

Thank you for partnering with the Lake County Health Department (LCHD) to distribute COVID 19 vaccinations to your staff and other agreed upon persons. As a Partner POD, you will be an extension working under LCHD's I-CARE COVID-19 authorization, and you must agree to follow the phased vaccine allocation criteria set forth by the Illinois Department of Public Health (IDPH). It is important that your Partner POD plan accurately reflects the needs and strengths of your organization to effectively operate. Starting with the basic framework for operating a POD, you can customize the methods of execution to best suit your organization. The basics of successfully planning for a Partner POD are as follows.

1. Maintenance of Agreements and Existing Plans with LCHD
2. Staffing Requirements
3. Logistics- Prepare Facility and Develop Procedures
4. Receiving, Dispensing, and Maintaining Inventory
5. Staff Communications and Training
6. Resources and Information

Maintenance of Agreements and Existing Plans with LCHD

Your Memorandum of Understanding (MOU) with LCHD is an agreement between both organizations to work together for providing potentially lifesaving medications to your organization. Its contents are mutually agreed upon and must be reviewed annually by both parties to assure it reflects the abilities and commitment of both parties.

Staffing Requirements

Assemble your Shared POD Planning Team

You should have a team of people in your organization who are responsible for your Partner POD agreements and plans. Your Partner POD Planning Team should consist of individuals in your agency with the authority to make and act on decisions and plans required to execute a Partner POD operation in your organization. Some suggestions for planning team members are security/safety/intelligence managers, medical staff (if available), continuity personnel, human resources, and logistical specialists.

Calculate how much vaccine supply that is needed by determining the number of staff that want the COVID-19 vaccine, and the number of doses in the series. As of this writing, available vaccines are two dose series. This may change if a single dose vaccine regimen is approved in the future.

Determine Organizational Structure

The government uses Incident Command System (ICS) to organize and manage its all-hazards response operations. ICS has also been adapted by many private sector organizations. ICS divides an emergency response into five manageable general staff functions which will all play an important role in your Partner POD operations.

- Command
- Operations
- Planning
- Logistics
- Finance/Administration

The command staff functions of safety, public information and liaison may also be incorporated in the structure.

Designate three representatives for your organization to be the Point of Contact for your agency. These individuals will be responsible for the operations of the plan at your organization. Those listed here should be on file with the LCHD.

Primary Agency Contact	
Name:	Position/Title:
Work Phone:	Home Phone:
E-Mail:	Cell/Pager:

Pharmaceutical Distribution Plan Primary Contact	
Name:	Position/Title:
Work Phone:	Home Phone:
E-Mail:	Cell/Pager:

Agency Medical Contact	
Name:	Position/Title:
Work Phone:	Home Phone:
E-Mail:	Cell/Pager:

Determine Staffing Needs

As you develop your staffing plan for the Partner POD based on your organizational structure, consider the following:

- **Security needs and capabilities** – Consider your current security resource and capabilities to determine if additional security will be needed in an emergency to protect your facility and staff.
- **Partner POD Operations Staff** – The number of staff-volunteers needed to staff your Partner POD will be determined by a variety of factors such as the size of your dispensing population, hours of operation, your desired throughput and the design of your Partner POD floor plan. As a Partner POD you have the advantage of coordinating some functions prior to an emergency as there will be a wait time for vaccine to arrive in Lake County. For example, if you disseminate the patient information forms online for individuals to download and complete prior to arriving at the Partner POD, you will reduce the need to have as many staff to cover registration. If you provide an intense education campaign about your involvement with public health and ensure staff understand that if they are sick, they should contact their health provider and not come to the Partner POD, you will decrease the number of staff needed to conduct the triage function.
- **Recruiting Staff** – Mass vaccination operations may rely heavily on volunteers or staff working outside their normal job descriptions or work hours. LCHD may provide leadership staff, and you will be expected to provide staff within your own agency or contract with a third-party health provider to help staff your PartnerPOD. Registered Nurses, Medical Doctors, Physician Assistants and Pharmacists are preferred vaccinators.

Logistics

Prepare Your Facility – Preparing your facility ahead of time is essential.

