

✓	Clinical Daily Operational Actions
	Ensure minimum staffing and work assignments and schedule is established for the day
	Have the appropriate Vaccine Fact Sheet for Recipients and Caregivers for the type of vaccine being offered at this CVC and have available in multiple languages, depending on target populations
	Confirm vaccine inventory is on-site to meet the expected throughput for the day
	Pre-screening of CVC staff is accomplished using temperature screening and symptom and exposure questionnaire
	Ensure appropriate quantity of Personal Protective Equipment (PPE) is staged and available for CVC staff based on anticipated daily burn rate. Ensure all staff have and utilize their PPE at all times
	Ensure availability of appropriate medical consumables based on the anticipated daily burn rate
	Ensure standby EMS crew(s) develop appropriate plans to access all areas of the CVC to provide care and transport to recipients including those not readily accessible by ambulance
	Follow CDC's Vaccine Storage and Handling Toolkit and FDA's appropriate manufacture vaccine's Fact Sheet for Healthcare Providers Administering Vaccine
	Ensure appropriate amount of sanitation and work surface disinfectant supplies
	Establish a process to verify the arriving potential vaccine recipients have an appointment that day to receive a vaccine
	Assign appropriate staff to the Recipient Exit Area/Exit Reviewer in order to observe recipients for adverse reactions to vaccine
	Establish a staging area to address any additional resource needs
	Ensure effective communication to facility support staff to track, monitor, and restock medical supplies
	Fill out all relevant information on the recipient's CDC COVID-19 Vaccination Record Card and record the date and vaccine lot number and schedule the second vaccine shot (if applicable)
	Sanitize the vaccine administration work area after each vaccine administration
	Send the recipient to the observation area to wait for the described post-vaccination waiting time per the CDC guidelines outlined in CDC's Interim Considerations: Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination