



COUNTY OF LOS ANGELES

Public Health

BEST PRACTICES FOR
SCHOOL BASED CLINICS

COVID-19 Vaccine Clinic Toolkit

Toolkit for School Based COVID-19 Vaccination Clinics

| | |
|------------------------------|--|
| Purpose | Schools are an important and trusted center of the community. Achieving high levels of COVID-19 vaccination among eligible students, teachers, staff and household members is one of the most critical strategies to help schools safely re-open. This guide provides information, best practices and resources to assist schools in promoting vaccination and planning for administration of the COVID-19 vaccine at schools. |
| Create a Vaccine Team | <p>Identify a team of key school stakeholders that will inspire vaccine confidence and promote a successful vaccine event. This team will coordinate the event with the vaccine provider and implement outreach initiatives to the school community, including peer to peer communication, to improve uptake. Members of this team could include:</p> <ul style="list-style-type: none">• Teachers• Students• School Nurse• Parent/PTA lead• Sports coach• ESL coordinator• Principal or Vice Principal• School board member <p>Please refer to Appendix A for the Roles and Responsibilities Guide.</p> |
| Vaccine Clinic | <p>We highly recommend scheduling one or more COVID-19 vaccine clinic on each of your school campuses. Your Department of Public Health Education Liaison will help identify a vaccine provider for your school if you do not already have one.</p> <p>When selecting clinic dates and times:</p> <ul style="list-style-type: none">• Consider multiple days to provide opportunity for all students Determine whether the clinic will take place during school hours or after hours. Evening and weekend clinics may be easier for parents to attend.• Consider selecting dates that correspond with other school events (e.g. open house, wellness fair, etc)• Remember that the second dose dates will be scheduled 3 weeks after first dose clinics <p>The vaccine provider will open the clinic(s) in MyTurn and provide the registration link or QR code to use for registration. While appointments will help the clinic move smoothly, walk-ins should also be allowed.</p> <p>In addition to school site clinics, or as an alternative, schools may promote vaccination and provide information on COVID-19 vaccine locations nearby. Please refer to Appendix B step-by-step instructions for finding vaccine clinics.</p> |

| | |
|--------------------------------------|--|
| <p>Facilities and Space</p> | <p>Identify a space for the vaccine clinic. Typical space options include:</p> <ul style="list-style-type: none"> • Designated area of school parking lot • Outdoor space • Gymnasium • Auditorium • Classroom <p>Size of the space needed will depend on number of individuals expected and the length of time of the clinic. As an example, a four-hour clinic expecting 200-300 individuals may require space for 4 vaccination stations and 20-30 chairs in the observation area. In this case, a large gymnasium allows for distancing. Whereas a full day clinic expecting 100 individuals may only need one vaccination station and 4-5 chairs for observation. A nurses station or classroom may be sufficient.</p> <p>When identifying the site, please consider:</p> <ul style="list-style-type: none"> • Weather and air quality (heat, fires as well as rain) • Accessibility • Security if the clinic will be open to the community and students will be on campus • Access to electrical outlets and/or needs for extension cords • Trip hazards if extension cords or other hazards may be present • Proximity to central supplies if additional supplies are needed • Proximity to accessible restrooms for the vaccine provider • Parking options for both vaccine providers and people attending the clinic. Parking for those with limited mobility should be identified near the vaccine clinic. <p>Configure the layout to allow spaces for:</p> <ul style="list-style-type: none"> • Check-in • Registration • Preparation area for vaccine provider • Vaccine administration • Observation area <p>It is best practice to conduct a walk-thru with the vaccine provider to review the space and confirm what the provider will bring and what the school will supply. See example site plan maps in Appendix C.</p> |
| <p>Supplies and Materials</p> | <p>Supplies and materials are dependent on both the vaccine clinic location and vaccine provider so please work with your provider to determine specific needs. A general supplies and materials list can be found in Appendix D.</p> |
| <p>Promotion and Outreach</p> | <p>The school vaccine team should familiarize themselves with general information on the COVID-19 vaccine, including:</p> <ul style="list-style-type: none"> • Vaccine facts • Frequently asked questions for parents and guardians • What teens need to know about vaccine |

