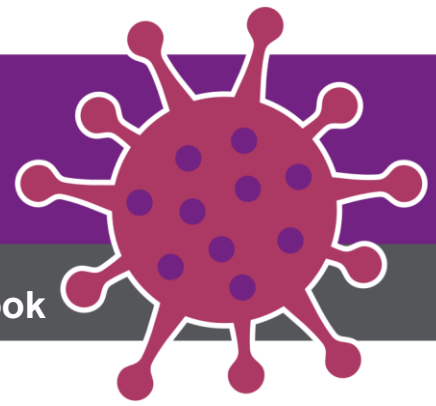


CORONAVIRUS DISEASE 2019 (COVID-19)



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



Audience: Incident Commanders and Section Chiefs, Vaccine Task Force Leads

Revision Date: 1/29/2021

Version: #2

COVID-19 Response Team Owner: Vaccine Operations Workgroup

What's changed: Linked to Mass Vaccination Guidance for Finance.

Community/Collaborative Mass Vaccination Guidance

Trinity Health is committed to providing our patients with access to COVID-19 vaccinations. To this end, some of our Health Ministries have been asked to participate in mass vaccinations alongside other healthcare partners within the community. This may include administering vaccines in local convention centers, stadiums, and other property not fully owned by Trinity Health. If an organization approaches a Trinity Health Ministry to partner in this endeavor, please consider the following protocols.

People

Please refer to the [Vaccine Clinic Staffing Guidance](#), which is available in the HR Guidance section of the COVID-19 Resources site.

Process

Community Partners / State or County

Trinity Health is administering vaccines alongside other providers in community locations, such as convention centers, school districts, industrial sites, larger employers, etc.

Please refer to Finance's [Mass Vaccination Center guidance](#), which details funding, tracking and registration guidance.

Logistics

The Logistics section in this Mass Vaccination Center appendix is focused on key considerations that need to be considered when investing in these x-large vaccination centers and joint operating partnerships. Paired with the Indoor Vaccination Clinic (LINK) and Drive-Thru Vaccination Clinic (LINK) sections of the Vaccine Guidebook, the guidance material is designed to help the Health Ministry think through the logistical priorities to optimize the investment. However, it is important to

recognize the information is a starting point and is not inclusive for all mass vaccination center scenarios.

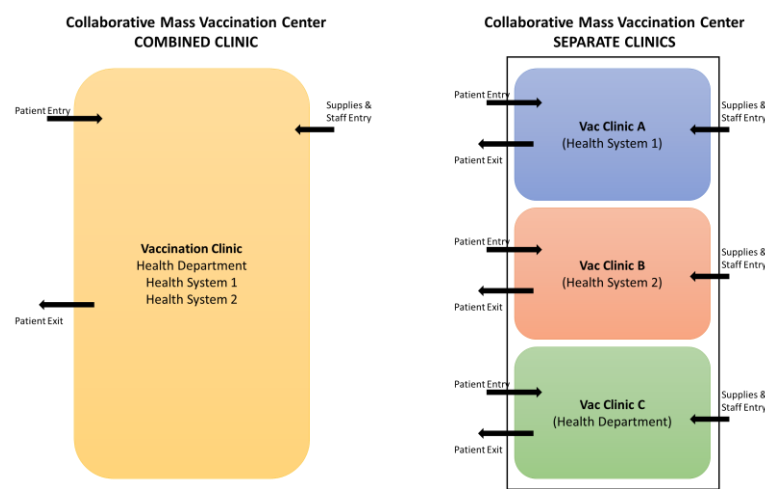
MASS VACCINATION CENTER – LOGISTICS CONSIDERATIONS

Mass Vaccination Centers providing more than 1000 vaccinations per day will require large open, flat facilities with adequate parking to support patients, staff / volunteers, and service vehicles.

1000 - 2000 vac / day	2000 - 5000 vac / day
11,000 – 20,000sqft 125 - 230 parking	20,000 – 47,000sqft 230 - 550 parking
Locations to Consider: Lg Church Community Rms Vacant Retail (i.e. Kmart)	Locations to Consider: Convention Centers Sport Arenas / Stadiums County Fair Grounds

Operating Model

- Identify if the vaccination center will function as a single patient flow that is staffed and operated by multiple entities **or** if each entity will staff and operate a dedicated vaccination center module.
- Engage System Office Real Estate (THRE) and Insurance & Risk Management (IRMS) for guidance and support on occupancy documentation, as well as insurance, and liability coverage.



Center Set-Up

- Identify who will be responsible for supplying and setting up the required furniture, fixtures and equipment.
- Establish how the branding and signage will provide clarity to patients and representation for the various entities.

Vaccinations & Supplies

- Identify if the vaccination kits will be supplied by a single entity or if each entity will supply their own.
- Establish if vaccination storage and preparation will be done centrally or dispersed.
- Determine who will be responsible for additional clinical supplies (supplemental syringes, needles, gloves, etc.) and non-clinical supplies (hand sanitizer, sani-wipes, paper goods, etc.) are supplied, stocked, and refilled.

Support Services

- Define the Security Protocol and how resources will be contracted and managed.
- Determine how Waste Management Services will be contracted and managed. (Regulated Medical Waste, Confidential Document Shredding, General Trash)
- Determine how Environmental Services / Janitorial Services will be contracted and managed.

