

EXHIBIT A
MASS CLINIC JOB ACTION SHEETS

Screening Station Group Staff

Name:

Assigned To Clinic Area: *Screening Station*

The Person You Report To: *Screening Station Leader* **Name:**

Reporting To You Are: *n/a*

Purpose: *To assess for contraindications to vaccine; if able, direct to Vaccination Station Waiting Area*

Qualifications: *Licensed clinician, nurse or other appropriately trained and recognized health official, knowledge of event specific agent, vaccine options and contraindications related to health history.*

Just-In-Time Training (JITT)/Incident Specific Training:

- Initial summary of situation, situation update and review of agent/disease
- Overview of clinic operations:
 - Incident Command System (ICS) – chain of command, POD ICS chart
 - Legal issues – authority, liability, confidentiality, etc
 - Public communications – PIO/POD Supervisor
 - Clinic station-to-station client flow pattern – (1) Triage, (2) Appt Verification, (3) Registration-if not completed before arrival, (4) Education, (5) Screening, (6) Vaccination, (7) Post vaccine monitoring/2nd dose scheduling, and (8) Exit
- Staff/volunteer information:
 - Safety – infection control/PPE, emergency procedures, security
 - Personal needs – food, restrooms, breaks, family contacts, first aid, mental health needs, etc
 - Shift change and sign out procedures
 - Badging process/required identification
- Facility information, floor plans, and maps
- Job action sheet at assigned station

Duties:

- Gather your necessary PPE, and supplies from the supply area, including: face shield and surgical mask. Label your faceshield with your name for reuse at future shifts. Properly don PPE. Refer to the video at the Safety Officer area for direction if a review of how to properly don and doff PPE is needed.
- Ensure your screening station is set-up properly and includes the necessary paperwork and supplies (staplers, staples, hand sanitizer, pens, locked bins for future shredding, etc.)
- Ensure accuracy and completeness of client forms and confirm any:
 - Individual meets age requirement for vaccination (Must be at least age 16 for Pfizer vaccine, and at least 18 for Moderna.)
 - ‘Yes’ answers
- Screen clients for vaccine contraindications and medication/biologic side effects related to health history. Any questions should be directed to the Screening Station Leader.
- Determine if appropriate to vaccinate based off guidance for vaccine contraindications and Standing Medical Orders:
 - Provide Vaccine Information Sheet (VIS), if not already received
 - Direct client to take a number and wait for their number to be called in the Vaccination Station Waiting Area. Remind client to maintain social distancing by standing on a floor sticker.
- If Education Station is staffed, Answer only basic, brief client questions; refer others to Education.
- Remind client of mask/social distancing policy.
- At end of each clinic, ensure supplies for your station are properly stored for future clinics
- After shift, properly doff PPE, sanitize face shield and store in bag to retain for future use.

Vaccine Preparation Staff

Name:

Assigned To Clinic Area: *Vaccine Preparation Station*

The Person You Report To: *Vaccine Preparation Leader* **Name:**

Purpose: *To draw up appropriate dosage of COVID19 vaccine while following CDC guidelines for vaccine preparation.*

Qualifications: *Licensed registered nurse*

Duties:

