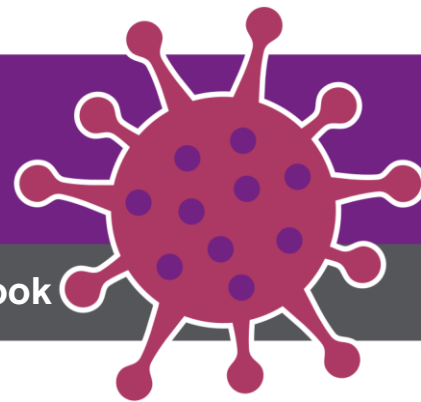


CORONAVIRUS DISEASE 2019 (COVID-19)



This document is part of the **COVID-19 Vaccine Operations Guidebook**



Audience: COVID-19 Vaccine Task Force

Revision Date: 1/26/2021

Version: #2

COVID-19 Response Team Owner: Logistics

Date Last Reviewed: 1/26/2021

What's changed: Added guidance to ensure alignment with Community Health and Well-being and Diversity and Inclusion strategies to ensure equitable access to the vaccine.

LOGISTICS – Part 1 – Drive-thru Vaccination Site Set-Up Guidance

Summary of Changes in this Version

- Updated terminology for consistency to vaccination rather than immunization.

Utilization of the following guidance materials is recommended in the identification, set-up and ongoing operations of the Health Ministry COVID-19 Vaccination dispensing locations.

DRIVE-THRU VACCINATION PROCESS

Reference the Process Section of this guidance document for comprehensive vaccination process requirements.

SECURITY

The COVID-19 Vaccination is flagged as a High Value Target (HVT) for illegal markets. It is important that all Health Ministry COVID-19 Vaccination dispensing locations utilize a layered safety protocol in the protection of staff and the securing of clinical supplies. The following guidance is provided to assist each Health Ministry in establishing the appropriate level of security required for each dispensing location.

Risk Assessment(s) and planning:

- Reference the Security Planning section of this guidance document.
- Additional Site Risk Assessments should be completed, as necessary, to identify unique needs and interventions to mitigate threats and disruption during the Vaccination Administration process.

- Ensure HM plan incorporates and considers the following Security/Emergency Management elements into the vaccination administration plan:
 - Crowd Management
 - Traffic Control
 - Disruptive Behavior
 - Police, Fire and Medical Response (and staging for Ambulance as needed)
 - Disabled Vehicles
 - Tow Services on standby to support the HM
 - Jump Boxes on standby

Security Personnel

Utilize one of the following resources to be on-site during operational hours:

- Health Ministry employed or contracted security guards
- Partnership with local and state law enforcement or Sheriff's Departments
- On-site presence of the National Guard as necessary or ordered

Barricades

- Install jersey barricades between vehicular routes and the staff clinical hub.
- Partner with local law enforcement for traffic management needs and to ensure local compliances, as required or necessary

Vaccination Storage

- Work/Partner with Pharmacy and IT disciplines to determine the need for monitored surveillance
- As part of local security risk assessment, determine, as allowable, protective measures (Security presence, degree of protection, vaccine storage sites, weapons management and requirements, etc)
- Manage and deploy local plans and protocols for HVT for the vaccine as HM would for other HVT assets or drugs

SELECT A LOCATION

Consider using one of the following locations:

- **Large Empty Parking Lots** with separated entry / exit points for single direction traffic flow, adequate space for separate Check-In and Vaccination Administration Zones, capacity for 25 vehicles parked for at least 20 minutes in the Vaccination Administration Zone and a separate entry/exit point for staff.
- **Parking Structures** with single direction traffic flow and preferably a flat parking surface can also be considered, if the Check-In and Vaccination Administration circulation flow can be achieved. Carbon monoxide ventilation requirements also need to be met.
- **Off-campus High-volume Drive-through Clinics** - The preferred location would be on Health Ministry owned or leased property. However, it is recommended that you partner with Community Health and Well-being (CHWB) and Diversity and Inclusion (D&I) and local government agencies to identify schools, churches, polling places, conference centers, movie theaters, malls, etc. where drive-through clinics can be held. CHWB and D&I will leverage existing relationships with community and faith-based organizations to raise awareness of space needs and identify available locations.

