



TotalWellness Flu Shot Delivery Guidebook

Due to COVID-19, receiving a flu shot this fall carries extra importance. TotalWellness is dedicated to providing flu shots in a safe environment. Some clients have opted to provide flu shots using an alternative delivery model. When utilizing an alternative delivery model the client will be responsible for event setup, organization, and flow.

Indoor Events

TotalWellness contractors are asked to change gloves in between each participant and hand sanitize in between participants when administering flu shots.

Sanitizing spray is also being provided in each shipment and should be utilized to keep a clean workspace. We are encouraging participants, when possible, to stand instead of sit when receiving the flu shot. This helps reduce the number of individuals touching the same chair. However, if a participant has a history of getting faint, has a fear of needles, or if you have any other concern about a participant standing to receive the shot please do have them sit.



TotalWellness has asked clients to abide by the following recommendations when holding events indoors.

Event Space

- Provide an adequate event space to host the event.
- Allow for each flu shot station to be setup at least 6 feet apart from the next station.
- Allocate a registration/waiting area where participants can stand at least 6 feet apart while they wait.
- Ensure no more than 5 stations are setup in one space. This will help ensure no more than 10 individuals are in a space at one time.

Entrance & Exit

- Designate one door into a space as the entrance and a separate door as the exit.



- Prop open doors to avoid multiple participants touching door handles.

Signage

- Place tape markers 6 feet apart on the floor, so participants have a guide on where to stand while they wait.
- Post signs about social distancing and hand washing reminders.

Consent Forms

- Attach all consent forms to the appointment registration process and encourage participants to print and bring completed consent forms to the event.
- If you are not utilizing an online registration system, make consent forms available prior to the event.
- Encourage participants to bring their own pen to the event if they did not complete the consent form in advance.

Decrease the Spread

- Encourage participants to wear face masks while participating in the flu shot event.

Outdoor Events

Some clients have opted to offer flu shots outdoors, using a drive-thru approach. For drive-thru events TotalWellness will supply vaccine in manufacturer filled syringes and the event throughputs will be reduced to 12-15 shots per hour, per nurse. We ask that nurses abide by our standard flu administration procedures including changing gloves and hand sanitizing in between each participant. Sanitizing spray will also be made available and should be used as necessary to keep a clean workspace. Participants who are receiving their first ever flu shot, should remain at the event for 10-15 minutes to ensure they do not have an adverse reaction.

The site will be responsible for organizing their event to ensure a smooth delivery. We've provided the recommendations below to clients when setting up a drive-thru event.

Event Flow Design

- Clearly define delivery lanes using cones or other markers.
- Create clear entrances and exits with signage.
- Develop sensible areas to be used for form pickup and shot administration.
 - Setup form pickup tables and nurse stations on the driver's side of vehicles.
 - Establish a vehicle waiting area for participants who need to remain at the event for 10-15 minutes after receiving their first flu shot.
- Develop signs to address driving directions (arrows, stop signs) and event instructions such as completing the consent form if not done already.



- Directional signage should be displayed at every entrance, exit and choice to turn.

Weather Preparation

- Provide a tent or awning to deliver the flu shots under. This is important to provide shade and a cooler environment for flu shot delivery.
- Provide paper weights or similar weighted objects to keep papers and other items from blowing in the wind.
- Provide a nearby indoor, temperature-controlled facility for vaccine and extra supply storage. Nurses will keep coolers with cold packs at their station, but it is beneficial to only keep small quantities of vaccine at each station and replenish as necessary from the main supply station.
- Create a backup plan for extremely rainy or windy days.