| | |
|--|---|
| | <ul style="list-style-type: none"> • What to expect after vaccine <p>These resources are available in multiple languages.</p> <p>Resources and sample messaging is available in the K-12 Schools Toolkit. Best practices for school outreach strategies includes some combination of:</p> <ul style="list-style-type: none"> • Post and circulate flyers (see samples and a template in Appendix E. Handing out flyers at events like a food distribution or in person registration is effective and gives families a chance to ask questions. • Send e-mails or letters to staff, parents and students (see samples in Appendix F) • Add the registration link for MyTurn on the school website and include instructions for searching for the clinic by zip code and vaccine clinic name • Post to school social media accounts regularly leading up to the event (see samples in Appendix G). Access the CDC Social Media Toolkit: COVID-19 Vaccinations • Incorporate messaging over school announcement system • Make robocalls with information and reminders • Set up a call line available to help individuals make their appointment and to be a resource to students and parents • Provide talking points for teachers to incorporate in their class announcements (see Appendix H) • Provide talking points for coaches to make announcements to their athletes • Provide positive images of school or community members in promotional materials • Utilize testimonials in outreach (e.g. from a teacher or nurse: “I received my vaccine to keep my students, my family and myself safe”; from a student: “I received my vaccine so that I can protect myself and my teammates when playing basketball”) • Involve the PTA • Involve student leadership <p>Additional strategies that may work for your schools include:</p> <ul style="list-style-type: none"> • Schedule an educational session/townhall. Physicians from Department of Public Health can be scheduled to participate as speakers. • Plan a teacher training at an in-service day or regular staff meeting to provide teachers information and resources to provide messaging to students. • Hold a contest and ask students to creatively answer “Why I got vaccinated against COVID-19.” They may choose to create a tik-tok video, draw or create a digital image, write or perform a written poem, etc. Select winners and present them with an award or scholarship. Share submitted materials on school social media accounts or disseminate in other ways. • Set up a school photo backdrop on the day of the vaccine clinic so students can take photos after receiving their vaccine • Provide stickers that students can wear after getting their vaccine |
| <p>Consent & Age Verification</p> | <p>Consent of the parent or legal guardian is needed for non-emancipated minor. Best practice is for the parent or legal guardian to accompany the minor and provide consent in person. If the parent or legal guardian cannot accompany the minor, signed written consent is allowable [sample LAC DPH consent forms] can be found in multiple languages under the</p> |

| | |
|--------------------------|---|
| | <p>required documentation section]. Sample consent in English and Spanish. Other languages are available here. Phone or video consent is allowable, though not preferable, if the parent or legal guardian confirms they have been provided the EUA Fact Sheet or the Fact Sheet is read to them. The school may determine the best option(s) for consent for their student population based on age and other factors.</p> <p>Proof of age is required and can be verified by the school if student records are available. For non-students or if records are not available, examples of documentation can be found here LAC DPH COVID-19 Vaccination - How to get vaccinated (lacounty.gov)</p> |
| <p>Incentives</p> | <p>Providing incentives can be helpful in promoting your vaccine clinic and increasing participation. Some ideas that have worked for schools include:</p> <ul style="list-style-type: none"> • Partnering with a local businesses to provide food, scheduling a food truck or providing bags/baskets of food or snacks • Gift cards • A raffle for gifts/awards/scholarships • Items with the school logo • A special event for students • Promoting California’s Vax for the Win incentives: https://covid19.ca.gov/vax-for-the-win/ • Vaccine stickers. Call or email our COVID Vaccine Administration Call Center at COVIDVaccineReq@ph.lacounty.gov or 833-505-0761 to request stickers |

