ask everyone that walks in the door the 3 symptom questions.</p>	Face Covering
<b>Temperature Checker &amp; Counter</b>	1	At entrance	<p>To take the temperature of everyone walking in the door. This will determine if the person will be turned away or allowed in for their appointment. Any temperature 100.4 or more must be turned away to reschedule or cancel their appointment. Provide them with resources on where else they can get vaccinated.</p> <p>Simultaneously, count the amount of people coming into the building via counting app and monitor how many people are currently in the building. If the amount of people in the building reaches capacity, do not let people in until more people have left.</p>	Face Covering & Gloves
<b>Exit Counter</b>	1	At Exit	Thank everyone for coming and count how many people are leaving the building via counting app.	Face covering
<b>Check In</b>	1-2	Check in Tables	Check in community members with reservations and walk-ins.	Face Covering
<b>Nevada WebIZ Look Up</b>	1-2	Nevada WebIZ tables	To look up Nevada WebIZ records. If person is from out of state, volunteer must be able to input Nevada WebIZ records.	Face Covering
<b>Check in Sanitizer</b>	1	Check in Tables	Assisting check in people with sanitizing after each person passes through. Although the check in person should be sanitizing their station themselves, sanitizer will monitor that each area has proper sanitizing products. This person may also act as the bathroom monitor to sanitize every so often.	Face Covering & Gloves
<b>Paperwork Assistance</b>	1	Paperwork station	Hand out and assist with filling out paperwork if anyone has questions for all vaccinators. Please be sure to check with vaccinators prior to event to see what information is needed. Reminder that pens are one time use and they can keep it. Roam the waiting area to see if anyone has questions about the paperwork.	Face Covering



<b>Clipboard/Waiting Area Sanitizing</b>	1-2	Paperwork station	To collect all used clipboards and disinfect after every use. Return to Paperwork Station when completed. To disinfect all waiting area seating after every use before next person can sit. This person may also act as the bathroom monitor to sanitize every so often.	Face Covering & Gloves
<b>Runner</b>	1	Between vaccination stations and waiting area	Runner will be the person to run completed paperwork back to vaccinators. They will also call people when vaccinators are ready for them.	Face Covering
<b>Bathroom Monitors</b>	1	Bathrooms	Check on the bathrooms and sanitize every hour	Face Covering
<b>Vaccinators</b>	10	Vaccination Stations	Washoe County Health District & Walmart	Provided by vaccinators
<b>Patient(s)</b>	200	Incoming	Patients being vaccinated and family	Face Covering

## Packing List of Clinic Materials:

### Set Up

- Printed Clinic Layout for reference
- Signs and Arrows Document (Bathroom, WCHD, Walmart, Entrance, Exit, Check In, etc.) in ENG and SPA
- Tape to put up signs
- Volunteer Shirts OR Volunteer Badges
- Markers/Sharpie
- Extra trash bags
- Large banner "Immunizations Today"
- Zip Ties
- Maybe some extra balloons for the entrance

### Entrance

- Sandwich Boards (2) – 1 for "Free vaccines here" & 1 for the sticky note (below)
- Large Sticky Note Pad – to write "Wait in your car until appointment time"
- Disposable Masks (200)
- Cloth Masks (200)
- Gloves (1 box) – for volunteers
- Thermometers (1) – there are 2 in case 1 breaks, or if it gets too busy
  - o Make sure there are AA batteries
- Symptom checker sheet (3 copies)
  - o Pens to fill out sheet in case there is anyone who answers "yes" or has high temperature
- Hand sanitizer (2 bottles)
- iPad or Tablet – for room capacity counting
- Printed Resources – in case someone gets turned away for

### Line Management

- Painter's Tape – to tape lines on the floor
- Ruler – to measure 6 feet distance
- Clickers (2) – to count how many people have attended TOTAL; all people in line should be counted



### Check In

- Table Runners (4)- one per check in table
- Laptop (4) or 1 per person
- Printer
- Ink for printer
- Extension Cords/Power Strips
- Mifis or wireless internet hotspots
- Printer Paper
- Pens
- Highlighters
- Check in Quarter Sheets
- Resource bags (one per person, filled with resources and giveaways from community partners)
- Triage sheet (5 copies- to determine which vaccinator the person is seeing based on insurance information)
- Water Bottles (to give to clinic attendees)
- Hand sanitizer (4 bottles)- 1 per check in table
- Sanitizing wipes (4 packs)- 1 per check in table
- Survey Flyer ENG & SPA (to distribute to attendees to encourage them to take our survey about the clinic)

### Walk-in Table

- Laptop (1)
- Pens
- Highlighters
- Check in Quarter Sheets
- Resource bags (one per person, filled with resources and giveaways from community partners)
- Printed Resources on where to get vaccinated
- Triage sheet (1 copy- to determine which vaccinator the person is seeing based on insurance information)
- Water Bottles (to give to clinic attendees)
- Hand sanitizer (1 bottle)
- Sanitizing wipes (1 pack)

### Waiting Area

- Clipboards (As many as possible)
- Pens (As many as possible, as they are 1 time use and the person gets to keep it)
- Stickers (for children)
- Painter's Tape- to tape off the area to stay in
- Disinfecting Spray- to sanitize chairs after each use
- Sanitizing wipes- to sanitize clipboards after each use
- Hand sanitizer (2 bottles)
- Gloves (1 box) – for volunteers
- Water Bottles (to give to clinic attendees)
- "Disinfected" Signs – in to be printed folder (should print 40 copies) – to put on chairs when they are cleaned
- Sheet protectors for Disinfected signs – to cover disinfected printed signs for easy cleaning
- Balloons for waiting area (2 different colors; 1 for each vaccinator) – for easy reference for clinic attendees

### Exit

- iPad or Tablet – for attendance counting

**For more details, contact Tara Nerida at [tara@immunizenevada.org](mailto:tara@immunizenevada.org).**