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# **SEL COVID-19 Vaccination Clinic Template**

# Required Resources



**Vaccines**



**Approvals** (slide 6)



**Healthcare volunteers**



**IT resources**



**Non-healthcare volunteers**



**Paperwork**



**Space**



**PPE** (slide 7)



**Floor plan** (slides 4-5)



**Tables & chairs**



**Coolers**

# Bonus Resources



**Refreshments**



**Volunteer breakroom & lunch**



**Two-way radios**



**On-site wheelchairs**



**Parking lot attendant**



**“Vaccinated” stickers**



**Vaccine-card labels**

These labels go on patient vaccination cards and include a spot to record vaccine type, lot #, and expiration date. They have helped with our CDC recording process and documentation consistency.

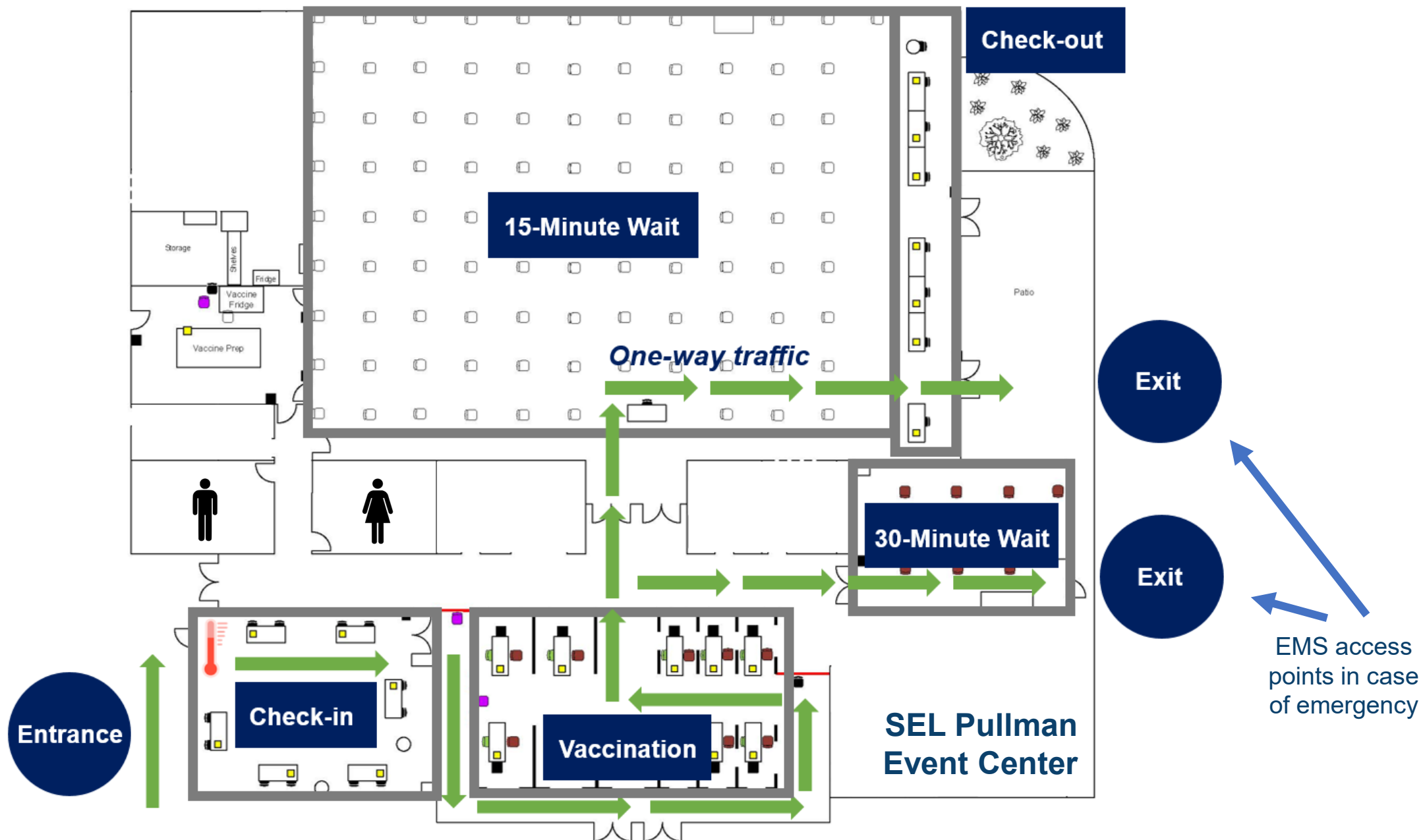


**Drawing assistants**

Drawing assistants are non-healthcare volunteers that aid healthcare volunteers in unwrapping syringes and delivering vaccines from the drawing room to the vaccination tables.