Important considerations

It is important that you select locations near public transportation routes and with ample parking for easy access and convenience.

- **Health Ministry mobile units** (as available) – Use for vaccine supplies and transport.

SITE LAYOUT

Site Entry & Check-In Station

- ☐ Establish a single direction traffic flow with dedicated entry-only.
- ☐ Confirm the anticipated number of incoming vehicles do not back up on public roadways.
- ☐ Confirm standing vehicles do not impede emergency vehicle.
- ☐ Make sure route does not impede designated fire lanes or fire hydrants
- ☐ Avoid cross-traffic left hand turns
- ☐ Install security barricades between vehicles and Check-In Station.
- ☐ Covered structure (tent or building overhang) for vehicles is preferred.
- ☐ Minimum lighting lumens level of (TBD) at point of car side document review.
- ☐ Provide a pull-thru parking zone for vehicles that need to complete registration.
- ☐ Establish a separate vehicular exit route for patients that do not pass check-in requirements.
- ☐ Coordinate with local government / public safety on directional signage on public roads.
- ☐ Utilize Trinity Health or Health Ministry Signage Templates for on-campus directional signage.

Vaccination Administration Zone

- ☐ Provide a minimum of 25 parking spaces, ideally with pull through vehicular circulation.
- ☐ Minimum of 20' aisle width for vehicles for clinical staff access on both sides of vehicle.
- ☐ Vehicles will be parked and running (idling) for a minimum of 20mins. Carbon monoxide levels should be monitored for safety.
- ☐ Vaccination Administration Station(s) to be centrally located to parked vehicles.
- ☐ Minimum lighting lumens level of (TBD) at point of vaccination injection.
- ☐ Minimum of 8' between walls of Vaccination Administration Station and vehicles.
- ☐ Security barricades protecting Vaccination Administration Station from vehicles.
- ☐ Strive to separate staff walking circulation from vehicle circulation.
- ☐ Clinical monitoring staff need direct visibility to patient in vehicle.
- ☐ After being released by clinical monitoring, vehicles exit in the direction of the dedicated site exit.

