

CORONAVIRUS DISEASE 2019 (COVID-19)

TH Recommendations for Vaccination Clinic Hours



Audience: COVID-19 Vaccine Task Force

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COVID-19 Response Team Owner: Vaccine Operations Workgroup

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What's Changed: Updated recommended hours of operation.

Guidance Related to Hours of Operation for Vaccination Sites

This information is intended to share best practices and recommendations for vaccine clinic hours of operation based on what we know at this stage. This is a reference guide and you should defer to your state and local requirements and needs.

View through the audience you are trying to serve. As most states have expanded to phase 1b and/or 1c, this phase affords us the opportunity to test expanded hours Monday-Friday and Saturday hours of vaccination services. Start with expanded hours, at least on Saturdays, to have minimal disruption to colleague workflows. **This is not a hospital only or Medical Group/Ambulatory only initiative. This is a regional Health Ministry initiative and it is expected that you will need to tap into resources in all areas to assist with these vaccination sites for the next 6 months.**

LOGISTICS – Part 1

Considerations when setting your hours of operation:

- Vaccination site staffing availability
- Vaccine availability and storage/transport – i.e. – if you run until 9pm, you may need to return vaccines at that time.
- Patient needs – what time is most convenient for them?
- If you have multiple sites, you may want to have extended hours at only 1 site until capacity/demand requires you to expand.

Recommendations/Best Practice

- Core Hours
 - 6am – 8 pm local time when possible.
- Extended Hours

- We recommend that vaccine clinics remain open for extended hours, such as 10 pm local time, at least 2 nights per week.
- Weekend Hours
 - 10am – 4pm at least 1 day of the weekend.
- Holidays – These are unprecedented times and we defer to the states and local ministries to make these decisions.
- Inclement Weather (for drive thru) –
 - Defer to your local incident commander