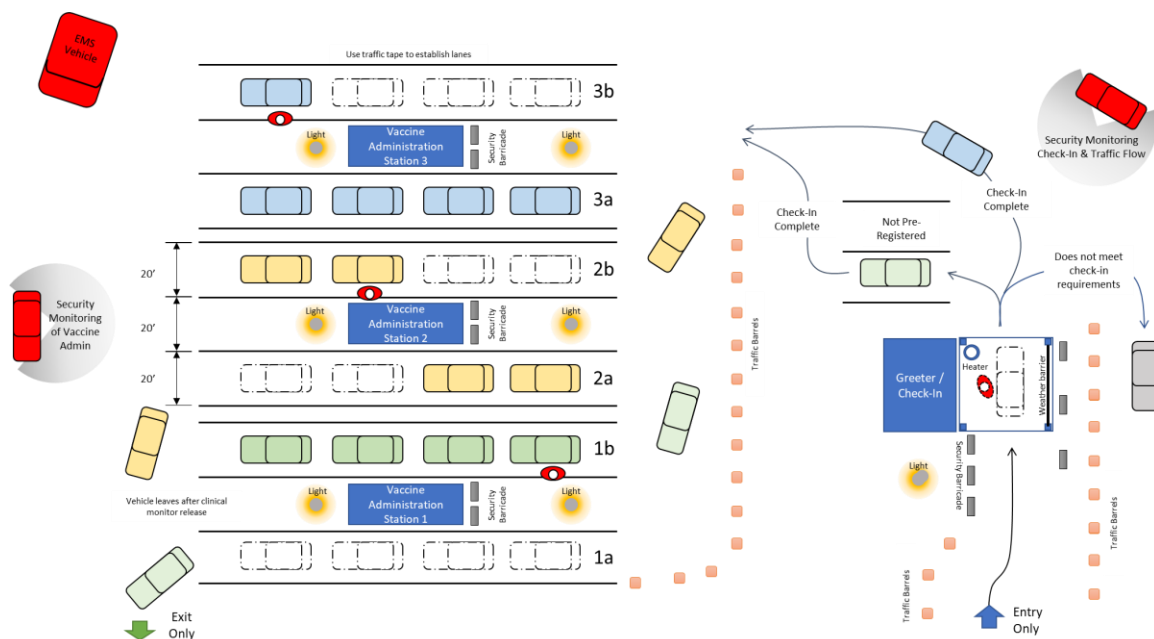
ADDITIONAL LOGISTICS GUIDANCE

Reference the [Indoor Vaccination Clinic](#) or [Drive-Thru Vaccination Clinic](#) sections of the Vaccine Guidebook for specific guidance on the **sizing** (square footage and parking), **set-up** (space layout, single-patient flow, and furniture / equipment), and **logistics support** (security, vaccination prep, supply inventory, and janitorial). Both guidance documents are scalable for mass vaccination centers.

Conceptual Layout for [Indoor Vaccination](#)



Conceptual Drive-Thru Vaccination Clinic



COVID VACCINATION SITE LOGISTICS PLANNING TOOL

There is also a [COVID Vaccination Site Logistics Planning Tool](#) in the Vaccine Guidebook to assist with the evaluation of various site characteristics and to estimate the square footage and parking capacity requirements based on the targeted vaccinations per day. This new Excel tool includes five (5) tabs:

- **Site Selection Tab** – Matrix designed to help evaluate the viability of various site locations using a series of criteria and calculating a composite score between 1-100.
- **SqFt Estimator Tab** – High-level estimating tools to quickly identify vaccination capacity, square footage requirements, and parking requirements.
- **Space Program Tab** – Calculate the space program requirements by functional area and parking requirements for patients and staff.
- **Fixtures_Supplies_Signs Tab** – Templates to think through the types of furniture / fixtures / equipment, non-clinical & administrative supplies, and signage required in each functional area of the center.
- **Clinical Supplies Tab** – Templates designed to help think through the supply types and required quantity based on the target vaccinations / week. Coordination with Health Ministry Supply Chain is essential to formally establish the supply inventory and stocking logistics.

Technology

The technology will need to support registration, scheduling of the next appointment and EMR access.

Basic Technology needed:

- A secure (not public) Internet connection to support access to Trinity Health systems
- Power for equipment and/or charging stations
- New location builds will be needed in the registration system and EMR's. This work should be communicated to the TIS build teams early as it will take time to add new locations. Please submit a ticket via service now

Scheduling:

Schedules in the local scheduling system will need to be built and made available to the public.

Registration:

The registration table will require a standard desktop workstation or laptop and a connected scanner to capture documents and insurance cards. Printers and Copiers if needed to support workflows.

Appointment Scheduling – follow ups:

Standard Workstations on Wheels (WOW) carts

Charging stations (rotation of cart batteries to keep carts charged)

Telephony:

When expanding communications to notify of the availability of vaccine and vaccination sites, it is recommended that a standard message be added with basic information about the vaccine directing people to the local website for more information including how to schedule an appointment.

Voice mail should also be enabled so that messages can be left to be returned later to avoid people being on hold for long periods of time and to not overload the system.