

Requirements checklist for pop-up and mobile vaccination site

THIS PAGE IS INTENDED TO OPERATIONALIZE THE STATE'S FINAL GUIDANCE

Zone	Description
Physical space requirements	<input type="checkbox"/> Interior room, temporary facility, or outdoor space large enough to accommodate the required number of check-in stations, vaccination stations and observation areas.
Waiting area	<input type="checkbox"/> Adequate seating for people in waiting areas.
Check in, screening and registration	<input type="checkbox"/> Each station approximately 12'x12', spaced at least six (6) feet from any other station. <input type="checkbox"/> Stations equipped with contactless thermometers and check-in forms/ questionnaires.
Vaccination area	<input type="checkbox"/> Vaccination station - approximately 12'x12' each, spaced at least 10 feet from any other station. <input type="checkbox"/> PPE Donning/Doffing Stations – approximately 12'x 8' to ensure ample separation between doffing and donning areas.
Observation area	<input type="checkbox"/> Approximately 1200 square footage per vaccinator team for attendees to wait. <input type="checkbox"/> (Optional) Six (6) chairs per vaccinator, spaced at least six (6) feet apart from any other station and chair.
Emergency Medical	<input type="checkbox"/> (As needed) Supported by county/ local fire department.
HVAC requirements	<input type="checkbox"/> Temperature-controlled (heated and cooled) facility with ability to maintain temperature between 68 and 76 degrees Fahrenheit. <input type="checkbox"/> Ability to maintain humidity levels between 20 and 60 percent. <input type="checkbox"/> Power outlets throughout to support event equipment. (i.e., laptops, printers, portable air conditioners, heaters, etc.)
Site permits	<input type="checkbox"/> Ensure all facility use licenses/agreements and insurance certification requirements required by a vaccination site facility or location are met.
Additional requirements	<input type="checkbox"/> Tables: Four (4) per team (Admin, Vaccinator, Reconstitution and Donning & Doffing Station). <input type="checkbox"/> Chairs: 18 (10 Observation, two (2) Admin, two (2) Vaccinator and two (2) Reconstitution). <input type="checkbox"/> Wi-Fi hot spot for internet connectivity for contractor staff. <input type="checkbox"/> Space for storing supplies and equipment that can be locked/secured nightly with established access controls. <input type="checkbox"/> Break area for staff to store personal items, take breaks and eat lunch away from vaccination area. <input type="checkbox"/> Restrooms for staff with running water (cleaned per CDC guidance).
Cleanup	<input type="checkbox"/> Coordination of daily cleaning and biohazard waste removal after the day's vaccination has concluded.