Checklist for Coordinating Worksite and Community-Based Vaccine Clinics for Farmworker Families

PURPOSE

This checklist provides health centers and/or other community-based organizations serving agricultural workers to collaborate with agricultural employers and public health authorities the information they need before, during, and after vaccination clinics for agricultural workers and their families in a variety of settings.

VACCINE CLINIC INFORMATION

Review this checklist during the planning stage of the vaccination clinic. This checklist includes sections to be completed before, during, and after the clinic. This document is available as a PDF with active links, but feel free to print this checklist and write on the document as needed.

Make sure you and your clinic partners designate a point person or a team who will be responsible for coordinating with the organizations, employers, and individuals involved in the vaccine clinic to ensure a smooth planning and execution process.
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BEFORE THE VACCINE CLINIC

PLANNING

Convene Partners:

- Identify groups or organizations that serve or work with agricultural workers and their families (such as other employers or industry associations, Health Centers, community health workers, non-profit organizations, etc.)

- Designate a “clinic coordinator” or team who will be the primary point of contact for employers, individuals, organizations, and the vaccine provider(s). The clinic coordinator or team can work to send reminders, provide instructions and guidance, and collect needed data from all participating agencies.

Select the Day, Time, and Location:

- Select the day and the time that works best for agricultural employers and agricultural workers and their families in the area. This time may be on evenings or weekends.

- Be sure to schedule the second vaccination clinic date in advance to provide agricultural workers with a tentative date to receive their second dose, if applicable.

- Select the most convenient available location based on workers’ transportation access. This could be a worksite, agricultural workers housing site, nearby clinic, pharmacy, etc.

- Consider partnering with transportation providers to make it easy to access the clinic, if the clinic is not held on the worksite.

- Select a location that has sufficient space to ensure enough room for parking, waiting lines, physical distancing, vaccination stations, and an area for monitoring those who receive the vaccine 15-20 minutes post-vaccination. Prepare and use COVID-19 prevention signs (physical distancing, use of face masks, etc.)

Schedule Extra Clinic Staff and Volunteers for:

- Monitoring traffic flow and waiting areas.

- Screening people entering the clinic site for COVID-19 symptoms. Provide hand sanitation if possible.

- Registration and consent processes, including contact information for follow up.

- Cleaning before, after, and during the event.

- Ensuring that all materials are translated in the language(s) agricultural workers understand (including registration information, signs, educational materials, etc.). If workers or their family members have low literacy levels, be sure to have extra volunteers who can help people explain and fill out necessary forms.
Prepare the Clinic Space:

- Determine and label separate entrance and exit points.
- Determine and label one-way foot traffic through the vaccine clinic and leave space for clinic functions:
  - Screening.
  - Registration.
  - Health education booth/table with a health care provider who can answer pre-vaccination questions.
  - Vaccine storage with proper storage equipment.
  - Vaccination stations (at least 6 feet apart, designated stations for each vaccine type offered, if applicable).
  - Waiting areas for post-vaccination observation.
  - Emergency care in case of an allergic reaction or other adverse reaction.
  - COVID-19 testing area.
  - Area for evaluation/treatment of patients with other medical needs.
  - Secure area for staff to leave personal items.
  - Area for administrative work and documentation.
  - Biohazard waste disposal.
  - A staging area where people line up according to their appointment times and organization affiliation.
- Designate separate parking areas for participants and staff/volunteers the morning of the event.
- Prepare a photobooth or selfie station for vaccine promotion.
- Support any logistics related to vaccine transportation and storage.

ADDRESSING PARTICIPANT CONCERNS

- Host a COVID-19 vaccine informational session for agricultural worker families and provide credible and accurate information prior to the clinic if possible.
- Make time for one-on-one conversations with a health care provider (and interpreter if needed) for agricultural worker families who have questions.
OUTREACH & MARKETING CONSIDERATIONS

☐ For community events, conduct outreach to agricultural worker housing sites or on farms to promote the vaccine event.

   *If you need help locating farms or farm labor housing sites, please refer to the resource list at the end of this checklist.

☐ Distribute promotional flyers indicating the time and date of the event (created by host organization) in appropriate languages at key gathering places on the farm or in community locations frequented by agricultural workers, such as grocery stores, churches, or other locations.

☐ Conduct an educational session about the vaccine a few days prior to the event when possible. If it is not possible, be sure to have a tent or table set up on-site during the vaccination clinic staffed by public health or health care staff where agricultural workers can ask questions prior to or after getting the vaccine. Make sure interpreters are available if staff do not speak the same language as the agricultural workers.

☐ Distribute Call for Health//Una Voz Para La Salud cards for workers migrating between doses. (Click here to order Call for Health materials). Please refer to the "Resources" section in this checklist.

DURING THE VACCINE CLINIC

EVENT LOGISTICS

☐ Conduct temperature checks for all persons entering (including volunteers, staff, and patients).

☐ Ensure that all patients wear a face covering/mask and have extra masks on hand for people who arrive without a mask.

☐ Ensure that all staff wear recommended personal protective equipment (PPE).

☐ Make sure that all social distancing guidance is followed, including signs, banners, and floor markers to instruct staff and patients where to stand, shields as appropriate when the 6-foot minimum distance cannot be observed, and one-way traffic flow.

☐ Provide name tags or stickers for volunteers so they are easily identifiable and assign them to all areas of vaccine clinics.

☐ Have staff interpreter who can help facilitate conversations or questions between patients and health care or public health personnel.

☐ Conduct patient screening for contraindications and precautions for the specific vaccine(s) in use before receiving that vaccine(s).