Staff Entry / Exit & Parking

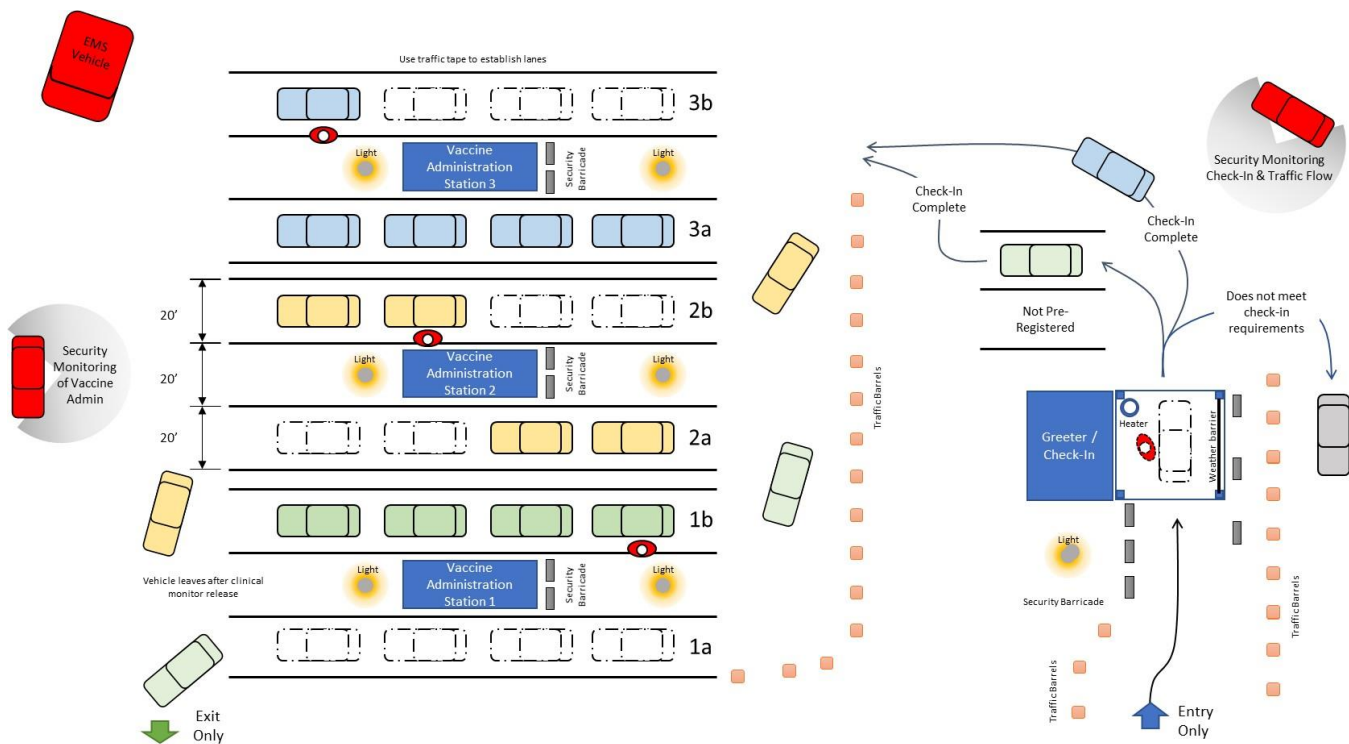
- ☐ Ideally the site will include a 3rd entry / exit point that can be dedicated for staff.
- ☐ Staff parking will be behind the Vaccination Administration Station (VAS), separate from the incoming traffic route and injection parking zone.

Deliveries & Trash

- Utilize staff entry / exit for deliveries and trash pick-up
- Types of deliveries: Vaccination, Clinical Supplies, Staff Nutrition, etc.
- Types of trash: Hazardous Medical Waste, Standard Trash Waste
- Contact EmCo Consulting through Supply Chain or EVS to adjust waste management contracts for coverage.

Example of Site Layout

Additional site layout examples located in Appendix I.



CHECK-IN STATION

The Check-In Station will be utilized to confirm patient identification, registration/acknowledgement.

Type & Size

- Permanent building or secured temporary structure with covered drive-thru canopy.

- ☐ Minimum of 120sf for 3 staff

Furniture

- ☐ A counter, ideally bar counter height for ergonomic standing, for package preparation.
- ☐ Seating, that aligns with the height of the staff workstation.

Equipment, Supplies, Documents & Technology

- ☐ [Reference the Trinity Health Checklist for Off-Site Vaccination Clinic Supplies](#)
- ☐ [Reference the Trinity Health Personal Protective Equipment \(PPE\) Guidebook for PUIs and COVID-19.](#)
- ☐ Stretcher & Wheelchair with cover from weather condition

Electricity Requirements

- ☐ 120v primary electrical power, provided through permanent on-site electrical or temporary generator. (See below for additional electrical criteria.)
- ☐ Extension cords and plug outlet strips

Wireless Internet

- ☐ Provide adequate Wifi coverage. Utilize Mobile Hotspot as required to supplement building capacity.

