

# Managing a COVID-19 vaccine clinic at a school site

Access to the COVID-19 vaccine is important for a safe and healthy community. This guide provides school administrators and health staff considerations for managing a vaccine clinic in partnership with a vaccine provider. While Kaiser Permanente is a provider, we are not broadly providing onsite support with school-located vaccine clinics.

## Key takeaways:

- Collaborate with community leaders to develop a plan.
- Prepare your facility and staff.
- Develop a robust and equitable communication plan.
- Ensure the safety of staff and community.
- Build trust in vaccine safety and efficacy.

## Did you know?

Schools were considered primary vaccination sites for children, staff, and school communities during the H1N1 influenza pandemic in 2009.

*(Park et al., 2021)*

In partnership with



*National  
Association of  
School Nurses*

# Community vaccination and school-based support

Across the country, a [variety of providers](#) have been supplied vaccines to expedite its administration. These include mass vaccination sites, retail pharmacies, stand-alone and grocery store pharmacies, hospitals, clinics, county health departments, and others.

For many areas disproportionately impacted by COVID-19, schools are a familiar, accessible, and trusted resource within the community. The guidance in this chapter should be used to support a community-wide effort to expand access to the COVID-19 vaccine for all eligible groups.

See the resources section at the end of this document for additional strategies to strengthen and expand your approach.

“ Schools and school districts are consistently a large part of the daily life for many American children and families and uniquely positioned to teach about, link to, or even deliver COVID-19 vaccines. ”

— *Centers for Disease Control and Prevention (CDC)*

# Managing a COVID-19 vaccine clinic at a school site

This guide shares key considerations when hosting a COVID-19 vaccination clinic at a school in collaboration with a vaccine provider. While Kaiser Permanente supports expanded access to the vaccine in all communities, we do not act as a provider for onsite support at school-located clinics.

If you want to plan for a COVID-19 vaccine clinic at your school, start by reaching out to your [state and local health departments](#) to identify an approved vaccine provider. Your vaccine provider will be your partner in resourcing and hosting your vaccine clinic. Ensure that the partner you select is able to support vaccine administration for the age groups you plan to vaccinate; not all providers support pediatric vaccinations. Also, pay special attention to considerations for pediatric vaccine administration in school settings and any additional care that may need consent or support, during and after vaccination.

This chapter of the Planning for the Next Normal at School playbook focuses on 5 starter plays for managing a successful vaccine clinic at school, including:

- Concrete steps to help you establish a vaccine clinic at your school
- How to develop a communication plan that meets your community's needs
- Operational tips to help keep your staff and community safe

## Protect yourself and others.

Beyond vaccine clinics, continue to promote and follow CDC safety protocols and:

- **Wear a mask** over your nose and mouth when you're around others.
- **Wash your hands** often.
- **Watch your distance.**

With your help, we can reduce the spread of COVID-19.



### Important Note

Please work with your vaccine provider to assign responsibilities accordingly in each play.

# 5 starter plays for managing a COVID-19 vaccine clinic at a school site

Use these 5 starter plays to lay the groundwork for building and operating a successful vaccine clinic at your school.



## 1. Collaborate with community leaders to develop a plan

Work with health, education, and other community leaders to lay the groundwork for your vaccine clinic.



## 2. Prepare your facility and staff

Get your facility and staff ready to host a safe and productive vaccine clinic.



## 3. Develop a robust and equitable communication plan

Build a thorough and inclusive communication plan to ensure you serve all members of your community.



## 4. Ensure the safety of staff and community

Take the proper steps while operating the clinic to keep your staff, volunteers, and community safe.



