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COVID-19 Community Vaccine Clinic Site Identification

The following should be considered when identifying a physical site for a COVID-19 COVID Community Vaccination Clinic:

Building Exterior

- Clinic site should be on a road where there is light to moderate vehicle flow into and out of a parking lot. If the planned clinic is large, the road should be able to handle an increase in traffic.
- Sufficient parking will be necessary for both staff as well and clinic participants, in addition to existing staff and visitors to the building.
- The building should be accessible, enabling people with disabilities to participate equally, with well-maintained sidewalks and ramps (if necessary to access vaccination site). The building should have adequate snow removal and hazardous weather plans.

Building Interior

- The building should have at least one large interior space that is mostly empty (e.g. bare school gymnasium rather than school classrooms with desks and other furniture) and has the following:
 - o Sufficient space for community members to maintain social distance (6 feet) while waiting or in line.
 - o Adequate ventilation, or window/doors that can be opened.
 - o An area where community members can sit and wait for 15-30 minutes in view of medical staff to observe them for potential adverse reactions after vaccination.
- The site used for the clinic should be dedicated to clinic operations, with minimal if any public traffic during the time of the vaccination clinic.
- The site used for the clinic should have a separate entrance and exit so that there is only one direction of traffic within the building.
- Restrooms should be easily accessible for both participants and clinic staff.
- Clinic staff should have access to high-speed wireless internet and electrical outlet, as well as a breakroom or other supply room.
- Community sponsor will ensure sufficient furniture and other materials needed such as tables, chairs. If possible, consider a semi-private area (pie and drape) where people will be vaccinated.
- Community sponsor will ensure appropriate cleaning after the clinic, including sanitization of surfaces.

Additional Considerations

- All persons should wear face masks and observe social distancing, except where necessary to administer vaccination. The community sponsor should provide additional masks at the entrance should a patient require one.
- No food or drink should be consumed during the clinic, to ensure masks are always worn. If provided, food and drink will be to-go only and after vaccination has been completed.
- Site should identify a location for those individuals awaiting ModivCare transportation to wait for their return ride once they have completed their post-vaccination observation period. Of note,



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individuals using ModivCare are asked to schedule their pick-up ride at either 60 or 90 minutes after their appointment time.

- Signage should be used to ensure one-way traffic flow within the facility; signage should be available in the primary language(s) spoken by community members attending the clinic.
- The community sponsor, if not the building owner, should ensure there is an agreement or permission to use the space for the vaccination clinic.

**For Assistance With Any Step of This Process
Please Contact Maureen Leary mleary@mecap.org**





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COVID-19 Community Vaccine Clinic Roles and Responsibilities

Community Sponsor

- Completes Community Vaccine Clinic application; assigns single point of contact for Maine Immunization Program (MIP) and MIP-approved COVID-19 Vaccine Provider
- Selects physical location that meets MIP requirements; ensures that building owner has given permission to conduct the vaccination clinic
- Confirms method of registration with MIP and Vaccine Provider; assists with registration
- Provides staff or volunteers on-site to serve as greeters, traffic control, cultural brokers, and interpreters, as appropriate
- Ensures community members are welcomed at the vaccination site; shares community member feedback with MIP and Vaccine Provider
- Displays clear Signage to ensure unidirectional flow.
- Complete the DHHS confidentiality training and have volunteers sign that they have completed.

Maine Immunization Program (MIP)

- Reviews and accepts proposed sites
- Assigns MIP-approved COVID-19 Vaccine Provider to serve the approved clinic(s)
- Connects with community sponsor and Vaccine Provider to schedule the clinic, and allocates sufficient vaccine for the approved clinic
- Where possible, review outreach and promotion efforts to provide support or suggestions

MIP-Approved COVID-19 Vaccine Provider

- Determines vaccination registration process and system
- Administers COVID-19 vaccines, answers medical questions
- Ensures appropriate processes to conduct required post-vaccination observation period; ensures onsite presence of required medications and equipment for assessing and managing anaphylaxis
- Ensures that vaccination clinic meets CDC and DHHS requirements
- Provides vaccine cards to participants with instructions on handling them (bring them back and keep them safe).
- Disposal of medical waste

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