

# CORONAVIRUS DISEASE 2019 (COVID-19)

## Checklist for vaccination clinic supplies



**Audience:** COVID-19 vaccination clinic supervisors/coordinators

**Revision Date:** 12/17/2020

**Version:** Version #2

**COVID-19 Response Team Owner:** Clinical and Operations

**Date of Last Review:** 12/17/2020

The following is a checklist of supplies from the CDC website to assist vaccination clinic coordinators/supervisors in securing necessary supplies to support the administration of a COVID-19 vaccine.

### Administration Supplies:

- ☐ Adhesive bandages
- ☐ Individually packaged sterile alcohol prep pads (will be shipped with vaccine)
- ☐ Sterile Syringes (1 or 3 cc) (will be shipped with vaccine)
- ☐ Appropriate needles (length, gauge) for the route of administration (subcutaneous, IM) and the expected patient population (will be shipped with vaccine)

### Clinic Supplies

- ☐ Alcohol based hand sanitizer (at least 60% alcohol)
- ☐ Digital data logger with buffered probe and a current and valid Certificate of Calibration Test, for each storage unit/container **if receiving Pfizer- BioNTech vaccine**
- ☐ Disposable table covers
- ☐ Gauze pads
- ☐ **Vaccine administration gloves**
- ☐ Partition screens
- ☐ Paper towels
- ☐ Cleaning supplies, i.e., disinfectants for vaccination and preparation, and other surfaces that are touched with high frequency
- ☐ Sharps containers

- ☐ Table and chairs for patient and vaccination provider at each vaccination station - with spacing at least 6 feet apart
- ☐ Vaccine storage units (onsite) or portable refrigerators or packouts (for transport) that can maintain the appropriate vaccine cold chain requirements as stated in the vaccine package insert/instructions for use (Pfizer cold storage containers will be sent with vaccine)
- ☐ Wastebaskets
- ☐ Additional controls, such as counters and plastic shields are in place to minimize contact where patients and staff interact (e.g. registration or screening areas)
- ☐ Additional dry ice available to replenish vaccine cold storage containers if necessary
- ☐ Container for used vaccine vials that can be kept securely until return to pharmacy for disposal

## Clinic Documentation

- ☐ Billing forms, if needed
- ☐ Immunization record cards (will be provided with vaccine)
  - ☐ Cards to include vaccination date; vaccine type; lot number; manufacturer; edition date for VIS and/or EUA fact sheet; injection site; vaccine route; dosage; and name, title, and office/company address of person who administered the vaccine.
- ☐ Immunization schedule for targeted audience(s) - first or second dose
- ☐ Internet access or hotspot
- ☐ Forms to record vaccine administration - this may be done by computer or entry immediately into state registry (note: MUST occur within 24 hours of vaccination)
- ☐ Laptops, computers, tablets, or smartphones, as well as printers and 2Dbarcode readers (if using), including multiple plug outlet strips and extension cords
- ☐ Screening checklist for contraindications to vaccines for adults
- ☐ Vaccination standing orders and protocols, as necessary
- ☐ FDA EUA FACT Sheet for Recipients
- ☐ CDC- What you need to know sheet
- ☐ Vaccine storage temperature log(s)

## Medical Emergency Supplies

Emergency medical services (EMS) staff must be available during the clinic. **At least one** clinical staff providing vaccine should be trained in CPR and able to respond to medical emergencies.

At a minimum, there should be:

- ☐ Antihistamines (diphenhydramine [Benadryl], hydroxyzine [Atarax, Vistaril], and syringes if needed)
- ☐ An emergency medical kit (including not only epinephrine but also equipment for maintaining an airway) is at the site for the duration of the clinic
- ☐ Cell phone or land line to call 911
- ☐ Epinephrine in prefilled autoinjector or prefilled syringe (various doses), prepackaged syringes, vials, or ampules (Epi-pens)

Additional supplies may include:

- ☐ First aid kit
- ☐ Blood pressure measuring device
- ☐ Light source to examine mouth and throat
- ☐ Oxygen
- ☐ Stethoscope
- ☐ Timing device for measuring pulse
- ☐ Tongue depressors
- ☐ Tourniquet
- ☐ Pulse oximeter
- ☐ Wheelchair
- ☐ Stretcher

### Office Supplies

- ☐ Pens
- ☐ Notepads
- ☐ Clipboards
- ☐ Printers, if applicable
- ☐ Printer paper
- ☐ Rope, cones, and/or tape as needed to direct traffic flow; floor markers to maintain 6-foot separation
- ☐ Signage for clinic hours, future clinics, clinic flow, and easels or other equipment for displaying
- ☐ Walkie-talkies or similar devices, depending on size of the clinic
- ☐ Trash bags

### Additional Supplies

- ☐ Additional hand sanitizer with at least 60% alcohol for hand hygiene
- ☐ Additional cleaning products for more frequent cleanings, using EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2
- ☐ Hand soap, as appropriate
- ☐ Face coverings for patients who arrive without one
- ☐ Additional signage, tape, ropes, cones, and floor markers to encourage physical distancing and provide one-way flow through the clinic
- ☐ Personal protective equipment (PPE) for staff. Gloves, gowns, eye protection, N-95 for screeners, may also be recommended.
- ☐ Thermometers for checking patient temperature before entering the clinic, if required; and COVID-19 symptom checklists
- ☐ Tissues