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


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.

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.


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


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


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


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.


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.

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.


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.


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.