Appendices

Appendix A: Roles and Responsibilities Guide

Roles and Responsibilities

| School/School District | Vaccine Provider | DPH |
|---|---|---|
| <ul style="list-style-type: none">• Provide outreach and promotion• Host vaccine clinic on school campus• Identify a primary point of contact for the vaccine provider• Provide staff and/or volunteers to help with parking, wayfinding, check-in, etc the day of the vaccine clinic(s) | <ul style="list-style-type: none">• Set up clinic and share registration link• Provide clinical team and medical supplies• Administer vaccine | <ul style="list-style-type: none">• Identify a vaccine partner for the school• Provide print resources and in person or virtual education• Education sector liaison available to support vaccine efforts• Vaccine Administration and Clinic Call line: answer questions regarding vaccine storage, distribution, handling, etc<ul style="list-style-type: none">• Monday through Friday, 8:00am-5:00pm call 833-505-0761 or email COVIDVaccineReq@ph.lacounty.gov• Consults about Vaccine Safety: give consultations to providers regarding vaccine safety and guidelines<ul style="list-style-type: none">• 800-CDC-INFO (800-232-4636)• In case of an emergency safety question call (770)-488-7100 |

Appendix B: Step-by-Step Guide to Locate Vaccine Clinics



Los Angeles County

Searching online for a COVID-19 vaccine: a step-by-step guide

1. Type [VaccinateLACounty.com](https://www.vaccinateLACounty.com) into your web browser. (Recommend using Chrome or Safari. Do not use Internet Explorer.)
2. Click on **"How to Get Vaccinated"**. You will be redirected to the "COVID-19 Vaccine: How to get vaccinated" page.



3. Scroll down to the "Find a location near you" section:
 - Enter your zip code and how far you want to go to get a vaccine (under *Distance within* drop down menu).
 - Click the **Search** button. A list of vaccine clinics will display.

Find a location near you Reset Search

All fields are optional

Zip Code **Distance within** **Location name**

Vaccine type **Hours of availability** **Days of availability**

Only show locations where an appointment is not needed
 Only show pop-up locations
 Only show drive-thru locations
 Only show vaccinations located in public transit stations or facilities

[Click here for more search options](#) (incl. search by specific date and more)

Appointment system **Run by**

Date search options

Individual Date
 Date Range

Show locations without current appointments

Search You can also search by map to see vaccination locations (note this option does not show appointment availability)

Los Angeles County Department of Public Health
[VaccinateLACounty.com](https://www.vaccinateLACounty.com)
 Vaccine Step-by-Step Guide 7/8/21





More search options

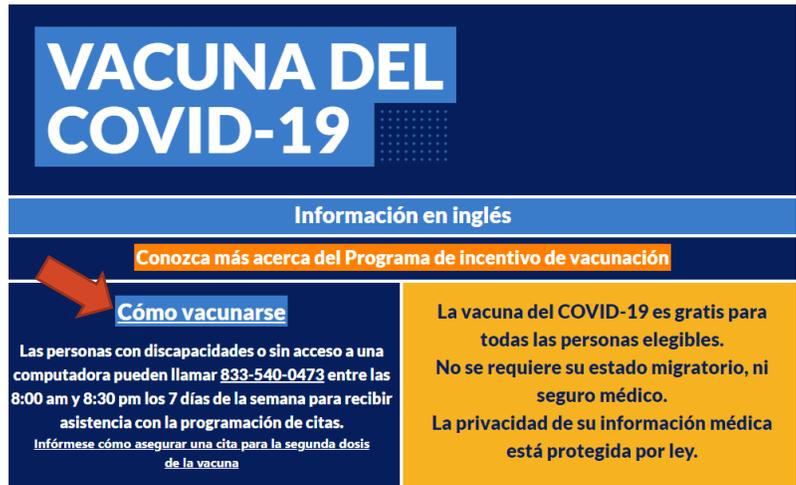
- If you are looking for a vaccine for someone **age 12-17**, go to "Vaccine type" and select "Pfizer" then click **Search**.

- You can also use additional filters to narrow your search such as hours of availability and pop-up locations.

