



Selecting an Event Location: Outdoor or Indoor

Selecting an event location

Traditionally, flu clinics are held indoors. However, this year an outdoor clinic may better suit your needs. When selecting a clinic location, it is important to consider which type of location will allow for social distancing and which type of location will your participants feel most comfortable with.

- How do most participants arrive at the worksite?
 - If most take public transportation, an indoor event may be better attended than a drive through clinic.
- Does my location have a large parking lot that could accommodate an organized flow of vehicles?
 - Locations with small parking lots or locations near busy intersections are not ideal for drive through events.
- Will my indoor space allow for social distancing?
 - Even with appointments, participants may need to wait a short time to receive their flu vaccination. It is important that waiting areas allow participants to space out at least 6 feet from one another.
- How many stations can my space accommodate?
 - Each station (indoor or outdoor) should be set up to allow nurses at least 6 feet of distance between each other. Consider spreading events across multiple days if your location can only accommodate one or two stations.

Indoor Events

When holding events indoors, use the following recommendations.

Standard Indoor Flu Clinic

- Standard Indoor Flu Clinic- model used in previous years. 20 appointments per hour, approximately 3 appointments every 10 minutes.

Event Space

- Provide an adequate event space to host the event.
- Allow for each station to be set up 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.

Consent Forms

- A digital consent form will be available for completion upon registration. The nurse will also have hard copies of the form available at the clinic.
- Using the promotional pieces provided by WebMD, encourage participants to complete the digital consent form upon registration, prior to their appointment.

Outdoor Events

Clinics held outdoors, using a drive through approach, will require a bit more planning by the site coordinator. In addition, while indoor events can accommodate a flow of 20 appointments per hour, per nurse; we will reduce the flow to 12 appointments per hour per nurse for drive through clinics. Outdoor clinics can be scheduled 9/6/2022-10/31/2022.



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Location Selection

- Select a location that is large enough to accommodate the flow of vehicles in an organized and efficient manner.
- Avoid hosting your clinic at locations that are directly attached to or near busy roads/intersections. You do not want to create a traffic backup for vehicles not participating in the clinic.
- If your parking lot is shared by other tenants or owned by another entity, be sure to receive appropriate approvals prior to hosting your event in the parking lot.
- If your parking lot is public property, ensure you obtain the proper permits to host the clinic at the location.

Event Flow Design

- Assess the number of lanes that can be accommodated at your location.
 - Use cones to designate lanes.
 - A minimum width of 13 feet per lane and a radius of 18 feet for turns is recommended.
- Decide on suitable locations for entrance and exit points that can accommodate traffic flow and will not block external traffic patterns.
- Develop sensible areas to be used for form pick up and vaccine administration.
 - Setup form pick up 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 vaccination.

- Develop signs to address driving directions (arrows, stop signs) and event instructions such as completing the consent form if not done already.
 - Each sign should be at least 18 by 24 inches in large block font, secured to the ground or post, and made from weather resistant material.
 - Signs at large venues with multiple lanes should be made for every lane (numbers and arrows).
 - Directional signage should be displayed at every entrance, exit and choice to turn.

Weather Preparation

- Provide a tent or awning to deliver the vaccinations under. This is important to provide shade and a cooler environment for vaccine administration.
- 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 cold, rainy or windy days. Reserve an indoor space as a back up to the drive through clinic.

Event Communication

- Communicate in advance both about the drive through process and the recommendation to complete the consent form online in advance.
- Encourage participants to wear masks while receiving their vaccination.