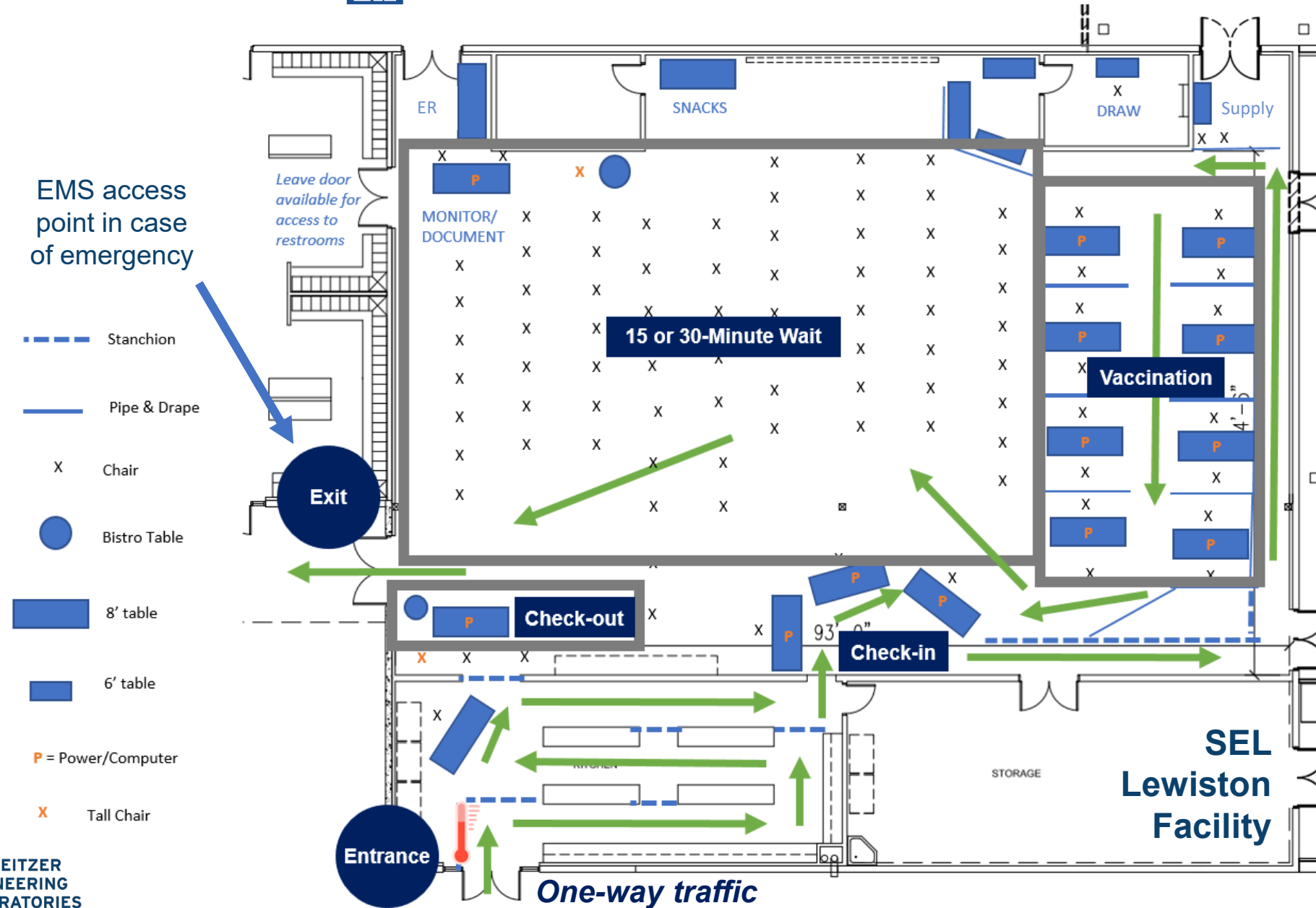


# SEL's Floor Plan





# SEL's Floor Plan



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# Approvals

Approval to provide vaccine is granted by each state.

To identify the correct contact for your area, please visit:  
[How to Enroll as a COVID-19 Vaccination Provider | CDC](#)

# Personal Protective Equipment

## **CDC Requirement**

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surgical masks

## **CDC Suggestions**

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face shields

gowns

gloves

## **Our Suggestions**

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first aid kits

anaphylaxis kits

cleaning supplies

hand sanitizer

