

School-Located Vaccine (SLV) Event Checklist

Task Description	Check When Complete
Preparing for your School-located Vaccine Clinic Event	
<p style="text-align: center;">Connect with COVID-19 Vaccine Provider Partner <i>DPH can assist in identifying vaccine partners for your school if needed. Determine what vaccines will be offered and any associated cost</i></p>	<input type="checkbox"/>
<p style="text-align: center;">Set a date and time for the Vaccine Clinics at your school <i>Decide if you want to have an ongoing clinic or a one-time event. Schedule them during a time when vaccinations are in higher demand such as back-to-school or flu season. Consider aligning them with other events on campus like community resource or wellness fairs, school enrollment events, holiday events, etc. Consider offering other needed services such as physical exams for sports participation, or resources such as food distribution for families.</i></p>	<input type="checkbox"/>
<p style="text-align: center;">Identify key school personnel to support vaccine clinic event coordination and promotion</p>	<input type="checkbox"/>
<p style="text-align: center;">Finalize clinic details and conduct a site visit at the school with the vaccine provider, if needed <i>Discuss consent requirements with vaccine provider Confirm vaccine provider arrival time and set up needs. Consider conducting a walk-through of the school with the vaccinating partner and school personnel who will be present at the school clinic</i></p>	<input type="checkbox"/>
Outreach and Promotion of Your School Vaccine Events <i>Begin at least 2 weeks in advance Consider focusing on students with conditional status or at risk for exclusion.</i>	
<p style="text-align: center;">Create a flyer with school-clinic details <i>Include registration info and required documents Make sure to have translated version of flyers, if needed for your school.</i></p>	<input type="checkbox"/>
<p style="text-align: center;">Disseminate Vaccine Clinic Information <i>Print flyers and display at key locations on your school campus Share flyer on landing page of school website Share flyer on school's social media accounts Share flyer via parent/student communications platforms Share clinic information and flyer with athletic coaches and other key staff Some families may require multiple phone calls and reminder contacts, including students who have missing doses.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p style="text-align: center;">School principal to send a letter to parents with clinic information</p>	<input type="checkbox"/>
<p style="text-align: center;">Remind key school personnel and/or volunteers who will be present on campus during school clinic about upcoming clinic details</p>	<input type="checkbox"/>
Host Vaccine Clinic Event	
<p style="text-align: center;">Set up clinic space</p>	<input type="checkbox"/>
<p style="text-align: center;">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></p>	<input type="checkbox"/>
<p style="text-align: center;">School volunteers tasked with directing people to clinics and promoting the vaccine clinic to passerby or students/staff who happen to be on campus <i>Provide resources for additional low and no-cost vaccination services Provide affirmation and information on the benefits of getting vaccinated, information on what to expect (side-effects) and how to treat them.</i></p>	<input type="checkbox"/>
DPH is available for additional support or troubleshooting	
Assess Vaccine Clinic Event	
<p>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.</p>	<input type="checkbox"/>
<p style="text-align: center;">Schedule additional clinics as needed</p>	<input type="checkbox"/>