## 5. Build trust in vaccine safety and efficacy

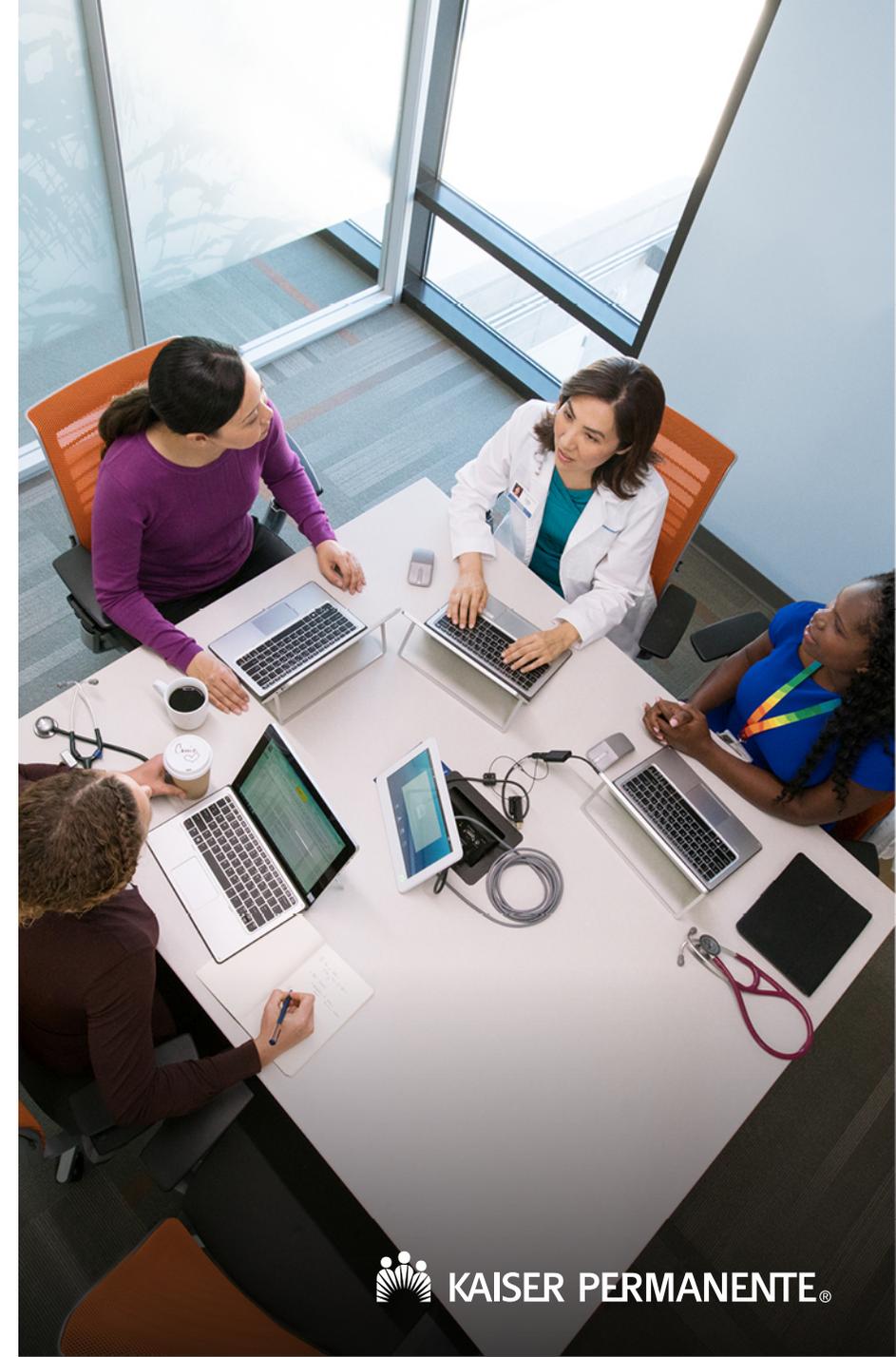
Instill trust and confidence in the vaccine by addressing the concerns in your community.



# 1. Collaborate with community leaders to develop a plan

Work with health, education, and other community leaders to lay the groundwork for your vaccine clinic.

- Establish your clinic's goals in collaboration with your local community and vaccine provider, taking into consideration school location, vaccine availability, staffing, and resources.
- Involve the appropriate stakeholders in your planning and coordination, like health and education experts (principals, superintendents, school nurses), emergency management, and local business and faith leaders.
- Use the CDC's [planning guidance](#) and [best practices](#) for satellite, temporary, and off-site clinics to inform your clinic plan.
- Partner with a vaccine provider that can access and administer vaccines for all expected age groups.
- Work with legal counsel and risk managers to assess legal protections and potential liabilities.