Identify a clinic location

In order to provide vaccinations to many people in a relatively short time, you may need to identify a location (primary and alternate are recommended) that is capable of certain accommodations. This area should be large and open, preferably a large meeting room, gymnasium, or cafeteria. Some key factors to consider include:

- Separate entrance and exit
- Easily identifiable by all employees
- Allow for social distancing
- Place to secure medications and supplies
- Accommodations for people with disabilities
- Accommodation of tables, chairs
- Moving people through the POD in only one direction to avoid confusion and crossovers
- A separate area for employee break periods
- Identify, purchase, and store necessary supplies

Develop Your Procedures

The planning committee should develop procedures directly related to Partner POD operations, in collaboration with LCHD representative.

This will include:

- Determining procedures specifically related to the activation, set-up, operations and deactivation of the vaccination site.
- Determining how vaccines will be administered and staff observed post-vaccination. Security/safety personnel should always be on-hand when the medications are on the premises.
- Planning for material handling equipment to assist with drawing vaccine and transporting around your facility while maintain proper temperature requirements.
- Developing procedures on how staff will receive their vaccines. This may be done by department, shift, name, positions, etc. Agencies must follow the Illinois department of Public Health phased vaccination criteria. See [IDPH Vaccine Provider Instructions](#).
- Developing a plan to maintain all paperwork, it is a permanent record of the vaccine received complete with Lot number and dosage.
- Determining which personnel are responsible for entering vaccine data into AllVax.
- Managing any leftover vaccine. It is possible that there will be some vaccine left over after Partner POD operations are completed. Arrangements will have to be made defining how to account for medications and the return of unused portions to your local public health agency.
- Developing procedures for handling small/typical emergencies that could potentially happen during the dispensing process, such as:
 - Adverse reactions to the vaccine

- Needle sticks
- Minor medical emergencies
- Communications (phone, cell phone, 2-way radio)
- Security breaches

Receiving, Dispensing, and Maintaining Inventory

Once all logistics are in place, a medical review of your site will be inspected by LCHD staff. If all required elements of a clinical site are met, then the Medical Epidemiologist will issue to signed standing orders; one for vaccine administration, and one for managing adverse reactions.

LCHD will provide the location and times for pick-up of vaccine two times per week. Your designated point of contact and their backups should be identified and provided to LCHD. The location will be verified at the time of notification.

Below are the steps to prepare your organization to receive and dispense medications: (This is a guide; this should be modified to fit into your organization).

- **Alert Staff** - Let staff know that you plan to vaccinate at your facility. Provide any updated information regarding vaccine from LCHD, IDPH, or the CDC.
- **Assign tasks** - You should have already assigned a Partner POD Coordinator and back-up Coordinators. Now you will need to select who can carry out screening and dispensing functions. If your organization has occupational health, they can carry out the vaccinations or oversee a contract medical company or pharmacy. Scale staffing according to the number of employees and clients in your organization and how you plan to schedule appointments.
- **Have medical personnel available who can legally vaccinate** - If you have medical personnel on staff, you may use personnel who normally provide vaccines in your facility to supervise the vaccination process. Vaccinators may be Registered Nurses (RNs), Medical Doctors, Physician Assistants, or Pharmacists. Licensed Practical Nurses may be able to vaccinate but may only do so under the direction of an RN. Emergency Medical Technicians may be able to vaccinate, but this must be approved by their Medical Director.
- **Prepare the dispensing site** - The amount of site preparation will depend on the number of people you plan to vaccinate at your organization. Choose an area that is large and open and is easily found by users. An ideal site would have a separate entrance and exit, able to accommodate tables, chairs and large numbers of people, and able to accommodate people with disabilities, such as a large meeting room or cafeteria. You also need a secure location to place a vaccine refrigerator complete with a data logger with a buffered probe.
- **Prepare vehicles** - You should include in your plan how designated person(s) pick up vaccine from the LCHD. Additionally, describe how you will keep the vaccine at required temperatures while transporting back to your location. A medical cooler equipped with a data logger may be required.
- **Pick up vaccine and ancillary supplies from designated pick-upsite** - The primary and back-up coordinators provided to the LCHD are automatically considered “authorized” to pick up medications for your organization. They must present an Employee ID as well as a State ID or Driver’s License.

- **Storing vaccines** - Vaccines should be stored in a secure location (a locked room or locked cabinet where few individuals have access) and in a vaccine refrigerator with a data logger that monitors interior temperature. Staff must be assigned to receive alerts if the temperature in the vaccine refrigerator falls above or below acceptable guidelines. Entity must review data-logging equipment logs regularly and upload them to I-CARE to validate compliance.