☐ Have volunteers to assist in filling out registration forms for patients requiring help.
Assign a group of volunteers to coordinate vaccine promotion activities that include setting up space for a photobooth or selfie station for patients who would like to snap a picture after being vaccinated. If possible, get creative with balloon arch/backdrop, etc. Identify people willing to give their testimony on experience receiving the vaccine. Please refer to the “Considerations to collect photos and video during vaccination clinic” section in this checklist.

During the 15-minute observation period, have volunteers provide wrap around educational materials while workers wait post-vaccine (housing, rent assistance, secondary side effects & treatment, vaccine confidence material to encourage them to return for second dose).

Ensure that patients receive proof of vaccination for their personal records and instruct patients to take a photo of their vaccine card in case the card is lost.

Have a volunteer’s tent with water, coffee, and snacks.

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Encourage and sign-up people/ community leaders at event to become Vaccine Ambassadors in their communities. They can be ambassadors in their church, neighborhood, or workplace and pass out literature provided to them.

Have a person or group of people solely in charge of disinfecting before event, during event, after the event.

AFTER THE VACCINE CLINIC

Clean up site and properly dispose of trash.

Make follow up calls and send reminder text messages for anyone receiving a second dose approximately one week before they need their second dose.

Follow up with Community Vaccine Ambassadors / Community leaders to provide training.

Document best practices and challenges experienced during the vaccine clinic.
NON-CLINICAL SUPPLIES AND MATERIAL

Materials

- Event promotion flyers that include the time, date & location of event, eligibility requirements, if vaccine card is needed (for second dose events), reminders to bring hat, water, face coverings, and any other necessary information.

- Registration sheets in all languages needed. Registration sheets should ask if the patient is a farmworker, and if they may move to other place for work soon).

- Sign-in sheet, if desired.

- Vaccine educational materials about side effects, when to call the doctor, etc. Find them here: http://www.ncfh.org/covid_resources_for_ag_workers.html

- Other support information for farmworkers on legal assistance, cash assistance, consulate information, organization contact information, etc.

Refreshments

- Water bottles
- Ice chest(s)
- Ice
- Coffee
- Disposable cups
- Snacks (fruits, chips, cookies)

Equipment & Supplies

- Tables and chairs (1 table and 2 chairs per vaccination station)
- Tents for shade
- Privacy screens (for at least one)
- Vests for personnel directing traffic
- Sunscreen
- Alcohol-based hand sanitizer (at least 70% alcohol)
- Hand soap
Cleaning supplies

PPE for staff (masks, eye protection, gloves)

Masks for patients who come without

Infrared thermometers (if performing temperature checks at screening station)

Disposable table covers that can be changed if soiled

Tissues

First aid kits

COVID-19 testing kits

Technology (if using):

Computers / tablets

Printers

2D barcode readers

Internet access / Hotspots

Outlet strips (multi-plug) and extension cords

Office supplies (clipboards, nametags or stickers, tape to mark the floor, pens, printer, paper, markers, etc.)

Wastebaskets

Biohazard waste bags and baskets

Temporary shelters
CONSIDERATIONS TO COLLECT PHOTOS AND VIDEO DURING VACCINATION CLINIC

The following recommendations will assist your organization capture and collect media for use by your organizations to promote vaccine confidence. Be sure to follow your organization’s guidelines for photo permissions.

Technical Needs

- Cameras or smartphones capable of best possible quality video and photo.
  - Before capturing video or photos, verify the high-quality settings are selected.
- External microphone with wind screen (if possible)
- Tripod or phone stand (if possible)

Photos

- Capture photos in landscape mode (horizontal).
- Capture casual action photos such as things going on.
- Capture pictures where people are excited to get vaccines
  - For example, patients with their vaccine ID or with their family.
- Capture pictures of the facility and the things that are going on
  - For example, lines, reception, booths, wait areas, PPE, etc.
- Get authorization of all the subjects through written photo/video releases.

Videos

- All videos should be recorded in landscape mode (horizontal)
  - Always record in landscape mode with the exception if you are going live on social media sites. Going “live” on social media is best in portrait mode/vertical.
Be aware of weather, wind, and noise conditions for interviews.
  ○ Indoors are best for interviews.

Utilize an external microphone as close to the subject as possible
When possible, use a tripod or phone stand for steady footage.
When asking questions, pause for a few seconds between the subject talking and the interviewer speaking.
Capture video of what is going on.
  ○ B-roll like forming lines, waiting areas, etc.
Get authorization from all subjects
  ○ Be sure to have written release forms or video release forms ready.

RESOURCES


If your organization needs assistance contacting agricultural employers to host vaccination clinics, contact:

- NCFH Employer Engagement Coordinator: Matt Solberg | (202) 812-8683 (cell) | email: solberg@ncfh.org
- Office of Foreign Labor Certification: seasonaljobs.dol.gov
- TRLA H2-A Tool Designed for Farmworker Advocates: https://trla.shinyapps.io/H2Data/

CALL FOR HEALTH

Call for Health helps agricultural workers and their families access health services in their area in the United States. Call for Health provides information about COVID-19 and vaccines, COVID-19 testing, vaccination, and other services in their communities!

- Phone: 1-800-377-9968
- WhatsApp: (737) 414-5121
- Facebook: www.facebook.com/UnaVozParaLaSalud
- Instagram: www.instagram.com/UnaVozParaLaSalud/
- Click here to order CFH Cards/Posters/Keytags

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“This publication is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $435,561 with 0 percentage financed with nongovernmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.”