



Facility Preparation Sheet

The information provided below will help you begin preparing for your upcoming COVID-19 immunization clinic by Pharmacists at Geritom.

Being vaccinated against COVID-19 is one of the best ways to protect yourself and everyone around you, particularly those with an increased risk for severe illness. Geritom's plan for COVID-19 immunization covers all current residents and staff at licensed facilities. These points will be helpful in preparing for the immunization clinic.

Immunizer Safety

Geritom has a daily screening process for employees, which includes a temperature check before the start of each shift and a baseline negative COVID test.

Geritom Pharmacists follow standard OSHA safety protocols to prevent infection including handwashing or hand-sanitizing techniques, changing gloves between patients, and swabbing the injection site with alcohol.

In addition, Geritom pharmacists wear facemasks, as well as face shields, to protect both individual and pharmacist. All vaccine recipients must wear a facemask or face covering.

Clinic Dates

Clinics will be set up approximately 28 days apart, as the vaccine requires two doses with approximately 28 days in between doses.

On-Site Coordinator

Please determine a designated on-site coordinator, who will help with setup and running on the clinic with the immunizing Pharmacist. Typically a nurse or manager would fulfill this role, but others are welcome too.

Participant Information

Patient demographic information (first name, last name, DOB, gender, phone number, address)

Allergies and/or health conditions; race/ethnicity

Insurance information (Insurance Name, Member ID, Member Group)

Complete Consent Form

A consent form must be completed for any resident or staff member who intends to receive a vaccine.

Location Requirements

To administer vaccines safely and properly, a clean, well ventilated space is required.

Ensure the space you have selected for the immunization clinic provides ample space for residents and staff 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.

The room needs to be of sufficient size to allow for a table, garbage can, at least one chair for support staff, two chairs for the immunizer and participant, and several additional chairs for post-administration waiting.



Clinic Day

Participants should only attend the clinic if they intend on receiving an immunization. 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.

Screening and Other Information

The Geritom Pharmacist will assess for eligibility of vaccine by asking screening questions (if recipient is able) or taking participant's temperature using the touch-free digital thermometer. Immunization will not be given if participants are sick or have a fever.

- Facemasks **MUST** be worn by everyone in your facility during the vaccination clinic.
- The vaccine requires two shots administered, with 28 days between the first and second dose for maximum effectiveness.
- If you have previously tested positive for COVID-19, you should still receive the vaccination.
- Common side effects after receiving the vaccine include:
 - Sore arm
 - Mild aches
 - Fever
 - See Moderna EUA Fact Sheet for Recipients and Caregivers
 - Cannot be infected with COVID-19 by the vaccination
- To ensure your safety, we ask you to wait a minimum of 15 minutes on site after the vaccine is administered.
- Please do not receive any other vaccinations (like flu) 14 days prior to receiving the COVID-19 vaccine.

If possible, participants should wear clothing that allows the immunizer to easily access the shoulder area for a more efficient vaccination process.

The facility will be responsible for providing any additional support for individuals.

The Geritom Pharmacist will fill out a shot card for each recipient of the vaccine. If a resident moves out, provide them with their card.

Post Clinic

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 Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA). Geritom is happy to assist you. Link: <https://vaers.hhs.gov/>

Data Reporting

Geritom will submit required data to MIIC and state/county/local public health where applicable.