

# Walgreens Immunization On-Site Clinics

Preparation Guide



# Preparing for your Walgreens immunization clinic

By partnering with Walgreens for vaccination administration, you're taking proactive measures to help ensure your participants are protected from vaccine-preventable illnesses.

This guide will help your organization safely prepare for an upcoming immunization clinic.

## Here's what we're doing to keep you safe:



### Safety protocols

We follow standard OSHA safety protocols to **prevent infection** including handwashing, changing gloves between patients, and swabbing the injection site with alcohol.



### Face masks

Our immunizers wear **surgical face masks**, to protect both patients and our team members.

# Walgreens immunization clinic overview

## 1 | PREPARING FOR THE CLINIC

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### Coordination

Identify an on-site coordinator to work with the Walgreens local contacts on clinic site information, staffing, hours, etc.



### Scheduling

Work with your Walgreens contact to set-up the appointment scheduling tool.

Distribute scheduling link and instructions to intended participants.



### Clinic setup

Follow clinic set-up requirements to ensure safety and hygiene.

## 2 | DAY OF THE CLINIC

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### Immunization

Participants must follow health and safety guidelines to receive their immunization.\*

Walgreens immunizers will administer the immunizations.

COVID-19 clinic participants will receive documentation on their existing immunization record card or receive a new card, if applicable.

## 3 | POST-CLINIC

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### Follow-up

Participants may receive reminders for subsequent doses if necessary.

In case of an unexpected or serious adverse event in response to the vaccine, report it to **VAERS**.

*\*Employers are responsible for ensuring vaccine recipients are the intended clinic participants.*



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# Clinic coordination

## Assign coordinator

Assign *at least* one person as **clinic coordinator** to work directly with local Walgreens contact to plan each clinic.

Please ensure that the following information about the clinic coordinator is relayed to your Walgreens contact when they reach out via email and/or phone:

- Name
- Phone
- Role
- Email
- Best time to be reached

## Confirm clinic site information

Your Walgreens contact will need **addresses of all desired clinic locations and dates for each clinic**, as well as **accurate estimates of number of shots per type of vaccination** to be administered. You may be asked to **confirm participant count** at least 72 hours prior to clinic date.

Your Walgreens contact will work with you to determine appropriate staffing, hours, room size, clinic set up, scheduling tool preference, and any additional supplies required to serve your participants.



# Clinic setup



## Clinic location requirements

### Room must be:

- Well-ventilated
- Clean
- Spacious enough for social distancing before, during, and 15-30 minutes after immunization

### Room must allow for:

- Reception table with garbage bin
- At least one chair for support staff
- Table with two chairs for immunizer and participant
- Additional chairs (in sight of pharmacist) for participants. Non-fabric chairs preferred for proper disinfecting procedures.



## Face masks & coverings

All participants **must** wear a face mask or face covering prior to arriving to the immunization clinic and for the duration of their visit.

**If you are unable to meet these requirements, your clinic may be postponed or rescheduled until they can be met.**

# Clinic setup

## Sample workflow set up

- 2 check-in stations
- 4 immunization stations
- Dedicated waiting area
- Observer / Flex

## Walgreens roles & responsibilities\*

### Check-in assistant

- Verify insurance information, if needed
- Obtain patient consent
- Direct patients to immunization station

### Immunizer

- Review screening for precautions and contraindications such as allergies
- Administer immunization
- Review anticipated side effects