- Gather your necessary PPE, and supplies from the supply area, including: face shield and surgical mask. Label your faceshield with your name for reuse at future shifts. Properly don PPE. Refer to the video at the Safety Officer area for direction if a review of how to properly don and doff PPE is needed. Gloves will be available at work station.
- Ensure station is set-up properly with all appropriate supplies.
- Follow appropriate instructions on the CDC Vaccine Preparation and Administration Summary document for each type of vaccine (Pfizer, Moderna).
- Ensure vaccine vial is out of refrigerator/cold storage to allow vial to be at room temperature for appropriate length of time prior to drawing up vaccine doses.
- Document date and time vial was opened on vaccine vial.
- Draw up vaccine according to CDC Vaccine Preparation and Administration Summary document for each type of vaccine (Pfizer, Moderna).
- Ensure appropriate amount of vaccine is drawn up for each type of vaccine (Pfizer, Moderna).
- Complete Vaccine Card with vaccine information. Place vaccine sticker with Manufacturer and Lot Number on designated area on Vaccine Card. Verify the Manufacturer and Lot Number match the information from the vial that vaccine was drawn up from.
 - Send Vaccine Cards with each vaccine. The Vaccine Administration Staff will complete the rest of the information needed on the card.
- Ensure vaccine is going to Vaccine Administration Staff in a timely manner, according to CDC Vaccine Preparation and Administration Summary document for each type of vaccine (Pfizer, Moderna).
- Notify Vaccine Preparation Leader if any vial draws up an extra dose. Clients on standby list will need to be contacted to report to clinic the same day, to ensure vaccine isn't wasted.
- In the event vaccine must be wasted, notify Vaccine Preparation Leader immediately.
- Distribute vaccine to authorized vaccine runners, vaccinators or prepared vaccine holding/staging area.
- After shift, properly doff PPE, sanitize face shield and store in bag to retain for future use. Sign out at staff sign in area to ensure accurate time tracking and for safety reasons.
-

Vaccine Administrator Staff

Name:

Assigned To Clinic Area: *Vaccinator/Dispenser Station*

The Person You Report To: *Vaccine Administration Leader* **Name:**

Reporting To You Are: *n/a*

Purpose: *To administer COVID 19 vaccine to eligible recipients, provide vaccine instructions and collect forms.*

Qualifications: *Licensed Registered Nurse. Must be trained in Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Protocol (BBP)*

Just-In-Time Training (JITT)/Incident Specific Training:

- Initial summary of event, situation update and review of agent/disease
- Overview of clinic operations:
 - Incident Command System (ICS) – chain of command, POD ICS chart
 - legal issues – authority, liability, confidentiality, etc
 - public communications – PIO/POD Supervisor
 - clinic station-to-station client flow pattern – (1) Triage, (2) Appt Verification, (3) Registration-if not completed before arrival, (4) Education, (5) Screening, (6) Vaccination, (7) Post vaccine monitoring/2nd dose scheduling, and (8) Exit
- Staff/volunteer information:
 - safety – infection control/PPE, emergency procedures, security
 - personal needs – food, restrooms, breaks, family contacts, first aid, mental health needs, etc
 - shift change and sign out procedures
 - badging process/required identification
- Facility information, floor plans, and maps
- Job action sheet at assigned station

Duties:

- Gather your necessary PPE, and supplies from the supply area, including: face shield and surgical mask. Label your faceshield with your name for reuse at future shifts. Properly don PPE. Refer to the video at the Safety Officer area for direction if a review of how to properly don and doff PPE is needed. Gloves will be provided at the vaccination station.
- RN to indicate availability for vaccination by ??using red/green signage located at station
- Review completed Waukesha County Vaccine Screening and Consent form with the client.
 - Confirm any 'Yes' answers on the form
 - Confirm client and screener have signed the form
 - Determine if client requires a 15 min vs. 30-minute observation time
- Ensure client has received the appropriate EUA document and V safe/VAERS info
- RN administers COVID 19 vaccine
- RN completes vaccine information on the Vaccine Screening and Consent form, then signs and dates the form
- RN completes client's vaccine record card. Inform client when the 2nd dose of vaccine is due and write this date on the back of vaccine administration card.
- RN completes the 'Observation Slip' with the time of vaccine administration and time that observation period ends (15min or 30 min)
- Direct client to the designated Observation Station
- Compile client paperwork face down in black bin located at station
- Remind client of mask/social distancing policy.

- After shift, properly doff PPE, sanitize face shield and store in bag to retain for future use and sign out at the staff check in area for accurate time keeping and safety reasons.
- If accidental needlestick, follow BBP protocols which can be found in the BBP Packet, available from the Safety Officer.