If you need help, call the Vaccine Call Center at 833-540-0473.
 The call center is open daily from 8am to 8:30 pm. You can also call 2-1-1 which is open 24/7.



1. Escriba "VacunateLosAngeles.com" en su navegador web. (Se recomienda utilizar Chrome o Safari. No utilice Internet Explorer).
2. Haga clic en "[Cómo vacunarse](#)". Se le redirigirá a la página "*Vacuna contra el COVID-19: Cómo vacunarse*".



3. Deslícese hacia abajo hasta la sección "*Buscar un sitio cercano*":
 - Ingrese su código postal y qué tan lejos quiere ir para recibir la vacuna (en *Distancia dentro* del menú desplegable).
 - Haga clic en el botón **Buscar**. Aparecerá una lista de clínicas de vacunas.

Encuentre un sitio cerca de usted Reiniciar el búsqueda

Todos los espacios de formulario son opcionales

Código postal

Distancia dentro

- Cualquier distancia
- 5 millas
- 10 millas
- 15 millas
- 25 millas
- 50 millas

Nombre de la ubicación

Tipo de vacuna

Horas de disponibilidad

Días de disponibilidad

Mostrar ubicaciones sin citas disponibles

Mostrar solo ubicaciones emergentes

Mostrar solo ubicaciones con servicio en carro

Mostrar solo ubicaciones en estaciones o instalaciones de transporte público

Haga clic [aquí](#) para ver más opciones de búsqueda
 (Incluya la búsqueda por fecha específica y más)

Sistema de citas

Tipo de ubicación

Opción de búsqueda por fecha

Fecha individual

Rango de fechas

Incluir ubicaciones donde se desconoce la disponibilidad de citas

Buscar También puede [buscar por mapa](#) para ver las ubicaciones de vacunación (tenga en cuenta que esta opción no muestra la disponibilidad de citas)





Más opciones de búsqueda

- Si está buscando una vacuna para alguien de **12 a 17** años, vaya a "Tipo de vacuna" y seleccione "Pfizer" y luego haga clic en **Buscar**.

Tipo de vacuna

Pfizer

Seleccionar todo

Pfizer (12+ años de edad)

Moderna (18+ años de edad)

Johnson & Johnson (18+ años de edad)

Sistema de citas

- También puede utilizar filtros adicionales para limitar su búsqueda, como horas de disponibilidad y sitios emergentes (conocidos como sitios "pop-up" en inglés).

Encuentre un sitio cerca de usted Reiniciar el búsqueda

Todos los espacios de formulario son opcionales

Código postal **Distancia dentro** **Nombre de la ubicación**

Tipo de vacuna **Horas de disponibilidad** **Días de disponibilidad**

Mostrar ubicaciones sin citas disponibles

Mostrar solo ubicaciones emergentes

Mostrar solo ubicaciones con servicio en carro

Mostrar solo ubicaciones en estaciones o instalaciones de transporte público

Haga clic [aquí](#) para ver más opciones de búsqueda
(Incluya la búsqueda por fecha específica y más)

