

Flu Clinic Set-Up: Quick Reference Guide

Adapted from: National Advisory Committee on Immunization Guidance for influenza vaccine delivery in the presence of COVID-19 and Ontario Ministry of Health Guidance or Immunization Services During COVID-19

Important Considerations for Flu Clinics During COVID-19:

Component for consideration:	Potential impact on clinic set-up and processes:
Physical suitability of the site and adequacy of ventilation	May need to move to new site or hold outdoor clinics
Size of the site , physical distancing requirements, and jurisdictional restrictions on the size of gatherings	May need to: <ul style="list-style-type: none">• adjust the number of clients that can be scheduled in a given time period to meet requirements;• have immunizations only by appointment• for indoor clinics, have clients wait outside and call or text them when they can be taken directly to immunization room
Additional clinic tasks such as monitoring traffic flow and distancing, screening, and cleaning	May need additional clinic staff or volunteers to ensure tasks are completed
Minimizing in-person contact where possible	May need to: <ul style="list-style-type: none">• use online or call centre for booking appointments and pre-clinic wellness screening;• adjust consent and recording processes, making them paperless if possible;• have staff complete information forms on behalf of clients;• have each client use a separate pen and cleaning pens between use if a signature is needed;• equip immunization areas with all required supplies to minimize unnecessary movement during appointments;• avoid waiting areas; have clients go directly to immunization room (for indoor clinics)

<p>New client expectations such as minimizing the number of people coming to the appointment, mask wearing, and wearing accessible clothing to reduce contact</p>	<p>May need to:</p> <ul style="list-style-type: none"> • remind clients of required masking and provide masks to clients who show up without one; • require that only the client plus a caregiver if necessary attend appointment; only bring children if they are being immunized; • provide clear instructions to clients to wear accessible clothing (for example, short sleeves) to minimize the need for removal of clothing and possibly their mask to gain access to the arm
<p>One-way traffic flow for indoor clinics</p>	<p>Use of dedicated entrance/exit (where available) and one-way traffic flow system to avoid clients walking through administrative areas</p>
<p>Cold chain must be maintained in all clinic settings</p>	<p>Must ensure that the cold chain is maintained in all settings including outdoor clinics. Cold chain requirements are found here: https://www.canada.ca/en/public-health/services/publications/healthy-living/canadian-immunization-guide-part-1-key-immunization-information/page-9-storage-handling-immunizing-agents.html</p>
<p>Clients must be monitored for observation period even in outdoor or drive-through clinics</p>	<p>Must ensure that: dedicated space and staff are assigned to monitor clients for recommended observation period following immunization in all settings including drive-through and drive-in clinics; supplies necessary to manage anaphylaxis are readily available</p>
<p>Attendance tracking to facilitate contact tracing</p>	<p>Maintain a list of staff and clients attending each clinic to facilitate contact tracing if needed</p>
<p>Communicating vaccine information with minimal contact/use of paper</p>	<p>May need to:</p> <ul style="list-style-type: none"> • provide vaccine information online or in advance by mail or email; • provide pre-immunization information on large wall posters at clinic or in parking bays at outdoor clinics; • add QR codes for additional information; • ensure that vaccine information is accessible regardless of clinic set-up

Further guidance related to specific requirements related to PPE and enhanced IPAC measures can be found here: http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/health_care_providers_HPPA.pdf

Models for Flu Clinic Set-Up During COVID-19:

Type of Clinic Set-Up:	Benefits:	Factors to Consider:
In-office clinics	<ul style="list-style-type: none"> Familiar setting for clients and staff Cold chain process for vaccines is established 	<ul style="list-style-type: none"> Site size must allow for physical distancing, one-way traffic flow, and other required IPAC measures. This may limit number of vaccinations possible. Dedicated immunization and observation area(s) to avoid or limit waiting areas
Drive-through or parking lot/drive-in clinics	<ul style="list-style-type: none"> Allows for physical distancing Reduces need to re-engineer office space Convenience for client Particularly useful for people with reduced mobility or those who are apprehensive about a clinic setting Can be held at fixed or rotating locations (buildings with a marquee, car washes, warehouses, arena parking lots or drive-through tents erected for the occasion) 	<ul style="list-style-type: none"> Inclement weather plans – venues should offer shelter for the immunization team Logistics of traffic flow; clients should be advised not to arrive in advance of their appointment time to limit congestion Cold chain must be maintained Area needed for observation after immunization Occupational health concerns for vaccinators (i.e. exposure to auto exhaust or ergonomic issues trying to reach far into a car). Potential for shoulder injury in the recipient if the arm is not adequately visualized while they are in the car, resulting in incorrect landmarking of the injection site Plan for managing sharps appropriately Stagger appointment times to allow for the immunization encounter and 15 minutes post vaccination observation Signage advising patients not to exit their vehicle unless instructed to do so by clinic staff or in the case of an emergency For drive-in clinics, location with space for multiple parking bays Medicines and supplies needed to manage a potential anaphylactic reaction and staff trained in their use should be readily available; clients should be instructed to use horn if attention needed immediately.
Community space clinics	<ul style="list-style-type: none"> Weather does not impact clinic Larger spaces can allow for more clients while maintaining distancing Clinic hours and staffing can be shared/rotating across primary care practices Allows clients to attend whichever clinic location is most convenient for them 	<ul style="list-style-type: none"> Possible fees for space rental Maintenance of staff and volunteer schedule and tracking sheet to facilitate contact tracing if necessary (clear scheduling system needed if using rotating coverage by practice or provider) Ensure community space location is accessible for those with mobility issues/restrictions and provides adequate ventilation Cold chain must be maintained Other considerations as listed above for indoor clinic spaces