



# ON-SITE VACCINATION CLINIC TOOLKIT

On-site vaccination clinics are a critical tool to make vaccinations as accessible as possible to your local community. This toolkit provides a roadmap for community organizations, employers and other groups, referenced here as “host organizations,” to work directly with vaccine providers to set up vaccination clinics in places people know and trust.

## HOW TO HOST A CLINIC

1

**PARTNER WITH A COVID-19 VACCINE PROVIDER:** Vaccine providers include local health departments, pharmacies, health systems, and other medical providers. Each may have different processes and capacity to host on-site clinics, and some may charge for on-site services. To assist, federal retail pharmacy partners have each provided instructions for requesting on-site clinics, outlined below. You can also visit [Vaccines.Gov](https://www.vaccines.gov) to find vaccine providers near you.

2

**DEFINE ROLES AND RESPONSIBILITIES:** While vaccine providers are typically responsible for all clinical operations and reporting, community organizations play a critical role in engaging their local community. Vaccine providers may ask community organizations to complete partnership agreements. For sample roles and responsibilities to get your planning started, see below.

3

**PICK A DATE AND A LOCATION:** Leverage the reach of your community network to pick a convenient, trusted location for your vaccination clinic. Work with the vaccine provider to consider the date and time that may work best for your community, including weekend and off-hours. For clinics using two-dose vaccines, you will also need to work with the vaccine provider to schedule the second clinic date at the appropriate time.

4

**BEGIN OUTREACH TO YOUR COMMUNITY:** As a trusted community organization, you will play a critical role in engaging and educating your local community. Work with the vaccine provider to finalize the scheduling and/or walk-in process. Share information about the upcoming vaccination clinic, as well as general vaccination information—including that COVID-19 vaccines are free for everyone and individuals can receive a vaccine regardless of immigration or insurance status. If your vaccination clinic will reach adolescents, make sure to share information on whether parental presence or consent is required, in line with state regulations. To amplify and engage your community, consider posting on social media, sharing signage, and leveraging trusted messengers in your community.

5

**HOST YOUR CLINIC:** Work hand-in-hand with the vaccine provider to finalize the operations of your event. Continue to engage your local community, including with day-of reminders. Identify a lead to liaise with the vaccine provider on-site to help ensure the day goes smoothly.



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## SAMPLE ROLES AND RESPONSIBILITIES

This is intended as an example to guide discussions and planning with the vaccine provider. Expectations will vary provider by provider and should be finalized directly as part of your partnership agreement.

### HOST ORGANIZATION:

- **Lead community** engagement and outreach
- **Provide clinic location** (must be well-ventilated, clean, and spacious enough for social distancing before, during and 15-30 minutes after immunization)
- **Provide clinic facilities** (tables, chairs, garbage bins, signage, restrooms)
- **Provide logistical and administrative support** (e.g. security and line management)
- **Provide on-site clinic coordinator** to liaise directly with vaccine provider to plan each clinic

### VACCINE PROVIDER:

- **Manage all aspects of vaccine administration**—including on-site set-up, appointment scheduling, clinical and support staffing, check-in, immunization, observation, reporting and other standard requirements

## HOW TO CONNECT WITH FEDERAL PHARMACY PARTNERS

Federal pharmacy partners are providing on-site vaccination clinics across the country, and may be available to partner with you to host a clinic. See below for instructions on how to request a clinic. To find a pharmacy partner near you – including local pharmacies not listed here – visit **Vaccines.Gov**.

Any other COVID-19 vaccine providers who have on-site services and wish to be listed should contact **COVIDPartnerships@Who.Eop.Gov**.

Pharmacy Partner	To Request a Clinic, Submit a Request to:
<b>Albertsons Companies, Inc.</b>  <i>(Osco, Jewel-Osco, Albertsons, Albertsons Market, Safeway, Tom Thumb, Star Market, Shaw's, Haggen, Acme, Randalls, Carrs, Market Street, United, Vons, Pavilions, Amigos, Lucky's, Pak n Save, Sav-On)</i>	<b>Liz Oler</b> , <a href="mailto:Liz.Oler@albertsons.com">Liz.Oler@albertsons.com</a>
<b>Costco Wholesale Corp.</b>	<b>Becky Dant</b> , <a href="mailto:rdant@costco.com">rdant@costco.com</a> <b>Beth Arnold</b> , <a href="mailto:betharnold@costco.com">betharnold@costco.com</a>



