

COVID-19 School Vaccine Event Checklist for School Administrators

Recommended Timeline	Task Description	Check When Complete
Preparing for your school-located vaccine clinic event		
At least 3 weeks before clinic	Connect with COVID-19 Vaccine Provider Partner <i>DPH can assist in identifying vaccine partners for your school</i>	<input type="checkbox"/>
At least 3 weeks before clinic	Set a date and time for the COVID-19 Vaccine Clinics at your school <i>Decide if you want to have an ongoing clinic or just a pop-up event. Consider timing of follow-up doses, consider a time when there may be other community events on campus like wellness fairs, fall/winter/spring festivals, COVID-testing, holiday events, etc. Get an estimated count of the number of students/parents interested in receiving a vaccine.</i>	<input type="checkbox"/>
At least 3 weeks before clinic	Identify key school personnel to support vaccine clinic event coordination <i>School Principal, Athletic Coaches, Teachers, PTA, School Nurse, Student Leaders/Influencers, etc.</i>	<input type="checkbox"/>
2 weeks before clinic	Finalize clinic details and conduct a site visit of your school with the vaccine provider <i>Walk-through of your school with the vaccinating partner and school personnel who will be present at the school clinic</i>	<input type="checkbox"/>
Outreach and Promotion of Your School Vaccine Events		
2 weeks before clinic	Create a flyer with school-clinic details <i>The vaccine partner will provide web-links for optional pre-registration. Make sure you to have translated version of flyers if needed for your school. Share flyers with your DPH liaison for additional support with promoting your event.</i>	<input type="checkbox"/>
Begin sharing as early as possible, no later than 1 week before clinic	Disseminate Vaccine Clinic Information Print flyers and display at key locations on your school campus Share flyer on school website Share flyer on school's social media accounts Share flyer via parent/student platforms Share clinic information and flyer with athletic coaches and other key staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
One week before clinic	School principal to send a letter to parents with clinic information	<input type="checkbox"/>
One week before the clinic	Remind key school personnel and/or volunteers who will be present on campus during school clinic about upcoming clinic details	<input type="checkbox"/>
Host Clinic Event		
	Place directional signage and flyers/banners to guide people to the vaccine clinic location at your school <i>If the clinic is open to the community, make sure that there are signs at the entrance of the parking lot so people know where to park and where to go after parking.</i>	<input type="checkbox"/>
	Vaccine provider will arrive up to 1 hour prior to the clinic to set-up	<input type="checkbox"/>
	School volunteers tasked with directing people to clinics and promoting the vaccine clinic to passerby or students/staff who happen to be on campus	<input type="checkbox"/>
	DPH liaison is available for additional support or troubleshooting	
Assess Vaccine Clinic Event		
Within 1 week following clinic	<input checked="" type="checkbox"/> Identify what went well and lessons learned for future vaccine clinic events, if applicable. Suggested areas for review: planning process, promotion and outreach activities, physical space and set up, clinic flow, day, and time, etc.	<input type="checkbox"/>
	Schedule additional clinics as needed	<input type="checkbox"/>
	DPH liaison will check in regarding next steps and to help support additional vaccine clinics	