# SEL's Clinic Formula\*

**1,000 vaccines**

**4 check-in stations** (slide 11)

**6 hours**

**2 check-out stations** (slide 12)

**18 healthcare volunteers** (slide 9)

**8 vaccination tables** (slide 13)

**30 non-healthcare volunteers** (slide 10)

**85 waiting-area chairs** (slide 14)

**14 computers with Wi-Fi connection**

**1 secluded draw room** (slide 15)



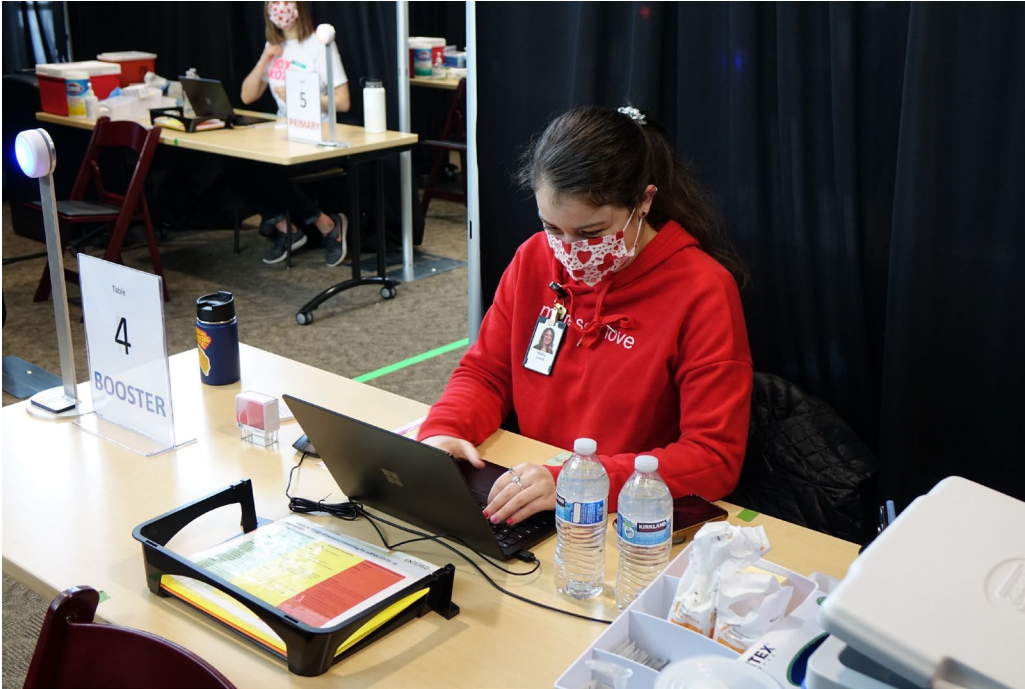
# 18 Healthcare Volunteers\*

- ~ 8 vaccine administrators
- ~ 8 vaccine preppers
- 1 ANRP/physician for medical oversight/emergencies (patient focused)
- 1 clinical operations lead to organize medical side of event (healthcare volunteer focused)



\*These numbers are specific to the Pfizer vaccine. Moderna and Johnson & Johnson vaccines will require much less preparation.

