**COVID-19 Mobile Immunization Clinic Procedures**

**UGA College of Pharmacy / University Health Center Pharmacy**

1. Clinic Staff
	1. Any staff member scheduled for an upcoming clinic should notify his/her supervisor prior to the clinic start time if he/she meets any of the following criteria:
		1. Has a fever, defined as temperature ≥100.4 °F
		2. Is experiencing symptoms of a respiratory illness (including cough, shortness of breath)
		3. Has traveled outside the US within the last 14 days
		4. Had contact with anyone who is under investigation or has a confirmed case of COVID-19.
2. Clinic Workflow Adjustments
	1. Social Distancing
		1. Each immunization station will be set up to allow at least six feet of distance between patients.
		2. Waiting areas will be set up to allow six feet between patients.
			1. Strategies will include spacing out seating, using signage/markers
	2. Completion of Paperwork
		1. While forms will be available at all clinics, efforts will be made to distribute consent forms, VIS, etc., prior the clinic and encourage patients to come with them prefilled.
		2. For clinics where insurance information is collected, patients will be asked to make a front/back photocopy of their insurance card and bring to the clinic if possible.
			1. This will be featured on flyers and other advertisements to increase awareness.
			2. If the patient is unable to bring a copy, then insurance information will be collected as usual.
	3. Appointment-based model
		1. Depending on the location, it may be possible to schedule patients in appointment timeslots to evenly distribute traffic.
		2. Walk-in/office visit combination
			1. At sites with a small immunizing area, staff will use the designated area for walk-ins and use an appointment-based model for office visits.
	4. Set up one-way traffic flow if possible
3. Strategies for Minimizing Exposure
	1. Hand sanitizer will be placed at the entrance of the clinic and patients will be encouraged to use it on the way in.
	2. Patients will be asked to wear masks to the clinics.
	3. Clinic staff will be required to bring and wear masks to all clinics.
	4. As usual, immunizers will change gloves after every patient.
	5. Common use items (e.g. clipboards, pens) will be cleaned after every patient.
	6. All stations and areas of the clinic will be disinfected regularly.