Entity must also record the minimum and the maximum temperature in the morning and the temperature once in the morning and once in the afternoon.

Entity must upload temperature logs into I-CARE. IDPH will only allow sites to order vaccines if they can guarantee appropriate temperatures are maintained.

All temperature excursions must be reported by next business day to IDPH. Vaccines that have undergone a temperature excursion should be labeled, "Do Not Use" and administration of the vaccine should cease until stability has been determined by the program. See Before Clinic Checklist ([link](#)) for more information.

- **Prepare materials** - This involves copying enough required materials for the number of people for whom you will be dispensing medications. You will receive the initial forms from LCHD when you pick up your medications. Forms provided will include [Emergency Use Authorization forms \(EUA fact sheets\)](#) for the COVID-19 vaccines, and the [CDC screening questionnaire](#). Other forms that may be included are inventory control forms, CDC supply checklist, and others. You will receive the same forms that are handed out at the PUBLIC dispensing sites. Provide all vaccine information in languages common to your place of business.

Receiving and Managing Inventory

Your organization will receive vaccine as it is available to distribute. There may be times where production falls short and not enough is received by the health department to distribute.

Chain of Custody Form

COVID-19 vaccine is signed for at the drop site location. Any remaining supplies are documented and signed for upon return.

Store vaccines in a secure location and in a vaccine refrigerator with data logger.

Keep an inventory of vaccine you receive. Keep a log of any vials or doses that are wasted due to temperature violations, drawn incorrectly, etc.

Managing Inventory

Inventory levels should be monitored throughout the event. Once inventory levels reach a critical level (you have less vaccine than the remainder of your dispensing population), you should complete the Re-Supply Request Form provided by the LCHD for additional vaccine and supplies. Vaccine distribution is dependent upon available inventory, so it is possible you will not receive supply immediately. All sites will report into VaccineFinder; additional information on VaccineFinder will be provided to sites after they are enrolled. At the end of each clinic day, a designated person must report out numbers to IDPH in VaccineFinder. IDPH uses this to determine what will be the next allocation to LCHD.

VaccineFinder: All vaccine providers must daily report vaccine administration and on-hand inventory to IDPH.

Providers are required to submit daily accountability reports to IDPH in the format requested. Reports must be submitted by 8:00 p.m. central standard time daily.

Screening for Contraindications and Dispensing COVID-19 Vaccine

(off-site and/or on-site dispensing)

Initially, you will want to dispense to those staff that are assisting you in the POD.

Screening

- Each person receiving COVID-19 vaccine should complete a medical questionnaire (staff can assist clients who are unable to write). These are used to: screen for contraindications to receiving the vaccine.
- The Screener will review Allergy and COVID screening form for any contraindications for either waiting 15- or 30-minutes post vaccine, or not receiving vaccine without checking the client's personal medical provider.
- Forms should be signed in the appropriate area.

Dispensing

- Once you have determined the client may be vaccinated the screening form will go to the vaccinator.
- The form must have name and signature of vaccinator, lot number of vaccine and where the vaccine was administered.
- A CDC vaccine card is given to the client with the date of shot, lot number and brand of vaccine, location of clinic, and date of 2nd dose if required.
- CDC guidelines for post vaccine care, adverse reaction information, and the V-Safe flyer should be given. V-Safe is a CDC smartphone-based tool that uses text messaging and web surveys to provide personalized health check-ins after receipt of a COVID-19 vaccination.
- Entities must share with vaccine recipients the required EUA fact sheets and/or VIS on the vaccine administered. Provide all recipients, (or in the case of a minor, provide a parent, or legal representative), with a copy of the current federal EUA Fact Sheet for Recipients and Caregivers before each dose of a vaccination. Ensure that the brand-specific Fact Sheet is provided for the vaccine being administered. Document in the recipient's medical record, the date the EUA Fact Sheet was provided.
- Have available an area for client to sit for 15 to 30 minutes after vaccine under medical observation for adverse reactions to the vaccine.

Documentation

- Entities must document vaccination records in AllVax.
- Entities are required to report vaccination administration errors or adverse reactions to the Vaccine Adverse Event Reporting System (VAERS).