# 30 Non-Healthcare Volunteers



- 1 operations lead
- COVID-19 symptom screeners
- Check-in table attendants
- Check-out table attendants
- Vaccination table documenters
- Crowd control/ushers
- Cleaners

# Four or More Check-in Stations

Each station should contain:

- 1-2 non-healthcare volunteers
- 1-2 computers
- 1 table, 1-2 chairs
- Printed symptom-checker forms
- Printed EUA for vaccine
- Printed what-to-expect forms

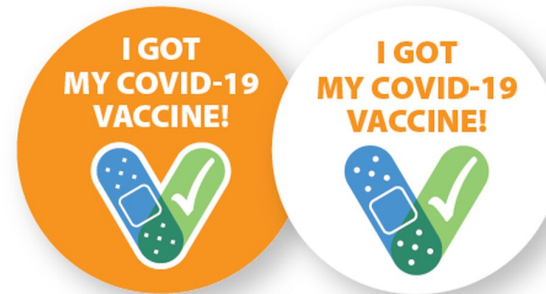


CDC website  
(links also in slide notes)

# Two or More Check-out Stations

Each station should contain:

- 1 volunteer to answer questions
- 1 computer for booster scheduling
- 1 table, 1 chair
- “Vaccinated” stickers (CDC website, links in slide notes)





# Eight or More Vaccination Tables

Each table should contain:

- 1 documenter (non-healthcare volunteer)
- 1 computer
- 1 cooler
- 1 vaccine administrator (healthcare volunteer)
- 1 table, 2 chairs
- A volunteer should inform patient of appropriate wait time (15 or 30 min.)



# 85 Waiting-Area Chairs

All chairs should be spaced 6-feet apart.

A non-healthcare volunteer should sanitize each chair every hour.

Projector and screen(s) for information sharing or entertainment during 15 or 30-minute wait.

