

## ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 5 February 2021

**Response Date:** 11 February 2021

**Type of TA Request:** Complex

### Request:

The requestor asked for resources, such as checklists, tailored towards bringing external volunteers onboard at a public-facing vaccination clinic.

### Response:

The ASPR TRACIE Team reviewed our existing resources, conducted a search online, and reached out to our Subject Matter Experts to gather related materials. All resources gathered are provided in this document.

The ASPR TRACIE [COVID-19 Vaccine Resources Collection](#) contains additional resources that may inform your COVID-19 vaccination planning efforts, particularly those in the [Education and Training](#) and [Vaccine Logistics – Administration](#) sections.

Please refer to the Centers for Disease Control and Prevention's [Coronavirus Disease 2019 webpage](#) and the National Institutes of Health [Coronavirus Disease 2019 \(COVID-19\) Treatment Guidelines](#) for the most up-to-date guidance on COVID-19 outbreak management.

## I. Select Resources

Centers for Disease Control and Prevention. (2020). [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#). U.S. Department of Health and Human Services.

This checklist provides step-by-step guidance for clinic coordinators/supervisors who oversee vaccination clinics held at satellite, temporary, or offsite locations. It includes guidelines and best practices, as set forth by the Centers for Disease Control and Prevention (CDC), as it pertains to vaccine shipment, transport, storage, handling, preparation, administration, and documentation.

Centers for Disease Control and Prevention. (2020). [Considerations for Planning Curbside/Drive-Through Vaccination Clinics](#). U.S. Department of Health and Human Services.

This resource page provides information for those planning curbside or drive-through vaccination clinics. It offers steps for planning the clinic and what to do before, during, and after the vaccination encounter. It also includes links to additional resources.

Centers for Disease Control and Prevention. (2020). [COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations](#). U.S. Department of Health and Human Services.

This playbook can help public health departments and their response partners plan and operationalize their COVID-19 vaccination programs.

Centers for Disease Control and Prevention. (2021). [COVID-19 Vaccination Training Programs and Reference Materials for Healthcare Professionals](#).

This document provides a list of training and educational materials related to immunization practices. It also includes COVID-19 vaccine-specific information.

Centers for Disease Control and Prevention. (2020). [COVID-19 Vaccine Training Module](#). U.S. Department of Health and Human Services.

This online training module provides information to healthcare workers on COVID-19 vaccine approval and safety, storage, handling, administration, and reporting.

Centers for Disease Control and Prevention. (2020). [Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#). U.S. Department of Health and Human Services.

This page provides guidance to inform vaccination clinic planning. It applies to both routine vaccination clinics as well as those established for emergencies, such as COVID-19. In addition to outlining activities necessary to operate a vaccination clinic, checklists are available for supplies and best practices.

Centers for Disease Control and Prevention Foundation. (n.d.). Surge Staffing Checklist. (Refer to Attachment.)

This checklist provides guidance for organizations that are hiring new surge staff, and specifically includes a section on onboarding.

Federal Emergency Management Agency. (2021). [Community Vaccination Centers Playbook](#).

This document provides guidance for federal agencies that are tasked with supporting existing and newly established Community Vaccination Centers. It addresses interagency coordination, resource support, facility setup, and other requirements that may necessitate federal support.

Immunization Action Coalition. (2020). [Skills Checklist for Vaccine Administration](#).

This checklist is a self-assessment tool developed for healthcare staff who administer immunizations. Supervisors can also use this tool to identify roles and responsibilities for staff who administer vaccines.

National Association of Community Health Centers. (2021). [Microplanning for COVID-19 Vaccine Delivery in Health Centers](#).

This resource page includes a 2-page infographic summarizing planning steps for health centers preparing to administer vaccines, and a PowerPoint presenting the steps along with links to additional resources and answers to frequently asked questions.

National Association of County and City Health Officials. (2021). [MRC Deployment Readiness Resources](#).

This web page provides information for Medical Reserve Corps (MRC) units that are supporting public health and emergency responses in their local communities. More specifically, two Points of Dispensing (POD) plans are listed towards the bottom of the Mission Sets tab, which may be particularly helpful for this request. Those include the following: [MRC Points of Dispensing \(POD\) Support](#) (Yates County, NY), and [COVID-19 Drive-Through Vaccination POD](#) (Johnson County, IA).

Unknown County Health Department. Example: Volunteer Checklist for Vaccination Clinic. (Refer to Attachment.)

This document provides a brief checklist for onboarding clinical and non-clinical staff who are volunteering at COVID-19 vaccination clinics. Several links are also included for volunteer staff to review.