

Ministry of Health

# COVID-19 Vaccine Clinic Operations Planning Checklist

Version 3.0 – March 11, 2021

## Highlights of changes

- Added AstraZeneca and COVISHIELD COVID-19 Vaccine product monographs
- General updates to some sections

This guidance provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment,

Please check the Ministry of Health (MOH) [COVID-19 website](#) regularly for updates to this document.

This document is to support local planning as well as the successful operationalization of COVID-19 vaccination clinics in Ontario for all Ontarians, including considerations for vulnerable populations.

Additional resources that you may wish to review (once available) include:

- [Planning Guidance for Immunization Clinics for COVID-19 Vaccines](#)
- [Planning Guidance for Administration of COVID-19 Vaccines](#)
- National Advisory Committee on Immunization (NACI) Statement: [Recommendations on the use of COVID-19 vaccine\(s\)](#)
- Product Monographs:
  - [Pfizer-BioNTech COVID-19 \[COVID-19 mRNA Vaccine\]](#)
  - [Moderna COVID-19 \[COVID-19 mRNA Vaccine\]](#)
  - [AstraZeneca COVID-19 Vaccine \(ChAdOx1-S \[recombinant\]\)](#)
  - [COVIDSHIELD COVID-19 Vaccine \(ChAdOx1-S \[recombinant\]\)](#)

## Clinic Operations Planning Checklist

Item	Comments
<p>Leadership &amp; Coordination</p> <ul style="list-style-type: none"> <li>A clinic plan has been created that identifies one person who will be in charge in your organization for the operation of the clinic, what partnerships are required to run the clinic, and other details including the delegation of roles and responsibilities for the operation of the clinic.</li> </ul> <p>See PHAC guidance on <a href="#">Leadership &amp; Coordination</a></p>	
<p>Immunization Campaign and Clinic Parameters</p> <ul style="list-style-type: none"> <li>Clinic volume capacity has been analyzed for first and second dose administration. Staffing models and allocation plan for doses based on the Provincial Prioritization Framework have been created.</li> </ul> <p>See PHAC guidance on <a href="#">Immunization Campaign &amp; Clinic Planning Parameters</a></p>	

Item	Comments
<p>Immunization Clinic Site Identification</p> <ul style="list-style-type: none"> <li>• Plan for an accessible clinic location is completed including analysis of anticipated challenges (e.g., storage space, waiting areas/inclement weather) (see PHAC guidance on <a href="#">Immunization Clinic Site Identification</a>).               <ul style="list-style-type: none"> <li>○ The site should have a space for clinic workers to be able to take breaks/eat meals in a manner that does not pose a risk to themselves or others (an appropriate sheltered area, physically distanced, separate storage options for food that have nothing to do with where vaccines/other materials are stored).</li> </ul> </li> <li>• Maintenance of critical facilities has been assessed including plans for back up power/alternate storage site if critical facilities malfunction.</li> <li>• Appropriate vaccine storage units can be accommodated. Vaccine is monitored and temperatures can be maintained as required (see Vaccine Storage and Handling guidance). Security protocols are in place (e.g., to manage clinic attendees, ensure safety of clinic staff, secure storage of vaccines at the clinic site).</li> </ul>	

Item	Comments
<p>Human Resources</p> <ul style="list-style-type: none"> <li>• Human resource plan has been developed (including how to address staff resource issues, skill mix related to clinic tasks, translation services, and surge capacity) and roles and responsibilities across clinic operation have been outlined for both on and off site clinic support positions (see PHAC guidance on <a href="#">Human Resources</a> for sample staffing models and detailed Roles &amp; Responsibilities outline).</li> <li>• Orientation and Training programs have been created and tailored to COVID-19 immunization with locations, timing, resources identified and reflect providing accessible services.</li> </ul>	
<p>Infection Prevention &amp; Control and Occupational Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• A comprehensive <a href="#">Infection Prevention and Control</a> (IPAC) plan has been established with consideration for IPAC specialist engagement in plan development.</li> <li>• A safety plan has been created with engagement from the Joint Health and Safety Committee and/or the Health and Safety Representative. <ul style="list-style-type: none"> <li>○ Policies are in place for safe handling of materials, PPE requirements, monitoring and acquisition and scheduling.</li> <li>○ A space is available for clinic workers to be able to take breaks/eat meals in a manner that does not pose a risk to themselves or others.</li> </ul> </li> </ul>	

Item	Comments
<p>Communications</p> <ul style="list-style-type: none"> <li>• Lead spokesperson has been identified, an external communication campaign has been developed as well as an internal communication plan to efficiently disseminate timely and new information to clinic staff and volunteers.</li> </ul> <p>See PHAC guidance on <a href="#">Communication</a></p>	
<p>Data Management</p> <ul style="list-style-type: none"> <li>• Methods and protocols to securely collect, manage, store and disclose personal health information (client data) in accordance with the <i>Personal Health Information Protection Act</i>. This includes clinic-specific data reporting and client-specific data such as consent forms.</li> </ul>	