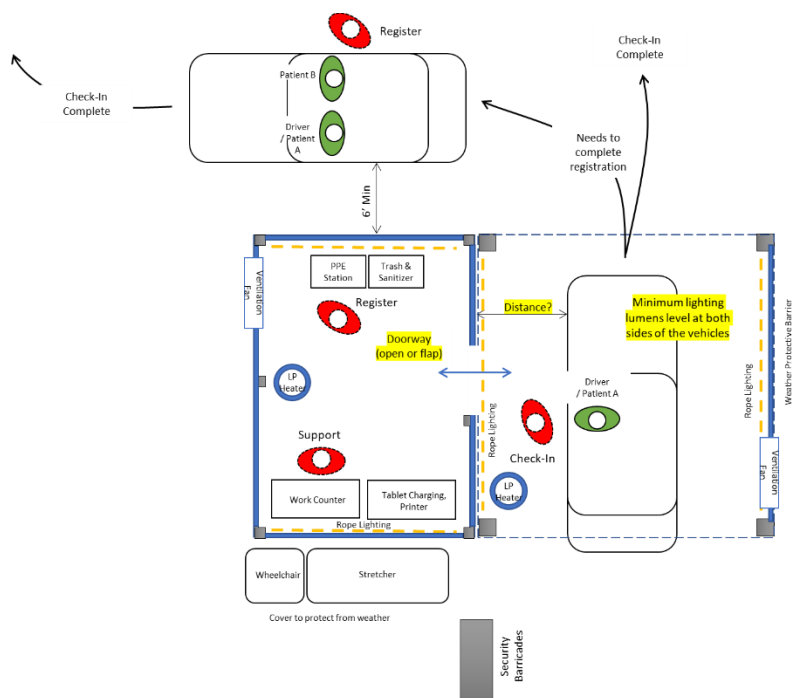
Temperature & Ventilation

- ☐ Maintain temperature of (TBD) in staff work area.
- ☐ Maintain temperature of (TBD) under vehicle canopy.
- ☐ (See below for additional temperature and ventilation criteria)

Waste & Trash

- ☐ Confidential Information Secured Bin
- ☐ General Trash Bin

Example of Check-In Station Layout



VACCINE ADMINISTRATION STATION

The Vaccine Administration Station (VAS) will be utilized by providers administering the vaccine injection and post-injection monitoring for 15 minutes **(or 30 minutes as required)**. The following amenities are to be provided:

Location & Size

- ☐ Minimum of 200sf for 4 employees
- ☐ Directly adjacent to parked vehicle where patients will receive injections.
- ☐ Eliminate or minimize staff circulation intersecting with vehicle circulation.
- ☐ Monitoring staff have direct visibility to patients in vehicle.

Vaccination Storage & Preparation

- ☐ Reference the Logistics Planning Section of this guidance document.

Equipment, Supplies, Documents & Technology

- ☐ [Reference the Trinity Health Checklist for Off-Site Vaccination Clinic Supplies](#)
- ☐ [Reference the Trinity Health Personal Protective Equipment \(PPE\) Guidebook for PUIs and COVID-19.](#)
- ☐ Stretcher & Wheelchair with cover from weather condition

Secured Storage

- ☐ Lockable filing cabinet for paper copies of patient documentation.

Lighting Requirements

- ☐ Provide adequate lighting levels at vaccination injection points.

Electricity Requirements

- ☐ Primary electrical power
- ☐ Determine if emergency back-up power is required for vaccination storage.

Wireless Internet

- ☐ Provide adequate Wifi coverage. Utilize Mobile Hotspot as required to supplement building capacity.

