

Best Practice Guideline	Community COVID-19 Vaccination Clinic Safety Plan
Date	February 2, 2021
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	Version: 6

Purpose

To provide Infection Prevention and Control (IPAC) guidance in the set-up and safe operation of COVID-19 vaccination clinics in community settings. Site/setting-specific protocols will need to be developed.

Procedure

General Supplies:

- Alcohol Based Hand Rub (ABHR) with minimum of 70% alcohol
- Personal Protective Equipment (PPE):
 - Medical mask as defined by the [Mask Use in Health Care Facilities During the COVID-19 Pandemic Policy](#)
 - Eye protection: if required upon performing [Point-of-Care Risk Assessment](#), use re-usable or disposable safety glasses, goggles, face shields or a visor attached to a procedure mask
- Medical mask (tongs to hand out masks) for the general public
- Ready-to-use disinfectant wipes that have a [drug identification number \(DIN\) from Health Canada](#)
- Sharps containers
- Tables and chairs: surfaces are non-porous and smooth (i.e. no wood or cloth covered) that can withstand frequent cleaning and disinfection
- Wheelchairs, cots
- Dinamap/vital signs equipment (i.e. BP machine, stethoscope)
- Stanchions to direct flow and to separate areas within the clinic

Clients:

- Passively ([using signs](#)) and actively screen for COVID-19 like symptoms at the point of entry
 - Symptomatic clients directed for testing or to seek medical assistance
- Prior to entry provide medical mask as per Ministry of Health recommendations (using tongs)
 - Perform hand hygiene
 - Remove personal mask
 - Perform hand hygiene
 - Put on a new medical mask



- Ask to perform hand hygiene, perform respiratory etiquette and be respectful of other's personal space throughout the clinic

All staff:

- Self screening for COVID-19 like symptoms
- Not coming to work when ill or working when feeling unwell
- Aware of the IPAC measures to decrease transmission of COVID-19
- Have reviewed and feel confident with [donning](#) and [doffing](#) of Personal Protective Equipment (PPE)
- Wear medical mask
- Perform Point-of-Care Risk Assessment with each client contact and add eye protection if required
- Hand hygiene - [4 moments for Hand hygiene](#); [How to Hand Wash](#); [How to Hand Rub](#)
- [Proper cleaning and disinfection](#) of stations:
 - at the beginning of the shift
 - before and after returning from breaks
 - if visibly dirty
 - at the end of the day and as needed
 - Two step process with friction action, moving from clean to dirty
- Cleaning and disinfection of electronic equipment (i.e., laptops, virtual translator)
 - Screens and keyboards: clean and disinfect using alcohol swabs at the beginning/end of shift, before and after breaks and as needed
 - High touch exterior surfaces: clean and disinfect using disinfectant wipes at the beginning/end of shift, before and after breaks and as needed
- Respect personal space with all interactions
- Break Room Protective Measures:
 - Clean and disinfect the table before and after eating
 - Hand hygiene prior to eating
 - Wear medical mask when not eating or drinking
 - Respect personal space

Immunizers:

- Wear medical mask, no gloves (unless you have cuts/are wearing a band-aid)
- With every client perform Point-of-Care Risk Assessment to determine if additional PPE is required (i.e. eye protection)
- Hand hygiene in between clients
- Paper document used throughout the day to have a protective cover or be laminated
- Clean and disinfect using disinfectant wipes (gloves may be used if skin is prone to irritation)
 - Stations: beginning/end of shift, before/after breaks, if visibly dirty, and at the end of the day and as needed
 - Chairs: same frequency as tables



- Laptops: use alcohol swabs for the screens and keyboards and disinfectant wipes for all other surfaces
- Virtual translator: use alcohol swabs for the screens and disinfectant wipes for all other surfaces

Clinic layout suggestions:

- One way flow using both physical (i.e. cones, stanchions) and visual cues (i.e. signs)
- Separate entry and exits with Alcohol Based Hand Sanitizer (ABHR) at each point
- Use [signs and posters](#) to indicate respiratory etiquette, hand hygiene, directional flow
- Each area (greeting, post-greeting queue, registration, post-registration queue, immunizer stations, After-care, storage, break area) is clearly separated to allow personal space and confidentiality
- Separate area for clients who require extra support for medical intervention and for other reasons (i.e. psychological, physical, behavioural or health condition)

