**Allocation Management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Received** |  | **Doses Received** |  | **Series** |  First Second |

**Pod Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date** | **Location** | **Doses Given** | **Master List** | **NYSIIS** | **S&C** | **Rx30** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |

**Paperwork**

**𝥷 COVID Inventory Sheets From CDC** (Scan these!)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Pod Management Sheet** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Volunteer Form & Confidentiality**SCAN THESE! |  |  |  |  |  |  |  |  |  |  |  |  |
| **POD Working Papers**-Greeter-Check-In-Other Lists |  |  |  |  |  |  |  |  |  |  |  |  |

This is the cover sheet for the folder for each allocation. Copies of all paperwork for all POD management will be included in a folder with this cover sheet and placed with all S&C forms for all listed pods.

Each pod will be separated into its own folder, sorted alphabetically. Outside of pod folders will use the following naming convention:

1st Dose Allocations: [MMDD LOCATION] + [1ST DOSE] i.e. 0113 WCC 1ST DOSE

2nd Dose Allocations: [MMDD LOCATION] + [2ND DOSE (1ST DOSE DATE)] i.e. 0210 WCC 2ND DOSE (1/13)

1st Dose Allocation Folder + POD FOLDERS will be stored with 2nd Dose Allocation Folder + POD FOLDERS