

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

Updated May 2022

## Purpose

This checklist is designed to provide health centers and other community-based organizations information they need to know before, during, and after hosting a vaccination clinic in their community, specifically for those collaborating with agricultural employers and public health authorities to serve farmworkers and their families in a variety of settings. It also includes active links with additional information and can be printed to write on as needed.

## Types of Vaccine Clinics/Public Health Events

While this checklist is focused on COVID-19 vaccination clinics, this tool can also be used to plan and prepare for any type of public health event in your community that is preventative or addresses specific health outbreaks. In situations that require an urgent response like the COVID-19 pandemic, it is critical to mobilize your staff and community partners to mitigate the impact of infectious diseases. This list includes items to help you prepare, host, and follow up after your event.



## Patient Considerations

Given the unique needs and challenges faced by farmworkers and their families, we encourage you to keep the following in mind as you prepare for your public health event.

- Farmworkers may lack transportation. Consider hosting your vaccine clinic at a labor camp, work site, housing site, nearby health center, pharmacy, school, or location that has accessible transportation options. Arrange for transportation or offer transportation vouchers or bus passes for travel if needed.
- Farmworkers often work long hours every day. Consider scheduling your vaccine clinic in the evening or the weekend to accommodate for their workday.
- Farmworkers may have language access needs. Identify which languages are preferred by farmworkers in your community and arrange interpreters to be on site to assist your farmworker population.
- Farmworkers may have low literacy levels, and some may not fully understand the U.S. healthcare system, especially if they have recently arrived to the U.S. Ensure staff or volunteers can assist patients to fill out forms, explain confidentiality, and clarify the need for health information.

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## Before

Designate a clinic coordinator as the primary point of contact, who will be in charge of planning and communicating with everyone involved.

Identify partners to collaborate with (ex: agricultural employers, grower associations, non-profit organizations, faith, or school-based organizations, etc.)

### **Arrange meeting with partners to coordinate.**

Identify roles and responsibilities of each partner involved.

Identify dates and times. Be sure to schedule future dates in advance if you plan to provide multiple doses and/or boosters so patients can receive that information.

Select a location that is convenient and has enough space for all “clinic stations,” including parking, reception area, vaccination area, observation area, etc.

Determine appointment times if needed (ex: schedule patients 15 mins apart) and how vaccine will be administered.

Determine how registration will occur and identify the forms needed for patient consent and translate the forms into languages spoken by farmworkers.

Identify additional health education materials and community referrals to hand out. Translate them if needed.

Prepare and distribute clinic marketing materials including any brochures, flyers, radio announcements, social media messaging, etc. Refer to Outreach and Marketing Strategies in [Appendix B](#).

### **Recruit staff/volunteers to support the event and contract interpreters, if needed.**

Provide an orientation about the event logistics, items to bring the day of the event, vaccination being offered, risks and potential side effects, and the target population expected to attend.

### **Plan clinic space, including all “clinic stations”**

Determine parking areas for staff, volunteers, and patients.

Determine entrance and exit points and how “traffic” will flow during the event. Follow guidance for physical distancing and identify areas where shields may be needed if unable to observe the recommended six foot minimum.

Identify storage location for event materials and secure area where staff/volunteers can store personal items during event.

Designate a screening area for temperature checks or any prior testing (ex: COVID-19 tests).

Designate registration area and where patients will receive help with forms.

Designate an observation area for patient monitoring after the vaccine.

Designate an emergency area for care in case of an allergic or adverse reaction.

Designate area for biohazard waste to be disposed.

Research porta potty rentals and hand washing stations and designate areas where they can be placed.

Determine area to gather patient feedback for future “Vaccine Promotions.”

Prepare all clinic supplies. Refer to more detailed list of Supplies in [Appendix A](#).

## During

Set up all equipment and clinic stations.

Put up signs and lay out patient education materials.

**Orient staff/volunteers at least 1 hour before the event.**

Ensure all staff/volunteers are screened for COVID-19 symptoms and provide adequate personal protective equipment (PPE), name tags, and clinic assignment.

If interpreters are available, review how they will help.

Review “traffic flow,” safety precautions, and emergency measures.

As patients arrive, offer PPE as needed. Direct to registration station, ensuring that physical distancing is followed with all event signs and floor markers.