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<b>CPESN</b>	<b>Cody Clifton</b> , <a href="mailto:cclifton@cpesn.com">cclifton@cpesn.com</a>
<b>CVS Pharmacy, Inc.</b> (including Long's)	<a href="https://cvshealth.com/covid-19/return-ready/vaccination">cvshealth.com/covid-19/return-ready/vaccination</a>
<b>H-E-B, LP</b>	<a href="mailto:wellnessservices@heb.com">wellnessservices@heb.com</a>
<b>Health Mart Pharmacies</b>	<a href="mailto:covid.taskforce@mckesson.com">covid.taskforce@mckesson.com</a>
<b>Hy-Vee, Inc.</b>	<a href="mailto:vaccineclinic@hy-vee.com">vaccineclinic@hy-vee.com</a>
<b>Meijer, Inc.</b>	<a href="mailto:clinic@meijer.com">clinic@meijer.com</a>
<b>Publix Super Markets, Inc.</b>	<a href="mailto:Clinical.Services@Publix.com">Clinical.Services@Publix.com</a>
<b>Retail Business Services, LLC</b>	(See contacts per brand, below)
<b>Hannaford Bros Co.</b>	<b>Brad Hamilton</b> , <a href="mailto:brhamilton@hannaford.com">brhamilton@hannaford.com</a>
<b>Stop &amp; Shop</b>	<b>Isabel Trinidad</b> , <a href="mailto:isabel.trinidad@stopandshop.com">isabel.trinidad@stopandshop.com</a>
<b>The Giant Company</b>	<b>Timothy Kaylor</b> , <a href="mailto:Timothy.Kaylor@giantmartins.com">Timothy.Kaylor@giantmartins.com</a>
<b>Giant Food</b>	<b>Rimple Gabri</b> , <a href="mailto:rimple.gabri@giantfood.com">rimple.gabri@giantfood.com</a>
<b>Food Lion</b>	<b>John Bednarz</b> , <a href="mailto:jbednarz@foodlion.com">jbednarz@foodlion.com</a>
<b>Rite Aid Corp.</b>	<a href="https://www.riteaid.com/covid-19/community-clinics">https://www.riteaid.com/covid-19/community-clinics</a>
<b>Southeastern Grocers</b> <i>(Winn-Dixie, Harveys, Fresco Y Mas)</i>	<b>Jeffrey Brooks</b> , <a href="mailto:JeffreyBrooks@segrocers.com">JeffreyBrooks@segrocers.com</a>
<b>The Kroger Co.</b> <i>(Kroger, Harris Teeter, Fred Meyer, Fry's, Ralphs, King Soopers, Smiths, City Market, Dillons, Mariano's, Pick-n-Save, Copps, Metro Market, QFC)</i>	<a href="https://www.krogerhealth.com/COVIDCarepartner">https://www.krogerhealth.com/COVIDCarepartner</a>



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Pharmacy Partner	To Request a Clinic, Submit a Request to:
<p><b>Topco Associates, LLC</b></p> <p><i>(Acme Fresh Markets, Associated Food Stores, Bashas, Big-Y Pharmacy and Wellness Center, Brookshire's Pharmacy, Super One Pharmacy, FRESH by Brookshire's Pharmacy, Coborn's Pharmacy, Cash Wise Pharmacy, MarketPlace Pharmacy, Giant Eagle, Hartig Drug Company, King Kullen, Food City Pharmacy, Ingles Pharmacy, Raley's, Bel Air, Nob Hill Pharmacies, Save Mart Pharmacies, Lucky Pharmacies, SpartanNash, Price Chopper, Market 32, Tops Friendly Markets, ShopRite, Wegmans, Weis Markets, Inc.)</i></p>	<p><b>Faraaz Zaidi, fzaidi@topco.com</b></p>
<p><b>Walgreens</b> (including Duane Reade)</p>	<p><a href="https://wagsoutreach.com/COVID-Contact-Us">https://wagsoutreach.com/COVID-Contact-Us</a></p>
<p><b>Walmart, Inc.</b> (including Sam's Club)</p>	<p><a href="https://app.smartsheet.com/b/form/9ac7897d62fa420180f6a8ecd874e262">https://app.smartsheet.com/b/form/9ac7897d62fa420180f6a8ecd874e262</a></p>