Sistema de citas **Tipo de ubicación**

Opción de búsqueda por fecha

Fecha individual

Rango de fechas

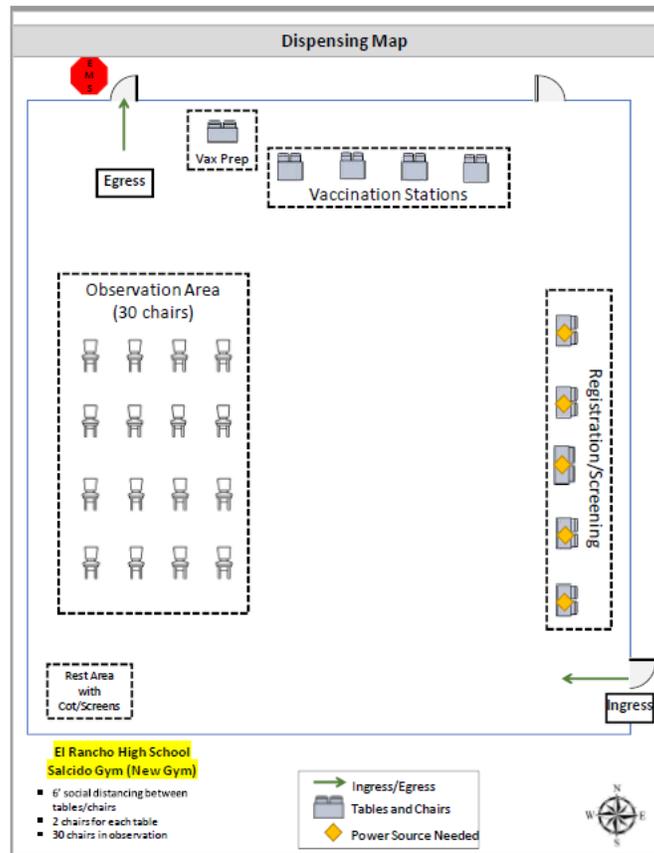
Incluya ubicaciones donde se desconoce la disponibilidad de citas

Buscar También puede [buscar por mapa](#) para ver las ubicaciones de vacunación (tenga en cuenta que esta opción no muestra la disponibilidad de citas)

Si necesita ayuda, llame al Centro de llamadas de vacunas al 833-540-0473.

El centro de llamadas está abierto todos los días de 8 a.m. a 8:30 p.m. También puede llamar al 2-1-1, que está abierto las 24 horas, los 7 días de la semana.

Appendix C: Example Site Plans



Appendix D: General Supplies and Materials Checklist

Clinical Supplies (Vaccine Provider Often Supplies Most)

| Item | Details | Number Needed | Supplied By |
|---|---------------------------|---------------|-------------|
| Non latex Exam Gloves (Size) | 100/Box | | |
| Gauze pads | 2" by 2"; tray of 50 | | |
| Biohazard Bags | Red | | |
| Bandages | 3/4" by 3"; pack of 100 | | |
| Under pads | 17.5" by 24"; pack of 100 | | |
| Alcohol wipes | Box of 200 | | |
| Disinfecting wipes | 25 sheets per container | | |
| Sanitizer Gel | 8 oz; 12 per case | | |
| Sharps containers | 1 gallon, red | | |
| Personal protective equipment (PPE) (e.g., N95 masks, face shields) for volunteer use | | | |
| AED Printed/Posted Emergency Use Authorization (EUA) | | | |
| Cot from nurse's station | | | |

Administrative Supplies (Schools):

| Item | Details | Number Needed | Supplied By |
|--------------|-------------|---------------|-------------|
| Blue Pens | 12 per pack | | |
| Black Pens | 12 per pack | | |
| Paper Pad | 12 per pack | | |
| iPads | | | |
| Sticky Notes | 12/pack | | |
| Tables | | | |
| Chairs | | | |

| | | | |
|--|--|--|--|
| Post vaccine flyers/information | | | |
| Printed/Posted Emergency Use Authorization (EUA) | | | |
| Canopies | | | |
| Trashcans | | | |
| A-frames/ candlesticks or similar sign holders | For signs to direct clients (vaccine dispensing; maintain 6 feet; keep masks on; observation area, etc.) | | |
| Signs: Arrows, registration table, exit, etc. | To clearly mark ingress/egress, stations, etc. | | |
| Staff and/or Volunteer Check-in/Check-out Log | Track staff check-in/out of site | | |

