Preparing for your On-Site Immunization Clinic:

Thank you for choosing Walgreens for your on-site immunization clinic. By scheduling this clinic, you are taking proactive measures to help ensure you, your employees, and your community are protected from vaccine-preventable diseases.

**WHAT WALGREENS IS DOING TO KEEP YOU SAFE:**

- Walgreens has a daily screening process for our employees, which includes a temperature check before the start of each shift
- Pharmacists follow standard OSHA safety protocols to prevent infection including handwashing or hand-sanitizing techniques, changing gloves between immunizations, and swabbing the injection site with alcohol
- In addition, our pharmacists wear surgical grade face masks, as well as face shields, to protect both patient and pharmacist.

**HOW YOU CAN HELP WALGREENS KEEP YOU SAFE:**

**For Employers**

**Pre-Immunization Clinic Paperwork:**

- Make the forms provided by Walgreens (links below) available to all employees who intend to get an immunization:
  - Vaccine Administration Record (VAR)
  - Vaccine Information Statement (VIS- Influenza)
- Request that all employees who intend on getting an immunization complete Sections A, B, and C of the Vaccine Administration Record (VAR) form, ahead of the clinic.
  - If you have chosen to have Walgreens bill your employees’ Medical or Pharmacy insurance for the immunization(s), please instruct them to complete the appropriate insurance section on the back of the VAR form.
- Recommend that all employees who intend on getting an immunization review the Vaccine Information Statement (VIS) ahead of the clinic, so that the pharmacist can address any questions or concerns they may have before the vaccine is provided.

**Clinic Location:**

- Ensure the space you have selected for the immunization clinic is well-ventilated, clean, and provides ample space for employees to practice safe social-distancing (at least 6 feet) while waiting to receive their immunization, and for the 15-minute observation period after each immunization. If you are unable to meet these requirements, your clinic may be postponed or rescheduled until they can be met.
- Employer must provide non-fabric chairs (if possible), which will allow for proper disinfecting procedures.
- Print and display the following signage to help your employees practice safe social distancing guidelines (Social Distancing Signage)

**NEW Immunization Clinic Appointments:**

- An appointment scheduling tool is now available to assist with proper social distancing during your off-site clinic. If not already offered, please reach out to your store contact to have this option enabled.
- Provide all interested employees with access to our Online Immunization Clinic Appointment Scheduler, so they can select a specific appointment time frame to receive their immunization, ensuring proper social distancing guidelines are followed during the clinic.
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- When the appointment scheduler is turned on, please share the scheduler link with your employees so they can select an appointment time.
  - By doing so, all necessary information and forms will be provided directly to your employees to complete prior to arriving to the clinic.

Face Masks/Face Coverings:
- All employees must wear a face mask or face covering prior to arriving for the immunization clinic and for the duration of their visit.

For Employees

Pre-Immunization Clinic Paperwork:
- Employees who intend on getting an immunization should complete Sections A, B, and C of the Vaccine Administration Record (VAR) Form, ahead of the clinic. Bring this completed form with you to the clinic.
  - **For Section A:**
    - Complete all information in Section A.
    - Optional: If you would like Walgreens to inform your Primary Care Provider about the immunization(s) you received today, provide their contact details and this information will be shared with their office.
  - **For Section B:**
    - All persons must answer Questions 1 through 6
    - Only answer Questions 7 through 15 if you are receiving one of the vaccinations listed.
  - **For Section C:**
    - Sign and Date this form as directed.
  - **For Section D:**
    - If applicable, and as directed by your employer, you may need to complete the Medical or Pharmacy Insurance Section
    - Bring your insurance card(s) with you to avoid any delays in immunization.

- Review the Vaccine Information Statement (VIS), which should have been provided to you by your employer ahead of the clinic, so that the pharmacist can address any questions or concerns you may have before the vaccine is provided.

Clinic Day:
- Only attend the clinic if you intend on receiving an immunization. **DO NOT** attend the clinic if you are feeling sick, have a fever, or are exhibiting any respiratory symptoms.
- You must wear a face mask or face covering prior to arriving for the immunization clinic and for the duration of your visit.
- When waiting for your immunization, you will need to practice appropriate social distancing guidelines, maintaining at least a 6ft distance from others.
- The pharmacist will take your temperature using the touch-free digital thermometer. Immunization should be deferred if you are sick or have a fever.
- 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).

1 Guidelines subject to change as more information from the Centers for Disease Control (CDC) becomes available.