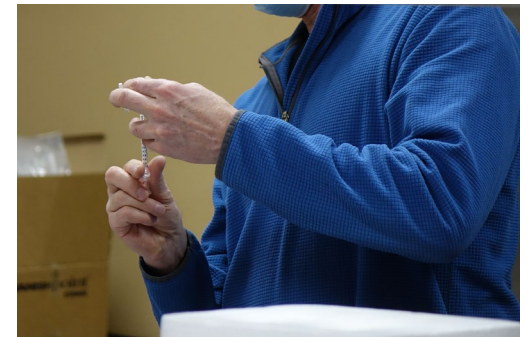


# One Secluded Draw Room

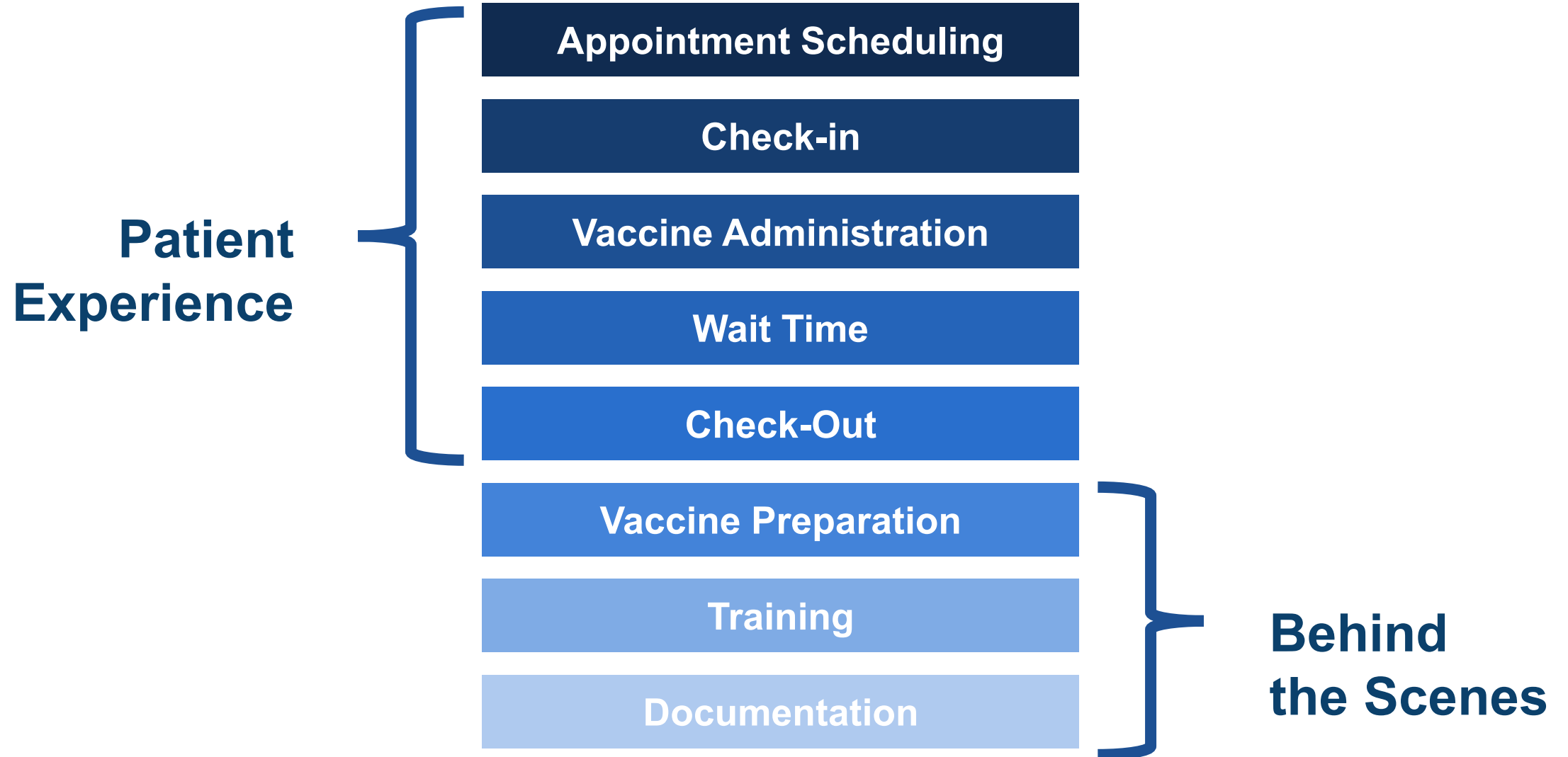
Room should contain:

- Adequate lighting
- Tools to tap out vaccine bubbles (e.g., wooden chopsticks)
- Printable labels to mark time of vial dilution to ensure “first in, first out”
- Containers to transport vaccine
- Space for vaccination supplies
- Sharp containers
- Alcohol wipes
- Ancillary kit supplies needles/syringes
- Separation from general public with “staff only” signs

***More vaccine preparation information slides 22-23***



# Clinic Phases





# Appointment Scheduling (pre-clinic)

- Set up streamlined phone number for call-ins (optional). As a registered vaccine provider, you may be able to contact patients directly via state/county/other provider waitlist.
- Designate volunteers to make/answer calls.
- Establish appointment confirmation method.  
(we use Acuity Scheduling)
- Provide forms to patients electronically,  
request they complete **prior** to visit.
- **Huge time saver:** on the initial call, schedule appointments for both the primary and booster shots (if the vaccine type requires a booster).