COVID-19 VACCINATION

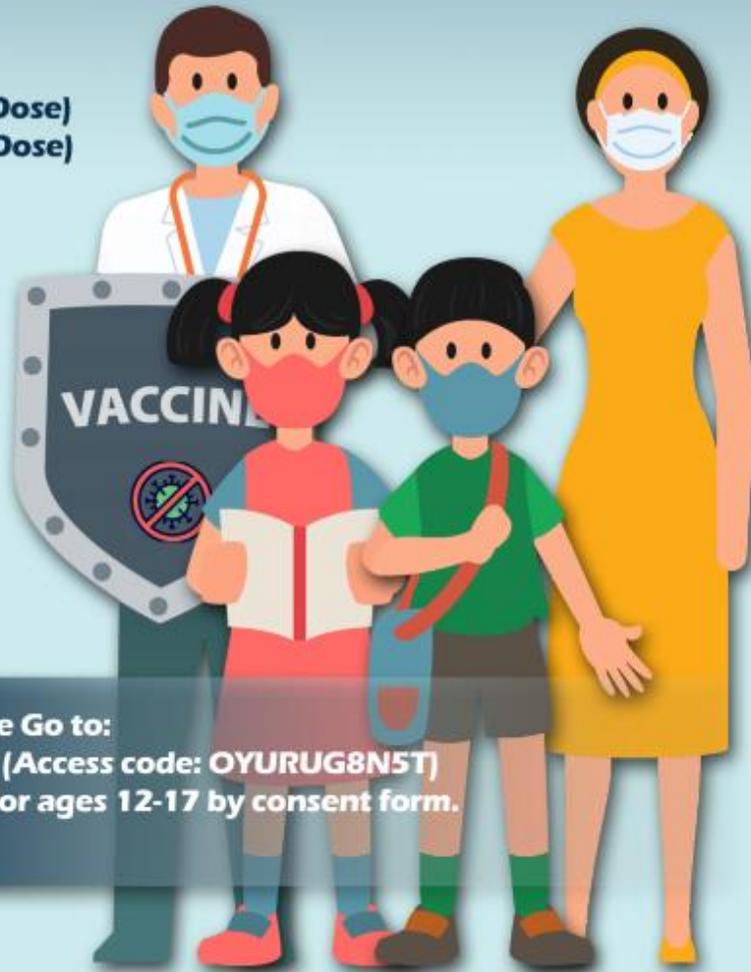


Granada Hills Charter School

10535 Zelzah Avenue
Los Angeles, CA 91344

Tuesday, June 19th (1st Dose)
Tuesday, July 10th (2nd Dose)
9:30am- 3:30pm

Pfizer Vaccine



For Appointment Please Go to:
<https://myturn.ca.gov> (Access code: OYURUG8N5T)
Vaccines are available for ages 12-17 by consent form.
walk-ins welcome!

www.scmecenter.org
833-999-SCMC (7262)



VACCINE CLINIC FOR RBUSD STUDENTS AND FAMILIES



Thursday, April 29

3 - 6 p.m.

Redondo Union High School
Sea Hawk Pavilion, Big Gym

No
Appointment
Needed –
Walk-Up
Registration
Available

While no appointment is needed, we ask that you please arrive in the below timeframe, based on which school your student attends (families with children at multiple schools are able to select from the below options):

- 3 - 4 p.m. - RUHS, Dreizler and South Bay Adult School students and families
- 4 - 5 p.m. - Parras and Adams families
- 5 - 6 p.m. - Elementary school families

Eligibility: Anyone in the RBUSD school community – students ages 16+, parents, guardians, grandparents, etc.

Vaccine: The Pfizer vaccine will be administered



For more information, call Beach Cities Health District's School Well-Being Line for School Families at 310-374-3426, and press option 2 on school days between 7:30 a.m. – 4 p.m.

VACCINE CLINIC FOR [INSERT SCHOOL NAME]

[INSERT DATE]

[INSERT TIME]



[Place School Logo Here]

INSERT LOCATION



PFIZER

FOR STUDENTS AND OUR COMMUNITY
[INSERT OTHER ELIGIBILITY]



FREE VACCINE.
NO INSURANCE
REQUIRED.
WALK-INS WELCOME.

[Insert registration link or QR code]

Appendix F: Sample E-mail or Letter

Dear **[Parent/Guardian]**,

COVID-19 vaccine: It's our turn to roll up our sleeves and get vaccinated!

