

What to Expect: Hosting a COVID-19 Community Vaccination Event

TRANSCRIPT

[onscreen text] What to Expect: Hosting a COVID-19 Community Vaccination Event

[Jonathon Palmer, Executive Director, Hallie Q. Brown Center] If you're thinking about it, if you're considering this, go for it. It's going to help people. It's an easy process. Just do it.

[Narration] Hosting a community vaccination site is straightforward and rewarding experience. This video walks you through what you can expect when you submit the request form.

[onscreen text] 1, Submitting the Community Vaccination Event Request Form

[Narration] The first step to hosting a community vaccination site is to submit a request. You'll want to submit the request at least three weeks before your desired event date. If you're undecided about hosting an event, we encourage you to submit a request. The dates can always be adjusted and pushed back. And you can always change your mind and cancel your request.

[onscreen text] 2, Matching You With The Right Event Organizer

[Narration] When you submit your form, we match you with the right organizer for your event. The right organizer could be, a local public health organization, a Healthcare coalition, or the Minnesota Department of Health. It can take up to five business days to match your request with the right organizer. You'll be contacted by the organizer to schedule a planning meeting. The planning meeting includes your organization, the organizer, and the medical provider coordinating and administering the vaccines. There is usually just one planning meeting, but depending on the event, an additional meeting may be helpful. These planning meetings are an opportunity for you to get your questions answered.

[Palmer] The planning meeting was actually one meeting. It was not one of those long three-hour meetings that people get tired and you've got to have donuts to have a sugar rush in. It was over, I think, 45 minutes – tops.

[onscreen text] 3, Logistics planning: Who provides what?

[Narration] Organizations can expect to provide things like: Bathrooms for staff and volunteers; Electricity for powering small fridges; Wifi; Janitorial services; Tables and chairs; And a few smiling volunteers. The organizer and medical provider will bring: Vaccine, vaccinators and all the medical supplies; Two staff members for the day-of event; Interpreters if requested; And then items like, signage, privacy screens, cots, and wheelchairs as part of a courier kit that will be delivered during event set-up.

[onscreen text] 4, Event Outreach And Promotion

[Narration] Outreach and promotion of the event is lead by the requesting organization. You know your community best! There are materials like flyers that are available for you to use.

[Palmer] We used our social media, our e-newsletter, our website. So all the channels that we are normally communicating to our partners, to our clients, to our neighbors and friends. We were able to utilize those. A lot of the people that have come through our center for our food shelf, for our early learning center, we were able to just quickly talk to them.

[Anne Spaeth, Owner, The Lynhall] We did two social posts. We did an initial one, it used the collateral which was great. Also connected with the neighborhood associations that are around us to let them know, let their employees know, if that was something that they were still looking for.

[onscreen text] 5, Day of The Event

[Narration] When the big day arrives it takes about one hour and 30 minutes to set-up for the vaccination event. And it takes about 30 minutes to break the event down.

[onscreen text] 6, After The Event

[Narration] After the event is over, if you hosted a mobile clinic, you will receive a link to complete a short survey of the experience. We hope after watching this video you submit a request to host a vaccination clinic in your community!

[Spaeth] Well, I think as a community it's time for us to really all step up and get this done. I think there's nothing that we all want more than to just get on the other side of this pandemic.

[Palmer] This is really simple. It doesn't take a lot of thought about this, this isn't something you need to puzzle over. It's a resource for your community. It's going to help people, it's an easy process. Just do it.

[onscreen text] Host a vaccine event in your community, visit:
www.health.state.mn.us/diseases/coronavirus/vaccine/hostevent.html

Minnesota Department of Health
Communications Office
PO Box 64975
St. Paul, MN 55164-0975
651-201-4989
health.communications@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call: 651-201-4989.