At desks:

- ABHR with 70% alcohol
- Disinfectant wipes (gloves if skin is prone to irritation)
- Placement of immunization stations should allow personal space and confidentiality

At stations:

- Sharps container
- ABHR with 70% alcohol
- Disinfectant wipes (gloves if skin is prone to irritation)

After care area:





- ABHR at the entry/exit points
- Placement of chairs to allow for personal space
- Garbage containers
- Cots/stretchers, equipment used for medical intervention or mobility:
 - Clean and disinfect (emphasis on high touch surfaces) after each use
 - Use approved disinfectant product/wipes
 - After cleaning/disinfecting place a sign/sticker on the equipment indicating ready for use

Environmental cleaning and disinfection:

- Environmental cleaning and disinfection using approved product from Health Canada's list of hard-surface disinfectants with evidence against COVID-19
- Frequently touched surfaces to be cleaned and disinfected every four hours and as needed
- Public washroom cleaning and disinfection every four hours and as needed
- Mid-day cleaning and disinfection of chairs in after care area, if possible
- End of the day cleaning and disinfection:
 - Tables and chairs
 - Non-medical equipment in after care area (i.e. cots, wheelchairs)
 - All surfaces or commonly touched surfaces



- Dividers or screens (if used)
- Transport coolers and supply by direct care users
- Biomedical waste pick up

Equipment	Cleaning & disinfecting frequency	Product
BP machine: 	Direct Care user Clean & disinfect: <ul style="list-style-type: none"> • After each use • Sign/sticker identifying it has been cleaned/disinfected and ready for use 	Clinic staff: Accelerated Hydrogen Peroxide wipes
	Direct Care User Clean & disinfect: <ul style="list-style-type: none"> • After each use 	Clinic staff: Alcohol wipes
	All users clean/disinfect: <ul style="list-style-type: none"> • After each use Environmental services: <ul style="list-style-type: none"> • Cot/stretchers environment: deep clean at the end of the day 	Clinic staff: Accelerated Hydrogen Peroxide wipes
	All users clean/disinfect: <ul style="list-style-type: none"> • After each use • Emphasis on high touch surfaces (i.e. handles, armrests) Environmental Services: <ul style="list-style-type: none"> • Deep clean at the end of the day 	Clinic staff: Accelerated Hydrogen Peroxide wipes



Resources

1. [Government of Canada Planning Guidance for Immunization Clinics for COVID-19 Vaccines](#)
[CDC Guidance for Planning Vaccination Clinics held at satellite, temporary, or off-site locations](#)
2. [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#)
3. [Guidance for Influenza Vaccine Delivery in the Presence of COVID-19](#)
4. [VCH Master Equipment Cleaning Manual](#)



Appendix 1: Supplies

PART A: Supplies from Warehouse				
PeopleSoft	Unit of Measure		Category	Description
00080384	Box	1=50	Procedure Masks	Procedure Mask
00080386	Box	1=25		Mask with Visor
00011991	Each	1=1	Eye Protection	Full Face shield: Reusable
00103272	Each	1=1		Goggles: Reusable
00089476	Box	1=250	Gloves	Gloves–Small
00089477	Box	1=250		Gloves–Medium
00089474	Box	1=250		Gloves–Large
00089475	Box	1=250		Gloves–X Large
00129143	Each	1=1	Hand Sanitizer	Hand Sanitizer: 500 mL
00129142	Each	1=1		Hand Sanitizer: 50 mL
00066966	Canister	1=1	Wipes	Accel Wipes: Tub, 160 count

PART B: Printing https://printing.healthbc.org/index.aspx				
Printing	Unit of Measure		Category	Description
COVID01-C (circle) COVID01-H (hexagon)	Each	1=1	Floor Decal	Please Wait Here
COVID05	Each	1=1	Sign	Exit Only
COVID37	Each	1=1	Sign	One Way Only
COVID70	Each	1=1	Sign	Physical Distancing
COVID76 (11 x 17) COVID77 (18 x 24)	Each	1=1	Sign	Your Safety Is Our Priority (hand hygiene, mask, respiratory etiquette, physical distancing)

