Planning a Mobile Vaccine Clinic?

Use this checklist to plan a mobile vaccine clinic in your area

Communication

☐ Contact your county’s public health department about hosting a mobile vaccine clinic.
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☐ Conduct outreach well in advance. Use popular channels among your audience.
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☐ Encourage pre-registration in outreach materials. This will help you anticipate the number of people and avoid long lines.

Plan Your Event Space

☐ Confirm your booking date and time with the event space.
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☐ Consider the pros and cons of your event space. For example, public parks are good for social-distancing, but you will need to plan ahead for technology and power needs.
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☐ Plan for check-in, vaccination, and waiting areas to monitor individuals after vaccination.
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☐ If you offer Pfizer or Moderna vaccines, you will need to hold a second clinic 21 days after the first clinic so people can get their second dose. Pfizer is the only vaccine available for people ages 5-17.
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☐ Consider planning a booster dose event after 5 months.

Materials

☐ Ask the pharmacy or partner what they will provide. Then, decide what you need to provide.
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☐ If possible, provide goodie bags that include hand-sanitizers, masks, and coloring pages for children.
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☐ Provide water bottles.
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☐ Place visible signs at your mobile clinic.

Staffing

☐ Have plenty of staff who speak the various languages of your community members.
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☐ Recruit an organized team and assign different roles for each station: check-in, vaccination, waiting area for post-vaccination monitoring, and question and answer.
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☐ Provide training to staff on logistics.
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☐ Provide staff with an identifiable badge or vest.

Activity Ideas

☐ Set up a safe area for kids to color or spin prize wheels while waiting.
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☐ Play music to create a relaxing environment in the waiting area.
☐ Play music to create a relaxing environment in the waiting area.

Event Setup and Flow

☐ Make it easy for the pharmacy team to quickly identify who needs Pfizer, Moderna or J&J.
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☐ Example: Use color-coded stickers on each person.
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In partnership with UCLA’s Fielding School of Public Health and Asian Youth Center