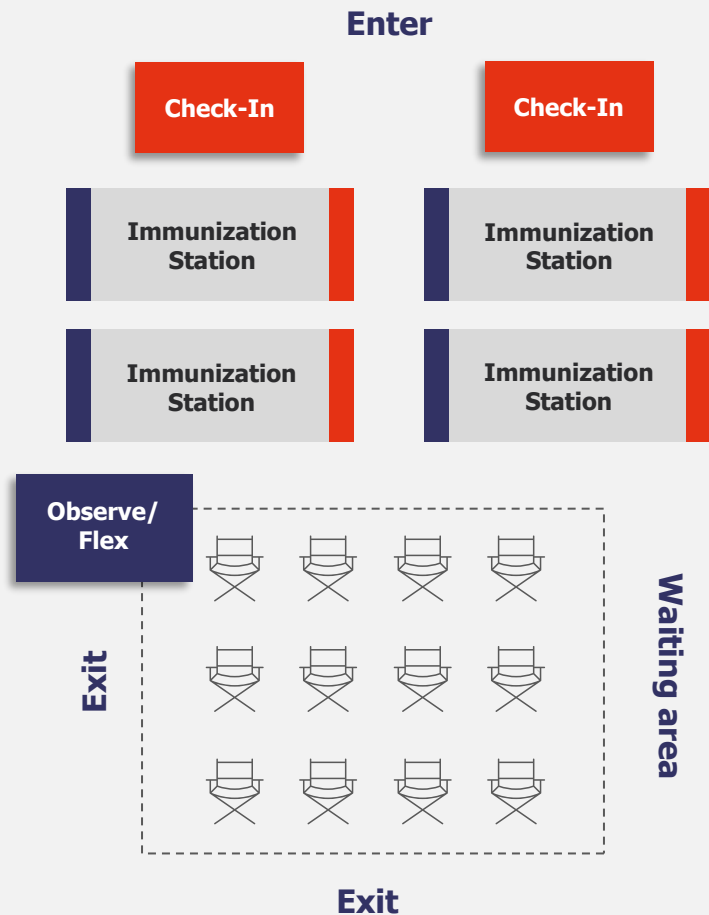
### Immunization assistant

- Prepare vaccination supplies
- Take-away documents
- Lot/Exp recorded
- Duties as requested by immunizer

### Observer / Flex

- Observe patient post-vaccination
- Flex duties based on need

- Walgreens Immunizing Team Member
- Walgreens Non-immunizing Team Member



\*Walgreens will bring adequate support staff needed to facilitate a clinic. Clinic setup may vary. Your Walgreens contact can help you determine the best option for your site and participants.

# Participant Registration Options



## Appointment scheduling tool

1. To conduct an efficient clinic, your Walgreens point of contact will assist you in the set up of our **appointment scheduling tool**
2. Once enabled, provide the appointment scheduling link and instructions to participants
3. Participants can choose from available appointment times and, within the tool, complete all required forms and registration prior to arriving at the time of their appointment
4. Participants should review the Vaccine Information Sheet in the appointment scheduling tool ahead of the clinic so that the pharmacist can address any questions or concerns they may have.



## Manual Registration Process

1. An option to use your own scheduling procedure can be utilized to help maintain your own workflow and keep your clinic organized
2. A PDF consent form will be shared with your assigned clinic coordinator to share with participants. Save time by distributing the paper forms to participants to complete prior to the clinic date. Our team will bring consent forms on-site as well.
3. Vaccine Information Sheet will be provided at the immunization encounter and a Pharmacist will be available to answer any questions or concerns that may arise to help inform the participant.

# Immunization Overview



## Participants will **NOT** be vaccinated and **SHOULD NOT** attend the clinic if:

They are feeling sick, have a fever, or are exhibiting any respiratory symptoms.

Have been diagnosed with COVID-19 within the last 10 days.



## Face mask

Participants must wear a face mask or face covering prior to arriving for the immunization clinic and for the duration of their visit.



## Social distancing

Any local or company social distancing or clinical and safety guidelines for COVID-19 may be communicated and enforced at the time of service.



## Plan accordingly

If possible, wear clothing that allows the immunizer to easily access the shoulder area for a more efficient immunization process (i.e. t-shirt and/or easy to remove layers).

**Observation:** Vaccine recipients will be asked to wait for **~15-30** minutes post-administration



## Forms & record cards

Participants must complete the pre-immunization assessment prior to arrival or at the clinic. Participants should bring their ID and insurance card with them to the clinic. If your clinic is direct-bill, an insurance card is not required.

Participants should review the Vaccine Fact Sheet or Information Statement provided for additional vaccine information.

If applicable, a Walgreens clinic team member will fill out an **immunization record card**; vaccine recipient must keep this record and bring it to subsequent clinics, as needed.



# Follow-up

## Return for second dose, if necessary

In the case of multiple-dose vaccines, patient will need to get subsequent doses administered.

## Monitor for adverse events

If there is an adverse event (side effect) in response to the vaccine by any recipient, it is recommended that it is reported to the **Vaccine Adverse Event Reporting System (VAERS)**.

VAERS is co-managed by the CDC and FDA.

Anyone can report an adverse event to VAERS, although Walgreens is happy to assist you, simply call your Walgreens point of contact.

## Reporting

When required, Walgreens will report the record of all vaccinations to your State Immunization Registry and the Centers for Disease Control (CDC).



# Questions about our employer vaccination program?

Reach out to your Walgreens Strategic Account Manager or contact with any questions.

