**HOW TO USE THIS TEMPLATE**: (delete this section before printing)

Edit this template for your specific setting. Use this as a just in time checklist (either the day before or the day of your Immunization Clinic). We have kept this short for brevity in the office. Have one checklist for each Immunization Clinic day you run.

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immunization Clinic Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immunization Clinic Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Supplies

* Refrigeration is tested as per vaccine requirements
* Vaccine received and ready
* Other Immunization supplies in prep areas (syringes, alcohol swabs, etc.)
* PPE for staff and volunteers available
* Masks for patients

# Staff and Volunteers

* Team roles clear and agreed
* PPE on (surgical masks + eye protection for immunizers)
* Team Huddle completed

# Office Set up

* All signs posted in clinic & social distancing markers in place
* Hand sanitizer and disinfectant at all stations and patient areas
* All areas cleaned
* Entrance - sign-in area set up
  + Symptom screen and temperature check
  + Patient consent forms, surveys, etc.
  + Masks for patients at entrance
* Waiting and observation areas prepped (spacing, etc.)
  + Handouts: After-immunization handout, patient feedback

# Emergency Preparedness

* Staff with CPR and anaphylaxis training on site
* Crash cart prepped