



On-Site Vaccination Clinic Toolkit

On-site vaccination clinics are a critical tool to make vaccinations as accessible as possible to your local community. This toolkit provides a roadmap for community organizations, schools, employers and other groups—referenced here as “host organizations”—to work directly with vaccine providers to set up vaccination clinics in places people know and trust.

HOW TO HOST A CLINIC

- ① Reach Out to a COVID-19 Vaccine Provider:** Vaccine providers include local health departments, pharmacies, health systems, and other medical providers. Each provider may have different processes and capacity to host on-site clinics. To assist, federal retail pharmacy partners have each provided details on what they offer and instructions for requesting on-site clinics, outlined below. If you do not have a pharmacy nearby, reach out to your local health department or visit [vaccines.gov](https://www.vaccines.gov) to find other vaccine providers near you. Consider talking to your vaccine provider about offering flu or other routine immunizations along with the COVID-19 vaccine at your vaccination clinic.
- ② Define Roles and Responsibilities:** While vaccine providers are typically responsible for all clinical operations and reporting, community organizations play a critical role in engaging their local community. Vaccine providers may ask community organizations to complete partnership agreements. For sample roles and responsibilities to get your planning started, see below.
- ③ Pick a Date and a Location:** Leverage the reach of your community network to pick a convenient, trusted location for your vaccination clinic. Work with the vaccine provider to consider the date and time that may work best for your community, including weekend and off-hours. Consider pairing a vaccination clinic with a community event already scheduled or being scheduled—such as a local fair or back-to-school night. For clinics using two-dose vaccines, you will also need to work with the vaccine provider to schedule the second clinic date at the appropriate time.
- ④ Conduct Outreach to Your Community:** As a trusted community organization, you will play a critical role in engaging and educating your local community. Work with the vaccine provider to finalize the scheduling and/or walk-in process. Share information about the upcoming vaccination clinic, as well as general vaccination information—including that COVID-19 vaccines are free for everyone and individuals can receive a vaccine regardless of immigration or insurance status. If your vaccination clinic will reach adolescents, make sure to share information on whether parental presence or consent is required, in line with state regulations. Work with your vaccine provider to ensure clinic attendance by using online appointments, text, and call reminders. To amplify and engage your community, consider posting on social media, sharing signage, and leveraging trusted messengers in

your community. Resources are available at [wecandothis.hhs.gov/resources](https://www.wecandothis.hhs.gov/resources) to support your organization in conducting outreach and having conversations about vaccination.

- ⑤ **Host Your Clinic:** Work hand-in-hand with the vaccine provider to finalize the operations of your event. Continue to engage your local community, including with day-of reminders. Identify a lead to liaise with the vaccine provider on-site to help ensure the day goes smoothly. Get creative to make this a fun event!

SAMPLE ROLES AND RESPONSIBILITIES

This is intended as an example to guide discussions and planning with the vaccine provider. Expectations will vary provider by provider and should be finalized directly as part of your partnership agreement.

Host Organization:

- **Lead community** engagement and outreach
- **Provide clinic location** (must be well-ventilated, clean, and spacious enough for social distancing before, during and 15–30 minutes after immunization)
- **Provide clinic facilities** (tables, chairs, garbage bins, signage, restrooms)
- **Provide logistical and administrative support** (e.g. security and line management)
- **Provide on-site clinic coordinator** to liaise directly with vaccine provider to plan each clinic

Vaccine Provider:

- **Manage all aspects of vaccine administration**—including on-site set-up, appointment scheduling (if needed), clinical and support staffing, check-in, immunization, observation, reporting and other standard requirements

HOW TO CONNECT WITH FEDERAL PHARMACY PARTNERS

Federal pharmacy partners are providing on-site vaccination clinics across the country, and may be available to partner with you to host a clinic. To help start the conversation, federal retail pharmacy partners have provided information on the types of clinics offered, minimum participation preferred or required, and instructions for how to request a clinic.

Though most pharmacy partners do not require minimum participation, some do. If you cannot meet the minimum, ask your pharmacy partner about relocating to the nearest store location.

