

COVID-19 Vaccination Program Provider Preparation Checklist

- Review the [Preparing to Enroll in the COVID-19 Vaccination Program guide](#) (PDF) to understand the participation requirements and enrollment process.
- Review or develop operational plans for vaccinating staff and patients. Plans should include steps to ensure safety, reduce crowding, and follow physical distancing recommendations.
 - Review guidance for planning vaccination clinics and pandemic influenza:
 - CDC, [Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#)
 - CDC, [Vaccination Guidance During a Pandemic](#)
 - CDC, [Pandemic Influenza Vaccine Targeting Checklist](#) (PDF)
 - National Adult and Influenza Immunization Summit, [Checklist of Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations](#) (PDF)
 - Immunization Action Council, [Resources for Developing Mass Vaccination Clinics](#)
 - Review the [CDC operational playbook](#) (PDF) and [Washington state's COVID-19 Interim Vaccination Plan](#).
 - Assess staffing capacity for planning clinics and process for training staff involved (Just in Time Training - JITT).
 - Work with occupational health partners to determine their capacity for vaccination clinics and potential barriers to their participation.
 - Consider whether you could help to vaccinate other individuals from outside your organization and notify your local health jurisdiction or emergency readiness partner.
- Identify refrigerators and freezers to store vaccine. Assess capacity and process for [storing and monitoring vaccine](#), including continuous vaccine temperature monitoring:
 - Refrigerators
 - Freezers
 - Ultra-cold (-80° C)
 - It is not recommended to purchase ultra-cold storage units if you do not already have this capacity.
 - Continuous temperature monitoring
- Assess process for monitoring and tracking staff and patients receiving vaccine, and process for reminding staff or patient about their second dose.
- Test vaccination plans through tabletop exercises or seasonal influenza vaccination clinics.

More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.