It's hard to imagine a time when we didn't know COVID-19 existed. The impact of COVID-19 on our lives, our activities, and our children has affected us all. The responsibility is ours, as a community, to help stop this virus.

COVID-19 vaccines are safe and effective in preventing severe illness from COVID-19, and people who are fully vaccinated against COVID-19 may start to do some things they had stopped doing because of the pandemic.

It takes everyone.

We all need to step up to beat COVID-19. We ask you to join us in protecting yourself, your family and friends, and our school by getting vaccinated.

{INSERT QUOTE FROM SCHOOL LEADERSHIP. Suggested quote: "COVID-19 vaccination is one of the strongest tools we can use to fight this pandemic together,"} says **[NAME and TITLE]**.

Getting vaccinated adds an important layer of protection for you, your family, and loved ones. Here are some things you should know about the COVID-19 vaccine:

- All COVID-19 vaccines currently available in the United States are very effective at preventing the disease.
- The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
- Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet apart from people who don't live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and getting vaccinated.

We want everyone in our school to be safe and get back the moments we've missed.

We all play a part in this effort, and you are key. Please sign up to get your COVID-19 vaccination at

{INSERT INFORMATION ABOUT WHERE TO GET VACCINATED}.

Sincerely,

[INSERT SIGNATURE OF SCHOOL PRINCIPAL OR SCHOOL LEADER]

Appendix G: Sample Social Media Graphics, Videos and Messages

VACCINATE LA COUNTY



NOW VACCINATING
EVERYONE AGED 12 AND OLDER.

-  HANG OUT WITH FRIENDS
-  SUMMER BREAK
-  SAVE LIVES

IT'S NEVER BEEN EASIER.

For more information, visit: VaccinateLACounty.com



VACCINATE LA COUNTY

**ALREADY HAD COVID-19?
YOU SHOULD STILL GET VACCINATED.**

HERE'S WHY:

- We don't know how long natural immunity will last
- The vaccine prevents hospitalizations and death
- The vaccine antibodies will protect YOU for longer and help protect those around you