## 2. Prepare your facility and staff

Get your facility and staff ready to host a safe and productive vaccine clinic.

- Choose a location that meets your community's needs, including days and hours of operation, parking, proximity to public transportation, and accessibility for the elderly and people with disabilities.
- Work with your vaccine provider to obtain the right vaccine storage, handling, and disposal equipment (for example, refrigerators to store vaccines at the manufacturer-recommended temperature).
- Ensure you have the technical infrastructure to support your administrative and vaccine-management needs, like IT personnel and equipment, Wi-Fi access, and power supply.
- Prepare to manage each aspect of the registration process (for example, planning for mixed-age clinics, setting appointments, checking eligibility requirements, and planning multiple visits).
- Consider using appointments to ensure you have adequate vaccine supply and space for families or younger siblings who may be with parents and caregivers.
- Schedule on-site translators for language assistance.
- Recruit and train community and school volunteers (student nurses, firefighters, law enforcement) to support medical and nonmedical roles.
- Keep extra cleaning supplies and PPE (hand sanitizer, masks) on hand.





### 3. Develop a robust and equitable communication plan

Build a thorough and inclusive communication plan to ensure you serve all members of your community.

- Apply an [equity](#) lens to the communications plan, including [promotional](#) channels.
- Use the school's existing resources (intranet, phone tree, and emergency contacts) as well as social media and local media outlets to promote awareness of the event in multiple languages.
- Plan for and communicate the ages you will be vaccinating and how you will support easy vaccination for families (parental consent, separate but consecutive lines for adults and children, consideration for post-vaccination waiting periods for the entire family).
- Partner with trusted community leaders to share their experiences, highlight the benefit of receiving the vaccine, and address any cultural concerns that may exist in different communities.
- Notify parents, students, and community partners who will be directly and indirectly impacted by the clinic event so they can participate, promote, and effectively communicate the plans to all.





## 4. Ensure the safety of staff and community

Take the proper steps while operating the clinic to keep your staff, volunteers, and community safe.

- Coordinate with the vaccine provider to determine who's responsible for security, vaccine receipt, and storage.
- If you are offering vaccines to both children and adults, ensure there are separate vaccine administrators, storage facilities, and supplies for 5- to 11-year-olds versus those who are 12 and older.
- Ensure emergency staff is on site to oversee medication and handle potential adverse reactions.
- Develop guidelines to ensure a smooth flow of traffic from entry to exit. Factor in visitors accompanying vaccine recipients.
- Provide staff with necessary PPE; patient-facing roles should receive Level 2 mask and eye protection (face shields). Consider requiring staff to be vaccinated or test negative for COVID-19 within the appropriate time frame.
- Provide documentation to vaccine recipients that complies with your department of health.
- Debrief with staff after the event to inform future policies.





## 5. Build trust in vaccine safety and efficacy

Instill trust and confidence in the vaccine by addressing the concerns in your community.

- Lead by example to build trust in the vaccine. For instance, in communication materials, reference that your staff and community leaders have been vaccinated.
- Encourage confidence by developing caring and [empathetic messaging campaigns](#) that provide clear and simple information about how the vaccine works. Leverage a [variety of existing communication tools](#), like social media, employee newsletters, and printed materials.
- Be prepared to address [questions and concerns](#) so that people feel safe talking about any mistrust or fears circulating in national and local media outlets.
- Seek to understand the concerns in your community so you can properly address them and support [health equity](#).
- Provide [multilingual information](#) relevant to your community's needs.



“ School-located vaccination events have a long history in the United States and have successfully contributed to lower morbidity and mortality. ”

*(Kim et al., 2021)*

# Checklist: 5 starter plays for managing a COVID-19 vaccine clinic at a school site



## Important Note

Please work with your vaccine provider to assign responsibilities accordingly in each play.