Any other COVID-19 vaccine providers who have on-site services and wish to be listed should contact COVIDPartnerships@Who.Eop.gov.

Pharmacy Partner	Clinic Types Offered	Preferred or Required Participation	To Request a Clinic, Submit Pharmacy Partner a Request to:
Albertsons Companies, Inc. <i>(Osco, Jewel-Osco, Albertsons, Albertsons Market, Safeway, Tom Thumb, Star Market, Shaw's, Haggen, Acme, Randalls, Carrs, Market Street, United, Vons, Pavilions, Amigos, Lucky's, Pak n Save, Sav-On)</i>	Walk-up Drive-through, depending on pharmacy	20-30 participants. Pre-registration may be required, depending on the business or organization. Allowances can be made based on need.	Liz Oler, Liz.Oler@albertsons.com
Costco Wholesale Corp.	Walk-up	40 participants. Pre-registration is required, with clinic canceled if minimum is not met—except in communities where pre-registration can be a barrier to vaccination.	Becky Dant, rdant@costco.com Beth Arnold, betharnold@costco.com
CPESN	Walk-up	50 participants in 2 hours. No pre-registration is required, but organizers agree to pay the expenses associated with minimum participation, if attendance falls short.	Cody Clifton, cclifton@cpesn.com
CVS Pharmacy, Inc. <i>(including Long's)</i>	Walk-up Drive-through, only if large number of participants from different areas	30 participants. Pre-registration is required, with clinic canceled if minimum is not met or organizers asked to pay the expenses associated with minimum participation, if attendance falls short.	cvshealth.com/covid-19/return-ready/vaccination

<p>Good Neighbor Pharmacy and AmerisourceBergen Drug Corporation's pharmacy services administrative organization (PSAO), Elevate Provider Network</p>	<p>Walk-up Drive-through, depending on pharmacy</p>	<p>50-55 participants per day. No pre-registration is required, but the minimum is strongly encouraged. Clinic will <u>not</u> be canceled if minimum is not met.</p>	<p>Jason Montgomery, jasonmontgomery@amerisourcebergen.com</p>
<p>H-E-B, LP</p>	<p>Walk-up Drive-through, depending on pharmacy</p>	<p>30 participants <u>per hour</u>. Pre-registration is required, with clinic canceled if minimum is not met. OR if requested, no pre-registration is required and organizers agree to pay the expenses associated with minimum participation, if attendance falls short.</p>	<p>wellnessservices@heb.com</p>
<p>Health Mart Pharmacies</p>	<p><i>Details to be confirmed</i></p>	<p><i>Details to be confirmed</i></p>	<p>covid.taskforce@mckesson.com</p>
<p>Hy-Vee, Inc.</p>	<p>Walk-up Drive-through, depending on pharmacy</p>	<p>10 participants <u>per hour</u>. No pre-registration is required, but organizers may have to agree to pay the expenses associated with minimum participation, if attendance falls short. Clinic will <u>not</u> typically be canceled.</p>	<p>vaccineclinic@hy-vee.com</p>
<p>Publix Super Markets, Inc.</p>	<p><i>Details to be confirmed</i></p>	<p><i>Details to be confirmed</i></p>	<p>Clinical.Services@Publix.com</p>

Retail Business Services, LLC			(See contacts per brand, below)
<i>Food Lion</i>	Walk-up only	25 participants. Pre-registration is required, with clinic canceled if minimum is not met.	John Bednarz, jbednarz@foodlion.com
<i>The Giant Company</i>	Walk-up Drive-through, depending on pharmacy	25 participants. Pre-registration is required, with clinic canceled if minimum is not met.	Timothy Kaylor, Timothy.Kaylor@giantmartins.com
<i>Giant Food</i>	Walk-up Drive-through, depending on pharmacy	50 participants. No pre-registration is required, but the minimum is strongly encouraged. Clinic will <u>not</u> be canceled if minimum is not met.	Rimple Gabri, rimple.gabri@giantfood.com
<i>Hannaford Bros Co.</i>	Walk-up	50 participants. No pre-registration is required, but the minimum is strongly encouraged. Clinic will <u>not</u> be canceled if minimum is not met.	Brad Hamilton, brhamilton@hannaford.com
<i>Stop & Shop</i>	Walk-up	50 participants. No pre-registration is required, but the minimum is strongly encouraged. Clinic will <u>not</u> be canceled if minimum is not met.	Isabel Trinidad, isabel.trinidad@stopandshop.com

Rite Aid Corp.