Find a location near you at VaccinateLACounty.com



COVID-19 VACCINE



FLEX YOUR DEFENSE
AGAINST COVID-19

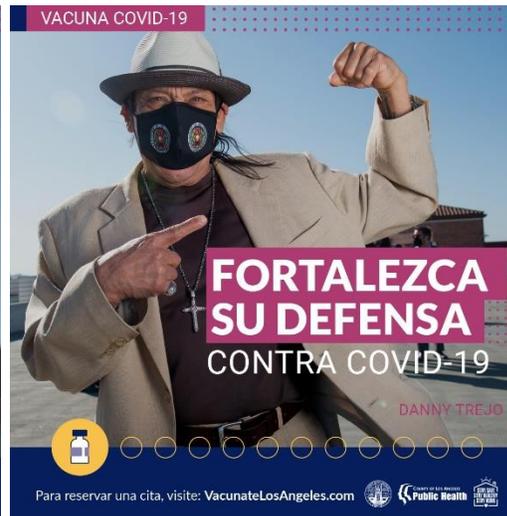
ARSENIO HALL



To book an appointment, visit: VaccinateLACounty.com

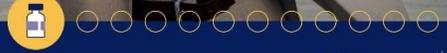


VACUNA COVID-19



FORTALEZCA SU DEFENSA
CONTRA COVID-19

DANNY TREJO

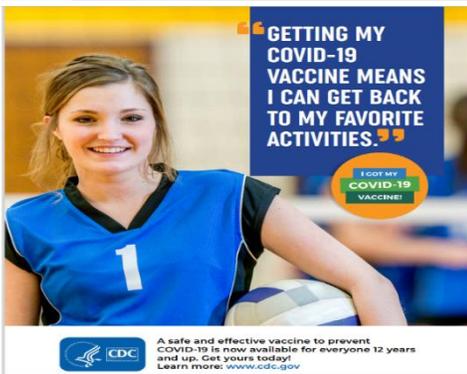
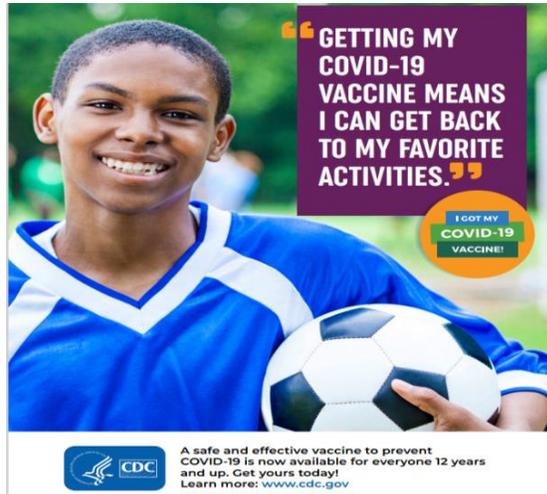
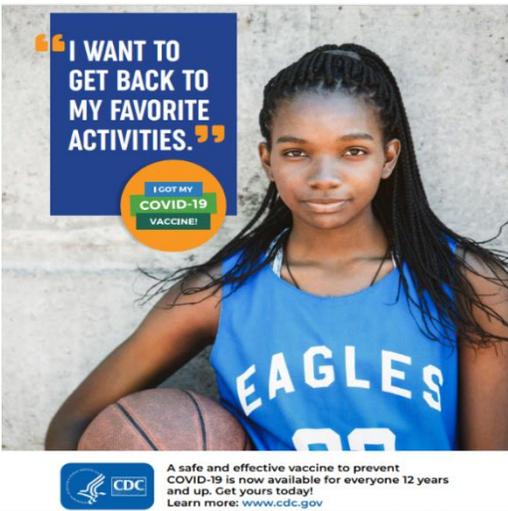


Para reservar una cita, visite: VacunateLosAngeles.com



[Find more resources at:](#)

<http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/resources.htm#CommunityToolkits>



Find more at : [Print Resources](#) | [CDC](#)

Youth Videos

Safety and Prevention: <https://www.youtube.com/watch?v=yw7LnOg9u9Q>

Friends Navigating COVID: <https://www.youtube.com/watch?v=fTKuoSU3nzk>

Handwashing: <https://www.youtube.com/watch?v=tYK5XhukB4k>

Vaccine Video: <https://youtu.be/3rDHOSIH2cU>

Appendix H: Sample Talking Points

Although studies have shown that COVID-19 in children can be mild, some children can become very ill or have long-lasting symptoms that effect their health and well-being in the long term.

Children can transmit the coronavirus (just like adults) to others if they're infected, even when no symptoms are present. The COVID-19 vaccine protects against this potential harm to the child and others, including family members and friends who may be susceptible.

The COVID-19 vaccine protects the health of our school community and as we return to the classroom.

Vaccine Numbers:

- More than 350 million doses of the COVID-19 vaccine have been distributed in the United States
- 130 Million Americans are fully vaccinated
- More than 60% of LA County Residents 16 and older have received at least 1 dose of vaccine.
 - Please check the LA County Vaccine Dashboard for most up-to-date info:
<http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/vaccine-dashboard.htm>
- All persons who are 12 and older are eligible for the COVID-19 Vaccine.

After Getting the Vaccine:

- It typically takes two weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19. You are not fully vaccinated until 2 weeks after the 2nd dose of a two-dose vaccine or two weeks after a one-dose vaccine.
- Vaccines are Free and available to everyone who is 12 and older.
- People who have been fully vaccinated can start to do some things that they had stopped doing because of the pandemic.

Appendix I: Sample Schedule of Vaccine Clinics

| Sample Schedule of School-Site Vaccine Clinic | | | | | |
|--|------------------------|-----------------|-----------------------|----------------------|-----------------|
| School name | # of eligible students | Vaccine partner | Proposed clinic dates | Proposed clinic time | Site visit date |
| | | | | | |
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