

COVID-19 Mass Vaccination Site Planning Guide

This planning guide is meant to be used as a tool to coordinate vaccine events with multiple participants involved. It will help with planning the event, making sure proper equipment is available, and informing people of their roles. Some events may have one person responsible for all these pieces, but many will require input from different parts of the group.

Use this form to help organize and delegate duties, document what happened, evaluate preparation for the event, and modify preparation for future events as needed.

Date(s) and time(s) of event:

Event location:

Key roles

Event coordinator

Name:

Email:

Phone:

On-site logistics

Name:

Email:

Phone:

Vaccine transport

Name:

Email:

Phone:

Clinical lead

Name:

Email:

Phone:

Enrolled provider receiving vaccine shipment

Name:

Email:

Phone:

COVID-19 PIN:

Estimated date vaccine arriving at receiving provider:

Enrolled provider responsible for vaccine administration

Name:

Email:

Phone:

COVID-19 PIN:

Planned number of vaccinations to be given (number of vials):

Amount to be thawed:

Date:

Time:

COVID-19 vaccine redistribution

Amount being transferred (in vials):

Transfer date(s):

You should have a specific plan for each day, even if you are hosting a multiday vaccination event.

If vaccine is shipped to a different provider than the provider that is responsible for the event, you must complete the COVID-19 Vaccine Redistribution Form (redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77).

Date COVID-19 Vaccine Redistribution Form completed:

Person completing transfer form for redistribution

Agency:

Role:

Person packing the vaccine for transfer to the clinic

Agency:

Role:

Person transporting to the clinic site

Agency:

Role:

Person receiving the vaccine at the clinic

Agency:

Role:

Date of transport:

Time of transport:

Transport container type:

Supplier of transport container:

Data logger in transport container

Ensured data logger is calibrated

Vaccine storage

Information on how vaccine will be stored at the clinic site:

Keep vaccine in a cooler. COVID-19 vaccine can be stored only in a unit at the site that is being monitored with a data logger. The unit cannot contain any other material; absolutely no food is allowed in the unit. Vaccine cannot be stored overnight in the off-site unit.

Person responsible for counting the vials and doses used

Agency:

Role:

Plan for ensuring no vaccine is left over, if at all possible:

Person responsible for reporting to MIIC

Agency:

Role:

Plan for vaccine remaining at the end of the last clinic day:

Person transporting vaccine and the cooler at the end of the event

Agency:

Role:

Overnight storage plan

Criteria for overnight storage at another site:

Use a storage unit with temperature monitoring.

- Documentation that shows the unit has been stable for a minimum of 48 hours – especially no colder temps!
- Must have a calibrated data logger and a manual temperature log for minimum/maximum.
 - Documentation of minimum/maximum temperature is required before use.
- No food or drink in storage unit; ideally nothing but vaccine.

Only the absolute minimum amount of vaccine is to be stored overnight; not three- or four-days' worth of vaccine.

Have a secure, locked location. If storing vaccine in a public place, the building and room must be locked.

Remaining vaccine

Number of vials returned:

Date vials must be used by:

Time vials must be used by:

Plan for the remaining vaccine:

Use the next day for event

Transfer to another location for use

If vaccine is being used by another provider, complete the COVID-19 Vaccine Redistribution Form (redcap-vac.web.health.state.mn.us/redcap/surveys/?s=HFCMMPER77); include temperature monitoring data from during the event that documents no temperature excursions.

Transferring provider:

COVID-19 PIN:

Additionally, complete the Minnesota Department of Health (MDH) COVID-19 Vaccine Transfer Record (www.health.state.mn.us/diseases/coronavirus/vaccine/transfer.docx) to keep with your vaccine records for each redistribution.

Transporting COVID-19 vaccines

For guidance on transporting COVID-19 vaccines, please read [Transporting COVID-19 Vaccines \(www.health.state.mn.us/diseases/coronavirus/vaccine/transport.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/transport.pdf).

Resources

For more information on COVID-19 vaccines, storage and handling, administration, reporting vaccine data, and more, please refer to the [Interim COVID-19 Vaccine Provider Guide at COVID-19 Vaccine Providers \(www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/provider.html).