

Logistical Considerations for Hosting COVID-19 Vaccination Clinics

Vaccination with COVID-19 is a crucial step in the transition back to normalcy. The Department of Health Services (DHS) announced the next [groups eligible for the vaccine](#) based on recommendations from the [State Disaster Medical Advisory Committee \(SDMAC\)](#) includes educators and child care staff. These groups will tentatively become eligible starting March 1, 2021. COVID-19 vaccine is being distributed to Wisconsin residents in a phased approach. It is important to remember that vaccine supply is limited and it will take time to reach all people within each priority population and phase.

Local and tribal public health officials are coordinating vaccination efforts in their communities and all school districts should coordinate with their local/tribal public health department on vaccination planning. Your local health department (LHD) will help coordinate a plan for your staff to get vaccinated. LHDs should be the initial contact for school districts. See DPI's [Vaccination for Educators Planning Checklist](#) for more information.

There are a variety of avenues for providing vaccine to the education community. Your LHD can help you connect with approved vaccinators, which may include your district's healthcare provider, local hospital, occupational health department, pharmacy, medical clinic, the health department itself, or any other entity your district has used in the past for staff influenza vaccination clinics.

Due to the unique scheduling needs and logistics involved with vaccinating educators, school districts may consider "hosting" COVID-19 vaccination clinics onsite. **The Department of Public Instruction (DPI) does not recommend that school districts apply to the Department of Health Services (DHS) to become [vaccinators](#) for COVID-19 due to the specialized planning and requirements surrounding COVID-19 vaccinations.**

School districts may have experience with hosting other employee vaccination clinics such as those for influenza vaccination. Planning for a vaccination clinic during the COVID-19 pandemic requires additional considerations. The Centers for Disease Control and Prevention (CDC) has guidance for those planning vaccination clinics held at satellite locations, temporary clinics or those held on off-site locations. <https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html>

This particular guidance provides school districts with a list of logistical areas to address if they are considering **hosting** COVID-19 vaccination clinics onsite for school staff. The list is not exhaustive. First and foremost, **work with the select vaccinator** in all aspects of the clinic.

1. Coordination with vaccinator

- Make arrangements for COVID approved vaccinator to order doses for district/school personnel.
- Set up date and time of clinic(s) based on expected vaccine supply. The supply chain may or may not be reliable and number of expected doses may not be received by vaccinator as anticipated. Determine how this will be handled if those expecting to get vaccinated are not, due to limited doses of vaccine. Note that multiple clinics may be necessary due to vaccine availability.

2. Staff vaccine education to promote understanding and vaccine acceptance

- Vaccine hesitancy may be due to a number of different factors, not just a lack of knowledge about the vaccine. It is important to acknowledge there is historical trauma in certain parts of communities that impacts individual's trust in medical systems. Plan the educational outreach with a sensitivity to history and experiences of your school community members.
- See DPI Vaccination for Educators PowerPoint: https://dpi.wi.gov/sites/default/files/imce/sspw/ppt/COVID-19_Vaccinations_for_Educators.pptx
- See CDC COVID-19 Vaccine Communication Toolkit for Essential Workers: Getting Started: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/toolkits/essential-workers.html>

3. Advertising the event

- Flyers, school email notifications
- Awareness and sensitivity to vaccine hesitancy, historical traumas
- Include what vaccinees can expect (e.g. will need to wait for 15-30 minutes after vaccination, will need to wear a mask while in the vaccination site)

4. Traffic control and room/space arrangements

- Will clinic be held outdoors or indoors?
- Set up vaccination stations and waiting areas pre and post vaccination
- Physical distancing maintained
- Check-in area; tables/clipboard/clean pens for sign in forms
- Internet availability (vaccinators may be using electronic registration systems and/or the Wisconsin Immunization Registry).
- If indoors - chair and table/desk for vaccinator. Chair for person receiving vaccination.
- Arrows and signage directing people where to go
- If outdoors -will parking lot be used for 15- minute observation? How will that impact traffic?

5. Paperwork for those receiving vaccine

- Consents, VIS, VAERS; dose card with lot number/expiration date etc.
- Reminder to keep personal information confidential (don't post picture of front of card with personal information on social media)
- If 2-dose COVID vaccine- make appointment for second shot at time receive first shot. What are the arrangements for this?

6. Training of those administering vaccine doses

- If school nurses are helping vaccinate there are specific required trainings for COVID-19 vaccines, including monitoring and responding to adverse events

7. Medication handling

- Temperature control, transport, and storage
- What is site's responsibility? What is required (electricity, internet, telephone, etc.)?

8. PPE and other supplies

- Will this be provided by vaccinators?
- Plans for sharps and biohazard disposal

9. Record keeping after dose

- Who keeps records? Will district/school human resources keep record?
- Confidentiality concerns of who is seen at clinic
- Employee health/legal/privacy concerns with documentation

10. Risk of adverse reactions (severe reaction generally occurs 15-30 minutes post dose)

- Need to plan for space for indoor or parking lot in-car observation
- How is time tracked?
 - Card with "ok to leave"
 - Write what time okay to leave on car window
- Who observes?
- If in cars, "honk if _____ symptoms"

11. Need for emergency epinephrine on site

- Will vaccinator provide?
- Arrangements for EMT or other trained responders onsite

12. Risk of side effects (symptoms 24-48 hours after)

- Consider stagger staff vaccinations over a few days to avoid multiple absences due to normal post vaccination symptoms
- Consider planning school staff clinics on Thursday/Friday or followed by 1-2 days of planned leave to reduce unexpected staff absences

13. School liability/professional liability/equity issues

- School nurse (RN) job description may not include providing care to employees or other non-students. Does district liability insurance cover these activities?
- Equity issues- how are educators prioritized if necessary due to vaccine supply? SDMAC provides guidance on sub-prioritization criteria from an equity perspective if supply is limited
<https://www.dhs.wisconsin.gov/publications/p02899.pdf>
- Who is eligible to receive?
- Is school health insurance required if vaccinator is charging an administration fee (vaccine itself is free)? Who pays provider fee if one is charged?

For questions about this document or for assistance in locating more information contact DPI School Nurse/Health Services Consultant, Louise Wilson at louise.wilson@dpi.wi.gov