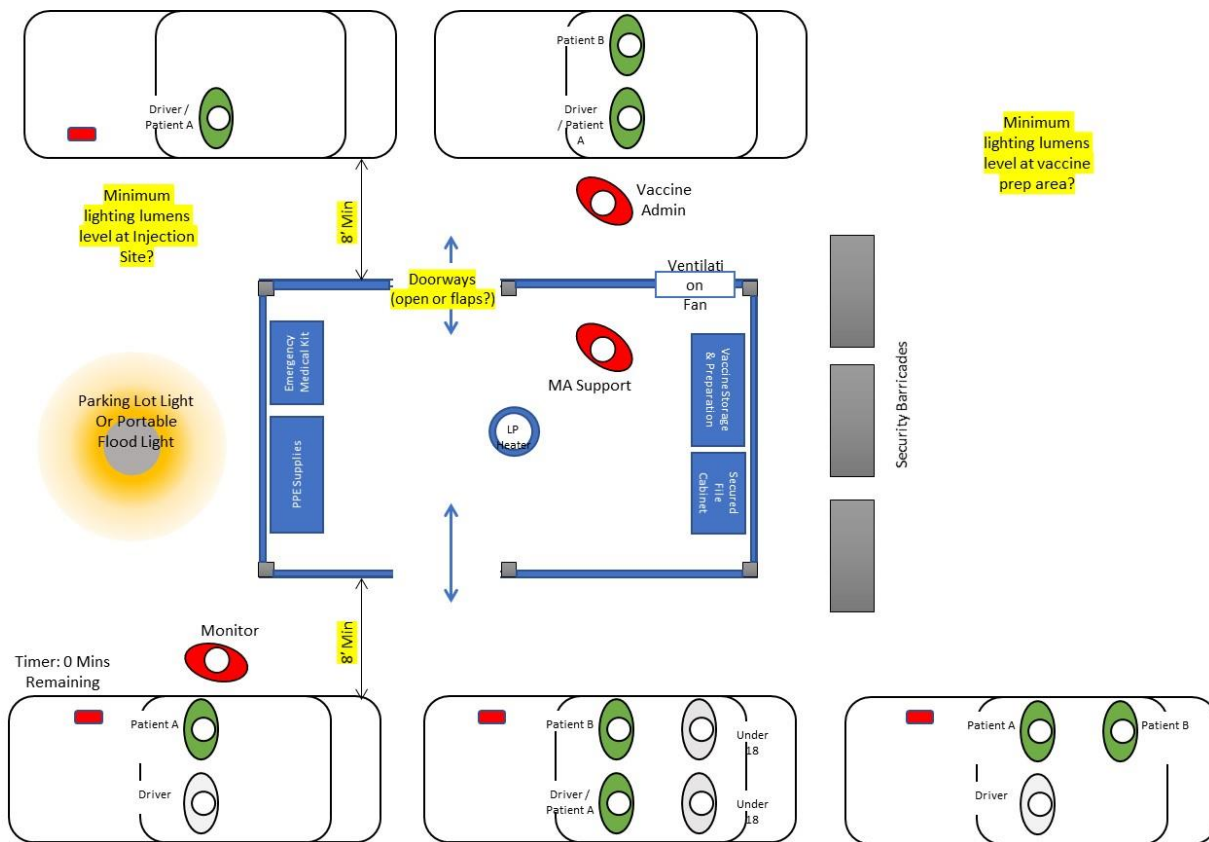
Temperature & Ventilation

- ☐ TBD

Waste & Trash

- ☐ Sharps container
- ☐ Hazardous Waste Bin
- ☐ General Trash Bin

Example of Vaccination Administration Station Layout



STAFF SUPPORT STATION

Each vaccination drive-thru site needs to provide the following amenities that will be used by Health Ministry staff and volunteers.

Restrooms

- ☐ Within a 5-minute walk from Check-In or farthest Vaccination Administration Station.
- ☐ Ideally restrooms within a permanent building and be dedicated to Vaccination staff, if possible.
- ☐ Alternative is to use portable restroom trailer(s) (See temporary structures below).
- ☐ Port-a-potty units should be used if no other options are available.

Break Room & Nutrition

- ☐ Within a 5-minute walk from Check-In or farthest Vaccination Administration Station.
- ☐ Ideally located within a permanent building and be dedicated to Vaccination staff.
- ☐ Alternative is to use a modular building with heating, plumbing and electrical (See temporary structures below).

