



## Tips from Hesston Pharmacy for various types of COVID-19 Vaccine Clinics:

### 1. Community Based Clinics:

**Location:** Held in our local community shelter building (our city donated complete use of the building for vaccinating efforts the past 2 months)

**Volunteers/Manpower:** Reached out to the local National Honor Society through the high school, the local School of Nursing, as well as numerous churches to recruit volunteers. Assigned very specific tasks to each person. We have a volunteer HIPAA form they sign. Our local nursing home uses a lot of volunteers and shared their form with us. We also explain the basics of HIPAA to make sure they understand. (This form is available on the COVID Best Practices Website.)

**Crowd Control:** The city police department helped with signs to direct traffic. The local school crossing guards volunteered to help with the parking lot.

**Workflow:** Set up 40 chairs in color coded groups. Patients come in every 10 minutes in groups of 10. Patients sit in their same chair the entire time. Only the "workers" moving around. Very organized feel to it.

**Appointments** made via Jotform on our website and also linked on our Facebook page.

### 2. Worksite Clinics:

**Location:** Onsite at factory, office, etc. Have the chairs set up in the same way as our community clinics

**Manpower:** Utilize the HR department to organize the forms, coordinate the patients. We just deliver the vaccine, so only 3-4 of us go out to immunize 60/hour (2 immunizers and 1 person drawing up vaccine).

### 3. Chamber Events

Same as our community clinics, but the Chamber promoted the event and provided all the volunteers. Win-win for all!

### 4. In Store Vaccines

**By appointment-** We utilize a Jotform for this as well. Only schedule 6 patients at a time vs 10... 10 was a little too crazy for the size of our store.

#### Take-Aways:

1. Utilize volunteers, but have very specific jobs for them to do. Keep it easy! It's more fun that way!
2. Look for partners to help promote and organize the clinics.
3. Color coding is a basic manufacturing workflow technique and works GREAT! Most patients can follow instructions like "sit in the blue section" and it makes them feel more comfortable.
4. Have FUN! This is a joyful time... so much better than the dark times of last year.