Medical Observation Post-Vaccination/Adverse Reactions

- Designate healthcare personnel with CPR certification who are comfortable with managing adverse reactions.
- Clients should be observed for 15 or 30 minutes based on allergy history.
- Emergency bag/kit with epinephrine injections and AED should be easily accessible.
- Supply to draw blood of clients for accidental needle-sticks in staff should also be available on site.

Staff Communications and Training

As a Partner POD site, it is important to communicate with your employees before, during, and after the event. Your messages should be appropriate for each of your designated groups. It may be beneficial for your Command Team to receive detailed information about the plan and general staff to have a concept of the plan.

Determine what mechanisms will be appropriate for communicating with each of the groups you will be dispensing to and what redundant systems are in place for this.

Developing pre-scripted messages for your staff/clients/residents/family members can be beneficial at the time of the event.

Before the event

- Your organization's participation as a Partner POD site – that you may be able to provide vaccines to them during the pandemic.
- Your organization's dispensing plan. It is recommended that you share your dispensing plan with employees who will have key roles during an emergency.
- Roles and responsibilities of employees in an emergency.
- Basics on how vaccine is to be dispensed to the staff and in what order of priority.
- Information they should bring when the vaccines are dispensed to assist in screenings for possible allergies and/or contradictions.
- General emergency preparedness
- How they can keep informed (i.e. radio, and TV).

During the event

- Where and when to report to work.
- Where and when they will receive their vaccine.
- How to perform their Partner POD jobs, if applicable.

After the event

- Report the outcome of your organization's dispensing effort.
- Provide information on any questions or concerns they may have and how to find further information.

Provide Education/Information Training

Provide staff with as much information about dispensing site operations as much as possible. Much of this can be done pre-event. A well-trained staff will become essential to ensure your designated

population receives medication in a timely manner; thereby, promoting continuity of operations for your organization and meeting public health's dispensing time goal. LCHD may assist in the planning of your POD and information needed to safely vaccinate and may coordinate with your agency for planning workshops.

All entities must provide training to staff assigned as vaccinators and to other staff members assigned to assist with vaccine-administration operations. Please see [COVID-19 Clinical Training and Resources for Healthcare Providers](#), [Skills Checklist for Injection Training](#) and [Vaccine Storage and Handling Toolkit](#) for more information. It is also recommended that medical staff have completed OSHA and blood borne pathogen training.

Several education and training resources are currently available for POD operations. These include free online training at:

- FEMA's Emergency Management Institute
 - <https://training.fema.gov/IS/>
- IS-100.a: Introduction to the Incident Command System
- IS-200: ICS for Single Resource and Initial Action Incidents
- IS-700: National Incident Management System (NIMS), an Introduction
- IS-26: Guide to Points of Distribution
- University of Albany School of Public Health Mass Dispensing: Working in a Point of Dispensing (POD)
 - <http://www.ualbanycphp.org/learning/default.cfm>

Resources and Information

Following are links to information and documents that will be pertinent while operating your POD. Please review all materials prior to, and refer to them often, during operations.

Planning and Training

- [COVID-19 Clinical Training and Resources for Healthcare Providers](#)
- [Guidance for Planning Vaccination Clinics at Satellite, Temporary, or Off-site Locations](#)
- [IDPH SARS-CoV-2/COVID-19 Mass Vaccination Planning Guide](#)
- [CDC Vaccine Clinic Supply Checklist](#)
- [Vaccine Storage and Handling Toolkit](#)
- [Skills Checklist for Injection Training](#)

Before Clinic

- [Before Clinic Checklist](#)
- [Just in Time Training Computer Staff](#)
- [Just in Time Training Vaccinator Staff](#)

During/After Clinic

- [During/After Clinic Checklist](#)
- [CDC Pre-Vaccine Screening Form](#)
- [Inventory Form](#)
- [Post-Exposure Steps for Needlestick Injury](#)

Medical Surveillance

- [Just in Time Training Medical Surveillance](#)
- [Monitoring Patients After COVID-19 Vaccine](#)
- [VAERS Form](#)
- [Reporting in VAERS](#)
- [Post-Vaccination Monitoring Record](#)

Patient Handouts

- [Pfizer Emergency Use Authorization Fact Sheet](#)
- [Moderna Emergency Use Authorization Fact Sheet](#)
- [V-Safe Handout](#)
- [What to Expect After Receiving Your COVID-19 Vaccine](#)