SIGNAGE

Utilize Trinity Health or Health Ministry signage templates, including the following:

- ☐ Public Roadway Directional, coordinate with municipality
- ☐ Entry Only
- ☐ Exit Only
- ☐ Directional to Check-In
- ☐ Directional to Exit (if check-in requirements not met)
- ☐ Directional to Vaccination Administration Area
- ☐ Remain in Vehicle
- ☐ Staff Only
- ☐ Ensure signs are inclusive of the community's primary language(s)

TEMPORARY STRUCTURES

Reference Link: [COVID-19 Guidance for alternative facility-related location](#)

Drive-thru vaccination sites will likely include temporary structures at both the Check-In and Vaccination Administration Stations. The following guidance is provided to assist with the selection, installation and on-going use of these temporary structures.

	Greeter / Check-In Station	Vaccination Administration	Staff Restroom	Staff Break & Nutrition
All Weather Tent	Yes	Yes	No	Yes
Modular Building	Yes	Yes	Yes	Yes
RV Trailer	No	No	Yes	Yes
Restroom Trailer	N/A	N/A	Yes	N/A

UTILITIES

Heating & Ventilation

- ☐ DO NOT USE: Fossil fuel heaters inside building vestibules
- ☐ DO NOT USE: Forced air type heaters inside tents due to infection prevention issues
- ☐ Standalone environmental controls / heater (check with AHJ on which type of fuel will be allowed)
- ☐ Fan for air circulation
- ☐ Portable HEPA filtration unit

Electrical / Lighting

- ☐ 20 Amp Circuits

- ☐ Rubber power cord with anti-trip ramps
- ☐ Exterior grade quad outlets
- ☐ LED Rope Type Lighting (worked the best on previous tent installations)