Item	Comments
<p>Supplies</p> <ul style="list-style-type: none"><li>• Clinic has coordinated with Ministry of Health on acquisition of vaccine ancillary supplies and PPE required for clinic operation, including PPE required for dry ice handling.</li><li>• Storage and handling requirements of specific COVID-19 vaccines have been reviewed and aligned with clinic policies on security, quality assurance and wastage.</li><li>• Accessible signage has been created to support screening and clinic flow (e.g., large print, high-colour contrast, sans serif font).</li><li>• Key documents for clinic function are complete and could include:<ul style="list-style-type: none"><li>○ Vaccine Information Sheet</li><li>○ What you need to know about your COVID-19 vaccine appointment</li><li>○ Client Immunization Record</li><li>○ Daily Clinic Summary</li><li>○ Medical Directives where appropriate (e.g., for consent and administration as well as managing anaphylaxis)</li><li>○ <a href="#">Adverse Event Following Immunization (AEFI) Form</a></li><li>○ Incident Report</li><li>○ Post-clinic Evaluation forms (staff, volunteers, clients)</li></ul></li></ul>	

Item	Comments
<p>Supply/Re-supply lists</p> <ul style="list-style-type: none"> <li>• Ensure that all measures and procedures required under <a href="#">O. Reg 67/93</a>, under the <a href="#">Occupational Health and Safety Act</a> are written in organizational procedures/policies where applicable. These should include but are not limited to:               <ul style="list-style-type: none"> <li>○ Safe work practices/safe working conditions</li> <li>○ The control of infections</li> <li>○ Immunization and inoculation against infectious diseases</li> <li>○ The use, wearing and care of personal protective equipment and its limitations</li> </ul> </li> </ul> <p>The handling, cleaning and disposal of soiled linen, sharp objects and waste (including having a system for changeout of the sharps disposal boxes when they get full)</p>	
<p>Clinic Operation</p> <ul style="list-style-type: none"> <li>• <a href="#">Ministry of Health guidance</a> and the <a href="#">PHAC guide for COVID-19 Immunization</a> have been consulted for Clinic Operations review. For example, processes are in place for reporting <a href="#">Adverse Events Following Immunizations (AEFIs)</a>, (with an established site lead), scheduling/booking clinic appointments (including a plan for booking clients unable to tolerate wearing a mask), recall/reminders for second doses, COVID-19 symptom screening protocols for all clients at building and/or clinic entrances, and screening protocols for vaccine eligibility.</li> <li>• Vaccine eligibility is based on the Ontario <a href="#">prioritization framework</a>.</li> </ul>	

## Sample Immunization Clinic Supply List

### Clinic Supplies

Item	Qty	Supplier	Comments
Safety engineered needles and syringes for: <ul style="list-style-type: none"> <li>- Reconstituting vaccine</li> <li>- Administering vaccines</li> <li>- Epinephrine administration</li> </ul>		MEOC	
Alcohol swabs		MEOC	
Adhesive bandages		MEOC	
Cotton balls or gauze		MEOC	
Disposable non-latex gloves (assorted sizes) (note: not required for immunizing unless skin is not intact)			
Paper cups			
Table covers or disposable pillow cases			
Alcohol- based hand rub (sufficient for each immunizer table, registrations desks, entrance, exit, waiting areas).			
Surgical/procedure/medical masks (for staff and if needed, for clients who do not have a mask)		MEOC	
Face shields		MEOC	
Tissue boxes			
Goggles			
Disposable gowns			
Paper towels			
Paper bags (lunch size)			
Hypoallergenic tape			
Disinfectant wipes			
Disinfectant solution			



Item	Qty	Supplier	Comments
Sharps containers (of appropriate sizes)		MEOC	
Biohazard waste boxes			
Biohazard yellow bags			
Insulated coolers and bags			
Frozen packs			
Maximum-minimum thermometers			
Blood pressure cuff (adult) - optional			
Disinfectant solution			
Stethoscope - optional			
Adrenalin (epinephrine) 1:1000 or Epi-pens			
Flashlight			
Bag valve mask - optional			
Wheelchair			
Carry bags/totes			
Numbers for clients in waiting lines			
Table numbers for immunizing stations			
Flags for immunizers to indicate that they are ready for the next client			
Water bottles			
Face cloths for clients who feel faint			
Juice boxes for clients who feel faint			
Snacks for clients who feel faint			
Garbage bins			
Garbage bags			

Note: Appropriate equipment and PPE should be available to respond to medical emergencies

### Administrative Supplies

Item	Qty	Supplier	Comments
Pens			
Clipboard (quantity will depend on whether a paper-based system is being used)			
Paper, including paper for signs			
Dolly/cart			
Power bars			
Extension cords			
Scissors			
Highlighter			
Transparent tape and masking tape			
Rubber bands			
Stapler and staples			
Batteries			
Replacement ink cartridges			
Large envelopes			
Date stamps			
Identification badges			
Measuring tape to measure distance for furniture			
Tape to stick on floors to space out furniture and secure electrical cords			
Tables			
Chairs			
Stations or pylons for line formations			

**Forms**

Item	Qty	Supplier	Comments
Vaccine Information Sheet			
Consent Forms			
After-Care Sheet			
Client Immunization Record			
Daily Clinic Summary			
Medical Directive for Obtaining Consent and Administering Vaccine			
Medical Directive to Manage Anaphylaxis, including the Anaphylaxis Medication Quick Reference Dosage Chart			
Serious Event Forms – for clinic use			
Incident Reports			
Adverse Event Following Immunization (AEFI) form from Public Health Ontario			
Secure bin for transport of medical consents			