COVID Clinic Checklist

## Vaccine Administration

* Vaccine & Epi-Pen
	+ Have enough for 4 hours on site, thawed at room temperature
	+ Have enough for the remainder of the clinic in the store drug refrigerator, clearly labelled FOR CLINIC ONLY
	+ Epi-Pen - 1 for each immunizer
* Vaccine Administration Kit
	+ (zip lock bags of 100, with multiple bags to yield target clinic counts)
	+ Alcohol prep pads (1 full box over clinic seat count)
	+ BD Integra 25g 3cc 1” needles (1 full box over clinic seat count)
	+ Sharps Containers (1 for each 100 doses + 1 buffer)
* PPE
	+ Gloves 2 boxes M L XL
	+ Face Shields (1-2)
	+ Disposable Masks (1 box)
	+ Safety Glasses
* Cleaning Supplies
	+ Garbage bags, Rubbing Alcohol, Paper towels, spray bottle

## Stationary and Forms

* Volunteer Folder
	+ Volunteer Form x 10
	+ Confidentiality x 10
* Neal’s Folder
	+ List of stand-ins & contact numbers
	+ NPSO from NYSDOH

## Facilities/Workflow

* STEP 1-4 Signs & Holders
* Copy machine
	+ Toner
	+ Drum
	+ Paper
* Extension cord
* Laptop, keyboard, mouse

## Door Greeter

* 01 SOPS Volunteer - Door Greeter
* 01 SOPS COVID Screening Questions
* Clinic Roster Excel - Greeter Version
* Emergency Contact Number
* Clipboard
* Pens

## Check-In (for each volunteer)

* 01 SOPS Volunteer - Check-In
* Screening & Consent Form with highlights
* Clinic Roster Excel - Check-In Version
* Emergency Contact Number / 01 SOPS Check-In Setup
* 02 Forms COVID Immunization Screening and Consent Form
	+ Have 20% over clinic count total
	+ Lot, expiration, address, EUA date
* CDC Vaccination Record Cards (supplied, equal to total doses, split between greeters)
* 03 Clinic Handout CDC Vaccination Record (20)
* 03 Clinic Handout EUA Moderna (30-50)
* 03 Clinic Handout CDC vSafe (30)
* Clipboard
* Pens
* Highlighters
* Common Immunization Side Effects & What to Bring Flyer
* Propaganda Handouts (10% over clinic count)