Plumbing

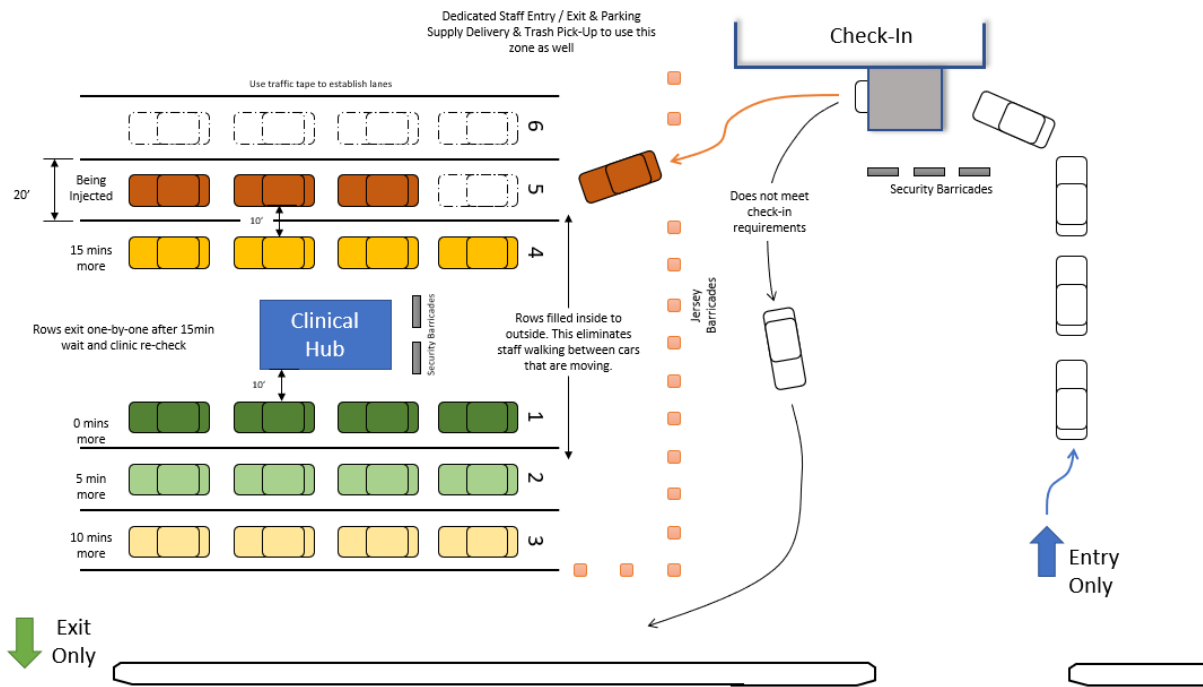
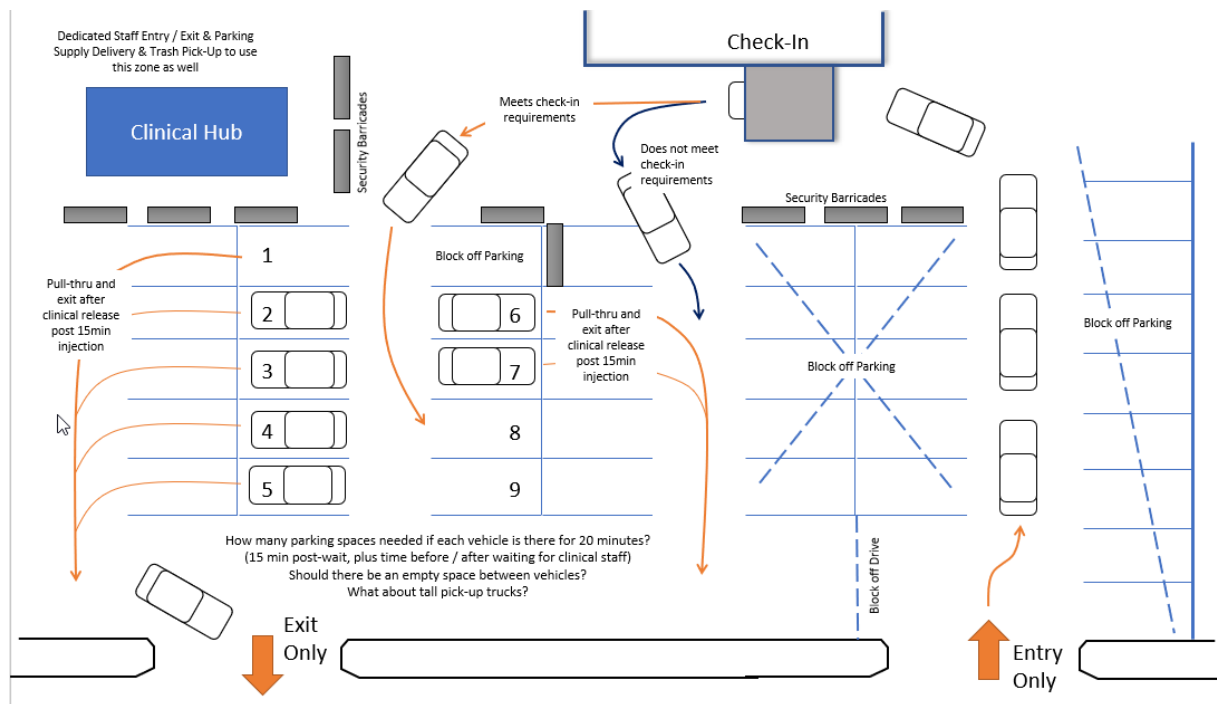
- ☐ Handwashing: Portable sink, cold water only, drain to catch basin
- ☐ Toileting: Portable restroom trailers / pods (see above)

Fire Suppression

- ☐ Fire Extinguisher Portable ABC on a construction stand

APPENDIX I: SAMPLE SITE SET UP

Parking Lot



Parking Structure