## 1. Collaborate with community leaders to develop a plan

- Establish your clinic's goals in collaboration with your local community and vaccine provider.
- Involve the appropriate stakeholders in your planning and coordination, like health and education experts, emergency management professionals, and local business and faith leaders.
- Use the CDC's [planning guidance](#) and [best practices](#) for satellite, temporary, and off-site clinics to inform your clinic plan.
- Partner with a vaccine provider that can access and administer vaccines for all expected age groups.
- Work with legal counsel and risk managers to assess legal protections and potential liabilities.



## 2. Prepare your facility and staff

- Choose a location that meets your community's needs.
- Work with your vaccine provider to obtain the right vaccine storage, handling, and disposal equipment.
- Ensure you have the technical infrastructure to support your administrative and vaccine-management needs.
- Prepare to manage each aspect of the registration process.
- Consider using appointments to ensure you have vaccine supply to meet demand.
- Schedule on-site translators for language assistance.
- Recruit and train community and school volunteers to support medical and nonmedical roles.
- Keep extra cleaning supplies and PPE on hand.



## 3. Develop a robust and equitable communication plan

- Apply an [equity](#) lens to the communications plan, including [promotional](#) channels.
- Use the school's existing resources as well as social media and local media outlets to promote awareness of the event in multiple languages to students' families and community members.
- Plan for and communicate the ages you will be vaccinating, and how you will support easy vaccination for families.
- Partner with trusted community leaders to share their experiences, highlight the benefit of receiving the vaccine, and address any cultural concerns that may exist in different communities.
- Notify parents, students, and community partners who will be directly and indirectly impacted by the clinic event so they can participate or help promote.



## 4. Ensure the safety of staff and community

- Coordinate with your vaccine provider to determine who's responsible for security, vaccine receipt, and storage.
- Ensure there are separate vaccine administrators, storage facilities, and supplies for 5- to 11-year-olds versus those who are 12 and older.
- Ensure emergency staff is on site to oversee medication and handle potential adverse reactions.
- Develop guidelines to ensure a smooth flow of traffic from entry to exit. Factor in visitors accompanying vaccine recipients.
- Provide staff with necessary PPE. Consider requiring staff to be vaccinated or test negative for COVID-19.
- Provide documentation to vaccine recipients that complies with your department of health.
- Debrief with staff after the event to inform future policies.



## 5. Build trust in vaccine safety and efficacy

- Lead by example and reference how your staff and community leaders have completed the vaccination process.
- Encourage confidence by developing caring and [empathetic messaging campaigns](#) that provide clear and simple information about how the vaccine works. Leverage [existing communication tools](#).
- Be prepared to address [questions and concerns](#) in your communication strategy.
- Seek to understand the concerns in your community so you can properly address them and support [health equity](#).
- Provide [multilingual information](#) relevant to your community's needs.

# Additional resources

## Kaiser Permanente:

For ongoing COVID-19 vaccine updates, please visit [kp.org/covidvaccine](https://kp.org/covidvaccine).

## Resources:

- [Vaccine Resources and FAQ in Spanish](#) – HazloPorAmor.org
- [Vaccine Resources and FAQ for Black Communities](#) – LoveProtectsUs.org
- [COVID-19 Vaccination Information for Schools](#) – Kaiser Permanente Thriving Schools

## Centers for Disease Control and Prevention (CDC):

- [Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#)
- [Vaccinate With Confidence: Strategy to Reinforce Confidence in COVID-19 Vaccinations](#)
- [School and Child Care Programs: Operational Strategy for Reopening Schools](#)
- [How Schools Can Support COVID-19 Vaccination](#)
- [V-safe After Vaccination Health Checker: Smartphone Tool](#)

## Other resources:

- [School-Located Vaccination \(SLV\) Environmental Scan & Roundtable Reports, School nurse checklist and Immunization Manager Tip Sheet](#) - AIM/National Association of School Nurses
- [Advocating for Change: Vax to School](#) – National Education Association (NEA)
- [National Association of County and City Health Officials: Directory of Local Health Departments](#) – National Association of County and City Health Officials (NACCHO)
- [How Vaccines Work \(YouTube Video\)](#) – Yale School of Medicine
- [Vaccine Education in Multiple Languages](#) – Ad Council