Preparing for your Walgreens immunization clinic

By partnering with Walgreens for COVID-19 vaccination administration, you’re taking proactive measures to help ensure your participants and members 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:

**Daily screening**

We conduct *daily temperature checks* for pharmacists and staff before the start of each shift.

**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*, as well as face shields, to protect both patients and our team members.
Walgreens immunization clinic overview

1 | PREPARING FOR THE CLINIC

Coordination
Identify an on-site coordinator to work with your Walgreens contact on clinic site information, staffing, hours, etc.

Clinic setup
Set-up the appointment scheduling tool. Follow clinic set-up requirements to ensure safety, hygiene and social distancing.

Forms & registration
Distribute necessary forms to participants planning to get an immunization.

2 | DAY OF THE CLINIC

Immunization
Participants must follow health and safety guidelines to receive their immunization*. Walgreens immunizers will administer the immunizations and keep record.

For select COVID-19 clinics, you will be required to register your participants through a dedicated COVID-19 Registration Portal that your Walgreens contact will share with you.

3 | POST-CLINIC

Follow-up
In case of an adverse event in response to the vaccine, report it to VAERS. Participants may receive reminders for subsequent doses if necessary.

*Employers are responsible for ensuring vaccine recipients are the intended clinic participants.
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 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 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 for participants
• Non-fabric chairs preferred for proper disinfecting procedures
• Displayed social distancing signage

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

Appointment scheduling tool

1. Work with your local pharmacy contact to enable the appointment scheduling tool to assist recipients with scheduling an appointment time, allowing for proper social distancing at the clinic
2. Once enabled, provide the appointment scheduling link to clinic participants
3. Participants will receive all necessary preparation information and pre-clinic forms to complete ahead of time

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.
Clinic setup

Sample workflow set up

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

Roles & responsibilities*

Check-in assistant
- Hand out consent forms
- Verify third-party billing information
- Direct patients to immunization station

Immunization assistant
- Prepare vaccination supplies
- Take-away documents
- Lot/Exp recorded on consent form
- Duties as requested by immunizer

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

Immunizer
- Review consent form for contraindications
- Administer immunization
- Sign and complete consent form

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

Pre-immunization clinic paperwork

Make the following form(s) available to all participants who intend on receiving an immunization:

Vaccine Administration Record (VAR)
  - Request that all participants complete Sections A, B, C and D of this VAR form ahead of the clinic.

Vaccine Fact Sheets and Information Statements*:
  - Pfizer-BioNTech COVID-19 Vaccine
  - Moderna COVID-19 Vaccine
  - Janssen COVID-19 Vaccine
  - Flu Vaccine Information Statement (VIS)
  - All participants who intend on getting an immunizations should review the appropriate Vaccine Fact Sheet or Information Statement ahead of the clinic so that the pharmacist can address any questions or concerns they may have before the vaccine is provided.

*For clinics that include other immunizations (e.g., pneumonia, shingles), your pharmacy team will provide the appropriate Vaccine Information Statements prior to your clinic(s).
Forms & registration

Participants who intend on getting an immunization should complete Sections A, B, C and D (if applicable) of the Vaccine Administration Record (VAR), ahead of the clinic. Participants should bring this completed form, along with their ID and insurance card, with them to the clinic.

For Section A:
Complete all information in Section A.

Optional: If participants would like Walgreens to inform their Primary Care Provider about the immunization(s) they received, they must provide the contact details and this information will be shared with their office.

For Section B:
All persons must answer questions 1 through 10*. Questions 12 - 19 should only be answered if you are receiving one of the indicated vaccines.

For Section C:
Sign and Date this form as directed.

*For COVID-19 vaccines, please answer question 11.

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Forms & registration

For Section D:

This section is applicable for particular administration site options where Walgreens is billing insurance rather than direct billing. For employer-site clinics with direct bill, this section does not need to be completed.

Review the applicable vaccine information forms, which should be provided to participants ahead of the clinic, so that the pharmacist can address any questions or concerns the participant may have before the vaccine is provided.
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 2 weeks.

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.

Efficient immunization
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.

Social distancing
When waiting for their immunization, participants will need to practice appropriate social distancing guidelines, maintaining at least a 6 ft. distance from others.

Temperature check
The pharmacist will take their temperature using the touch-free digital thermometer. Immunization should be deferred if they are sick or have a fever.

Forms & record cards
Bring the **completed** VAR form, along with **ID** to the clinic.

When applicable, Walgreens clinic team member will fill out an **immunization record card** for each recipient of the vaccine; it is important that each vaccine recipient keep this record and bring it to subsequent clinics, as needed.
Follow-up

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.

Return for second dose, if necessary

In the case of multiple-dose vaccines, patients will be reminded to follow-up to get subsequent doses administered.

Reporting

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

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More questions about our employer vaccination program?

Reach out to your sales account manager or Walgreens contact with any questions.