

	Facility Support Daily Operational Actions
	Conduct a pre-opening facility sweep to ensure that all safety and sanitization procedures have been followed and are in place
	Ensure minimum staffing, work assignments, and schedule is established for the day
	Ensure traffic/access control process is in place for the facility and the parking lot
	Conduct a Daily Shift/Safety Briefing with all CVC staff prior to opening the CVC
	Establish the day's battle rhythm and ensure all CVC staff are aware of it
	Review and understand EEIs and other reporting requirements for all appropriate entities
	Ensure multilingual and multimodal signage is posted that describes the vaccine recipient flow starting from outside the facility including the Check-In/Screening Area, and all the way to Observation Area
	Ensure appropriate information technology (IT) support is available
	Stage Pre-Waiting Area where vaccine recipients wait to be sent to a vaccination station
	Ensure an area is set aside for staff to take allotted break(s)
	Ensure that a process is in place to ensure that all staff have opportunities for breaks as needed.
	Verify all personnel are in place and all stations are ready to process vaccine recipients prior to opening the facility
	Ensure a process is in place for regular disinfecting of the CVC
	Conduct pre-screening of vaccine recipients at the Check-In/Screening Area using a temperature screening and symptom and exposure questionnaire
	Ensure process is in place to monitor and track facility supplies and track daily burn rates
	Monitor occupancy levels in the observation area to prevent over crowding
	Establish a staff accountability process to include a sign in (including temperature screening and symptom and exposure questionnaire) and sign out process
	Ensure a process is in place for proper handling/disposal of medical waste

	Ensure a process is in place for general facility waste handling
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	Facility End of Shift Actions
	Conduct an end of day supervisor meeting with relevant staff
	Ensure all remaining vaccines are adequately secured and stored for the night
	Thoroughly sanitize all workstations and public areas
	Ensure all medical records (PII documents) are appropriately secured and stored
	Ensure that all vaccinations have been recorded in the jurisdiction's Immunization Information System (IIS) or other reporting system, https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html and ensure that all inventory of remaining vaccine is reported per the jurisdiction's guidance
	Ensure CVC location is fully secured prior to departure

	Facility Close-out/Demobilization Actions
	Schedule and conduct pre-planning meeting(s) among the relevant stakeholder groups to ensure buy-in, synchronization and coordination.
	Coordinate with jurisdiction to complete a post-CVC evaluation and ensure post-CVC reporting and recording of vaccinations administered are provided to the jurisdiction immunization information system (IIS)
	Create or reform a demobilization/transition plan upon rightsizing/closing facilities or transferring the CVC to another organization/agency
	Close-out of all support contracts that were supporting the CVC and coordinate the transfer of the contract over to STT if necessary
	Establish a plan for the removal of all equipment and any mitigation for small damage to the facility and that equipment is disposed of in accordance with Federal regulations, and STT laws and procedures
	Complete final walk-through of the facility with the facility owner in order to secure release of liability and document condition of the facility upon departure
	Ensure the RRCC has reviewed reimbursement requests, paid all bills, and de-obligate funds

	Ensure the closeout of a Mission Assignment (MA) at the incident management (IM) and incident support (IS) levels according to RRCC defined process
	Ensure that a plan has been developed to right size or retrograde of Federal resources at the CVC as needed
	Ensure CVC closing dates are communicated by the Public Information Officers to the public if the CVC is not transitioned to STT management
	Refer to Community Vaccination Center Pilot Sites Transition Considerations for reimbursable work and costs, and application instructions for FEMA's Public Assistance program