# Check-in

1. Patient asserts they have no symptoms at clinic entrance
2. Has temperature checked by non-healthcare volunteer
3. Completes vaccine screening form\*
4. Signs consent form\*

\*It's ideal if steps 3-4 are completed prior to the clinic.

Patients receive these forms electronically during appointment scheduling (see slide 18).

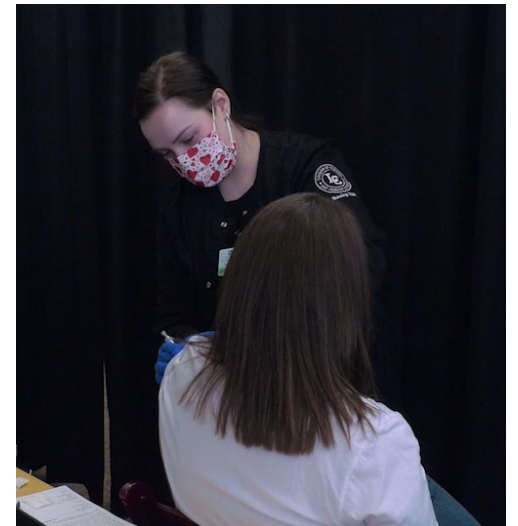


# Vaccine Administration

1. Nurse reviews consent form
2. Documenter inputs vaccination information in state medical system
3. Documenter fills out vaccine card for patient
4. Nurse answers any patient questions
5. Nurse administers vaccine
6. Patient is advised to continue to wear mask, wash hands, and distance
7. Patient is guided to appropriate wait room  
(15 or 30 min.). They're given a sticky note showing  
current time and leave time. Wait time is  
determined by the Algorithm Triage.



[COVID-19 Algorithm Vaccine Triage](#)



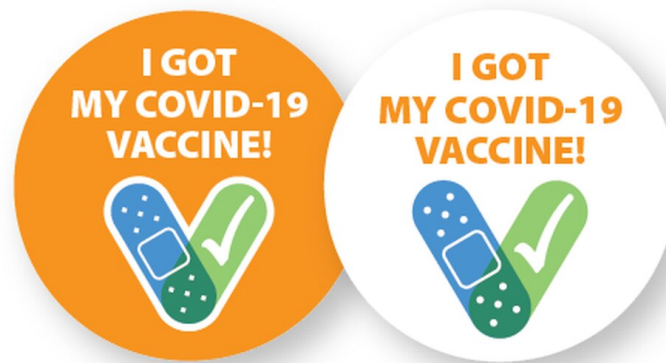
# Wait Time

1. Patients go the 15 or 30-minute wait room/section
2. They are given V-safe information and refreshments
3. An observing physician/NP with anaphylaxis kit are on-hand



# Check-Out

1. Patients complete wait time
2. Ask check-out table volunteer any questions
3. Confirm/reschedule booster appointment, if needed
4. Receive “I got my vaccine” sticker
5. Exit





# Vaccine Preparation\*

## Drawing Stations:

### 1. Assembly Line

- a) A drawing assistant prepares baskets with appropriate supplies, opens syringe packaging, supplies kits to draw team, and delivers vaccines to vaccination tables.
- b) A healthcare volunteer adds diluent to vials with Pfizer only (6-hour expiration time is noted at this step).
- c) Healthcare volunteers draw mixed vaccine.  
*If no diluent is required, 6-hour expiration is noted at step 1c instead of step 1b.*

### 2. Individual Process

- a) A drawing assistant prepares baskets with appropriate supplies, opens syringe packaging, supplies kits to draw team, and delivers vaccines to vaccination tables.
- b) Healthcare volunteers mix diluent and draw vaccines individually (6-hour expiration time is noted at this step).

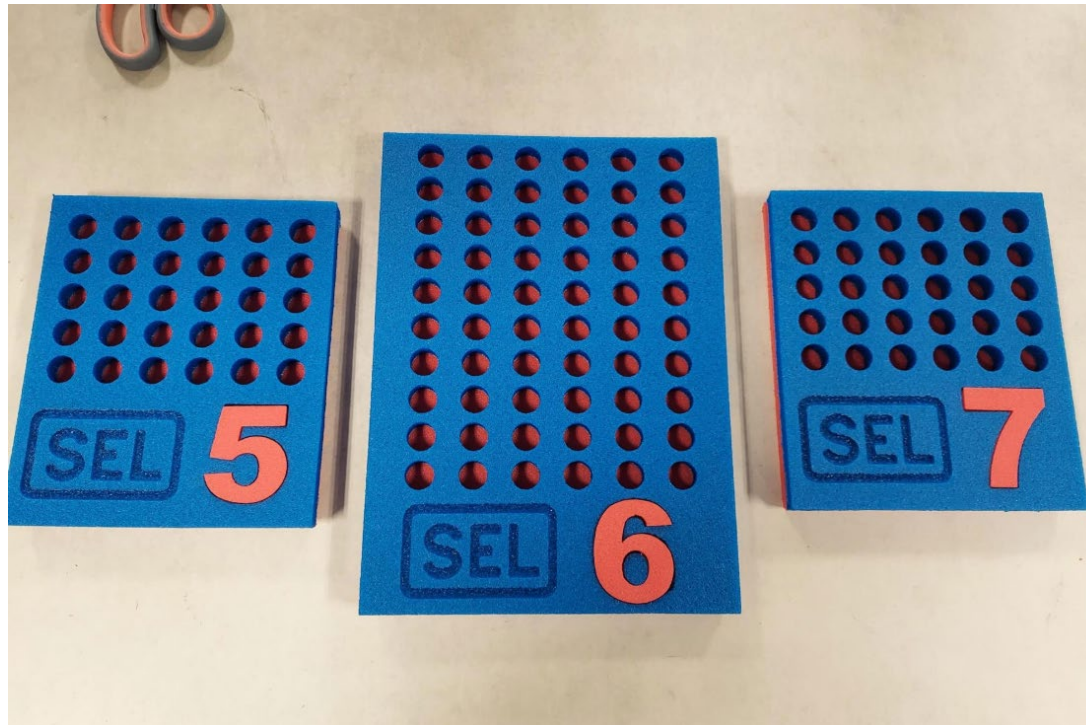
**\*These details are specific to Pfizer vaccine preparation. Moderna does not require diluent mixing.**



# Vaccine Preparation

Implement a recording system to ensure all doses are accounted for. We use a display counting system, a printable spreadsheet (easy box check for 5, 6 doses) and foam trays to place the empty vials in. This process is **VITAL** to confirm the facility orchestrating the event knows exactly how many doses are available, as this can be variable. Please see CDC guidelines for appropriate vaccine handling, track vaccines at each step in your process, and view the SEL Drawing Pfizer COVID-19 Vaccine Video, Doses Drawn Spreadsheet, and the foam tray design file in the “Additional Resources” section of the [SEL COVID-19 Vaccination Clinic Resources webpage](#).

Doses Drawn								
Vial #	5	6	7	8	9	10	11	Waste (mL)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
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26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
Total	0	0	0	0	0	0	0	0
Doses	0	0	0	0	0	0	0	
Cumulative	0	0	0	0	0	0	0	0



# Training

Pre-clinic training for healthcare and non-healthcare volunteers is important for event success.

Schedule time with your teams beforehand to run through processes and best practices.





# Documentation

Proper documentation is a **vital** part of a clinic and requirements vary by state. Please identify and implement your state's vaccination tracking system.

For more information visit: [COVID-19 Vaccine IT Overview](#)

# Lessons Learned



Scheduling primary and booster doses in separate time blocks (e.g., Primary in the morning, booster in the afternoon) increases efficiency.

Begin calling waitlist individuals soon after no-shows are evident.  
Do not wait until the end of the day.

A lessons-learned meeting should follow each clinic.

# Questions?

Reach us at [COVID@selinc.com](mailto:COVID@selinc.com)