



## COVID-19 Vaccine Clinic Best Practices

In the first two months of the COVID-19 vaccine becoming available in the United States, AASC members reported hosting nearly 1,000 vaccine clinics and assisting residents with the vaccine more than 130,000 times.

Service coordinators who've successfully organized clinics to vaccinate residents shared their experiences and tips with AASC. They're reflected in the best practices listed here.

### **Organizing the Clinic**

- Points of contact for organizing a vaccine clinic have included state departments of aging or health, local health departments, local pharmacists or hospitals, and the CDC Partnership Program (which is no longer accepting registrants).
- Review your state's vaccination timelines and recommendations. Many states are following CDC recommendations to prioritize congregate housing sites for older adults and permitting staff to be vaccinated during clinics.
- Set aside the entire day for any planned clinics and be prepared to work days or times outside of your regular office hours.
- Plan to provide the estimated number of residents who would like to get the vaccine prior to the clinic.
- Communicate with the vaccine provider to understand the clinic process and obtain copies of paperwork that residents can complete prior to the clinic.
- Plan for at least three clinics if possible. This will allow for residents who did not get a shot at the first clinic to receive the first dose before the next scheduled clinic.



## Preparing Residents

- Properties have notified residents of vaccine clinics through mass calls/texts using ResidentConnect! or other technology, fliers in common areas, letters, and the regular community newsletter.
- Encourage residents to contact their primary care physicians or regular pharmacists to learn more about the vaccine.
- Share a list of FAQs about the vaccine to answer common inquiries and dispel any myths.
- Determine the manufacturer of the vaccine residents will receive and share CDC information specific to it.
- Arrange for the vaccine provider to personally answer resident questions before or after the clinic, including from those residents who are hesitant and chose not to receive the vaccine that day.
- If there is any paperwork that must be filled out for the clinic, encourage residents to complete it ahead of vaccination day and assist when necessary.
- Remind residents who will be vaccinated to have their insurance and valid ID cards available on the day of the clinic. Consider assisting residents by making copies of their insurance cards and storing them with other forms they'll need to have ready to receive the shot.

## Hosting the Clinic

- Have a staff member stationed at a sign in table to provide residents with their necessary paperwork and copies of their insurance cards. These items should be ready to go in advance of the clinic.
- Plan for staff to direct traffic through the clinic area to reduce congestion and maintain social distancing.
- Provide sanitizer for residents to disinfect before sitting down with the pharmacy representative or vaccine provider to complete registration and receive the shot.



- Set up a socially distanced waiting area where vaccinated residents can complete their required observation period after receiving the shot. To track the end of each resident's observation period, provide them a sticker or piece of paper that says when their time is up.
- Routinely disinfect waiting area chairs and sign in/ registration areas between residents.
- Distribute "I Got My COVID-19 Vaccine" stickers that residents can wear to celebrate receiving the shot.

## Post Vaccine Checklist

- Ensure that residents are aware they must keep their vaccine cards to receive the second dose. Properties may keep the cards or copies in resident files if necessary.
- Follow up with residents to monitor health and potential side effects.
- Enter all resident vaccination information and clinic program attendees into AASC Online or resident files.
- Continue to educate residents about the need for ongoing social distancing and mask wearing practices.



## **Connecting Residents to Vaccines Off-Site**

- Partner with aging services providers to transport all vaccine eligible residents to mass clinics. Arranging special transportation for residents outside of public transportation can ensure that capacity is limited to accommodate social distancing.
- Become familiar with the methods for acquiring vaccine appointments in your state. If using online or phone systems to assist residents with setting up appointments, be prepared for long wait times or to continuously refresh webpages.

## **Planning Resources**

The following links provide information about hosting a vaccine clinic and resources such as letters, stickers, and posters.

- [CDC Guidance for Planning Vaccination Clinics](#)
  - [Planning Activities](#)
  - [Pre-Clinic Activities](#)
  - [During the Clinic Activities](#)
  - [Post-Clinic Activities](#)
- [Sample Letter to Family of Residents](#)
- [I Got My COVID-19 Vaccine Stickers](#)
- [Getting 'Back to Normal' Poster](#)
- [COVID-19 Vaccines Informational Document](#)
- [Why Get Vaccinated? Flyer](#)

For more information about addressing COVID-19 on your property, review the [CDC's COVID-19 Guidance for Shared or Congregate Housing](#).