Walk-up

Drive-through,
depending on
pharmacy

25 participants per hour. No pre-registration is required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum is not met.

www.riteaid.com/covid-19/community-clinics

Southeastern Grocers

(Winn-Dixie, Harveys, Fresco Y Mas)

Walk-up

Drive-through,
depending on
pharmacy

15-20 participants. No pre-registration is required, but the minimum is strongly encouraged. Clinic will not be canceled if minimum is not met.

Jeffrey Brooks,
JeffreyBrooks@segrocers.com

The Kroger Co.

(Kroger, Harris Teeter, Fred Meyer, Fry's, Ralphs, King Soopers, Smiths, City Market, Dillons, Mariano's, Pick-n-Save, Copps, Metro Market, QFC)

Details to be confirmed

Details to be confirmed

www.krogerhealth.com/COVIDCarepartner

<p>Topco Associates, LLC <i>(Acme Fresh Markets, Associated Food Stores, Bashas, Big-Y Pharmacy and Wellness Center, Brookshire's Pharmacy, Super One Pharmacy, FRESH by Brookshire's Pharmacy, Coborn's Pharmacy, Cash Wise Pharmacy, MarketPlace Pharmacy, Giant Eagle, Hartig Drug Company, King Kullen, Food City Pharmacy, Ingles Pharmacy, Raley's, Bel Air, Nob Hill Pharmacies, Save Mart Pharmacies, Lucky Pharmacies, SpartanNash, Price Chopper, Market 32, Tops Friendly Markets, ShopRite, Wegmans, Weis Markets, Inc.)</i></p>	<p><i>Details to be confirmed</i></p>	<p><i>Details to be confirmed</i></p>	<p>Faraaz Zaidi, fzaidi@topco.com</p>
<p>Walgreens <i>(including Duane Reade)</i></p>	<p>Walk-up Drive-through, depending on pharmacy</p>	<p>No minimum. Pre-registration is encouraged but not required.</p>	<p>https://wagsoutreach.com/COVID-Contact-Us</p>
<p>Walmart, Inc. <i>(including Sam's Club)</i></p>	<p>Walk-up Drive-through, depending on pharmacy</p>	<p>100 participants. Pre-registration is strongly encouraged to ensure minimum attendance, though walk-ins would be welcome to participate. Clinic will <u>not</u> be cancelled if the minimum is not met, unless significant lack of interest.</p>	<p>https://app.smartsheet.com/b/form/9ac7897d62fa420180f6a8ecd874e262</p>

SAMPLE INITIAL OUTREACH EMAIL TO VACCINE PROVIDER

Dear **[VACCINE PROVIDER NAME]**,

On behalf of **[ORGANIZATION NAME]**, I am reaching out to request support for a pop-up vaccination clinic in my community in **[CITY, STATE]**. The purpose of this vaccination clinic would be to **[vaccinate young people ahead of back-to-school season / make it more convenient for all individuals in my community to get vaccinated.]** We hope to host a **[walk-in only, hybrid walk-in and pre-registration]** clinic, to offer **[COVID-19 / COVID-19 and flu vaccine]**.

Our preferred clinic date and location would be **[DATE]** at **[ADDRESS or NEIGHBORHOOD, if location has not been selected yet]**. At this time, we estimate that there would be **[NUMBER]** participants. **[Insert any additional clinic requirements.]**

Would it be possible for **[VACCINE PROVIDER NAME]** to support this clinic? I am happy to provide additional information as needed or further discuss how this clinic can best work for you and our community. I can be reached by this email or **[PHONE NUMBER]**.

Thanks,
[SIGNATURE]