**At registration, ensure all forms are completed and consent is signed by the patient.**

For farmworkers who report they will be moving for work soon, gather their contact information to receive special follow-up and assistance in locating another vaccination site anywhere in the U.S. You can also refer them to the [Call for Health Program](#) for COVID testing and vaccination information.

Administer vaccine and provide record or card of vaccination after dose.

Ensure all vaccinations are prepared at the time of dose in a clean designated area, aware from any potential sources of contamination.

Encourage patients to take a photo of their vaccine card in case it gets lost.

Have patient wait in observation area for the required time.

Provide educational materials and information while they wait (ex: potential secondary side effects, day and times of additional doses, and community resources like housing, rental assistance, food pantries, etc.)

After observation, invite patient to engage in “Vaccine Promotions” by providing a testimony, taking a picture, recording a video, or becoming Vaccine Ambassadors in their communities. Refer to more detailed information on **Outreach and Marketing Strategies** in [Appendix B](#).

Disinfect area where vaccination was administered and where patient sat for observation.



## After

**Pack all event materials and properly store any remaining vaccinations.**

Properly dispose of all trash and biohazard waste.

Thank staff/volunteers for their time (e.g., certificate of appreciation, gift card, goodie bag, etc...)

Conduct a debrief meeting with involved partners and survey staff/volunteers for additional feedback.

Document lessons learned including challenges, successes, and things to improve for your next event. This may include conducting surveys with patients.

Prepare for next event.

Conduct follow-up with patients and “Vaccine Ambassadors.”

# APPENDIX A

## Supplies List

### Materials

- Health center and partner organization banners
- Registration forms and vaccination consents in all languages needed
- Media release/waiver forms
- Patient sign in sheet, if desired
- Vaccination cards/records
- Patient education materials in all languages needed (Refer to more detailed information on Resources in [Appendix C](#))
- Community resources/referrals

### Equipment

- |   |   |
|---|---|
| Tables and chairs (1 table and 2 chairs per vaccination station)                              | Technology/Media (if needed):                       |
| Tents for shade and/or temporary shelters   | Computers/tablets                                   |
| Plastic shields, if needed  | Printers  |
| Ice chest or coolers, if needed   | Internet access/hot spots                           |
| Privacy screens (at least 1 is recommended for confidentiality)                               | Camera, microphone, or smartphones for media        |
| Personal protective equipment (disposable masks, gloves, face shields, etc.)                  | Wind screen to record, if needed                    |
| Infrared thermometers   | Tripod or phone stand, if needed                    |
| First aid kits  | Other items:  |
| Outlet strips (multi-plug) and extension cords  | Alcohol-based hand sanitizer (at least 70% alcohol) |
| Office items (clipboards, nametags, stickers, tape to mark floor, pens, paper, markers, etc.) | Cleaning/Disinfecting wipes                         |
| Trash cans and trash bags   | Sunscreen   |
| Biohazard waste bags and baskets  | Hats  |
| Vaccine storage containers  | Vests for staff directing traffic                   |
|   | Refreshments (coffee, water, snacks, ice, etc.)     |
|   | Extra hand soap                                     |
|   | Hand washing stations                               |
|   | Porta potty rentals                                 |

# APPENDIX B

## Outreach and Marketing Strategies

- A. Distribute [Call for Health](#) cards or key tags to farmworkers migrating between doses.
- B. Distribute flyers and patient educational materials at various locations where farmworker communities gather (ex: housing and labor sites, grocery stores, churches, schools, etc.)
- C. Conduct educational sessions about the vaccine before your event. If not possible, provide a tent or table during the vaccination clinic where staff can answer questions about the vaccine.
- D. Send event reminders via phone calls, text messages, radio, or social media channels.
- E. Engage patients in “Vaccine Promotions” during vaccine clinic event.
  - Set up a station for photos or video recordings for patients to share their experience of receiving the vaccine.
  - Encourage and sign-up patients who are willing to be “Vaccine Ambassadors” and share vaccine information in the community.

## Collecting “Vaccine Promotions”

Follow these recommendations to capture and collect media during your event to use for future promotions. Be sure to obtain a signed media release or waiver from each willing patient.

- Utilize a camera or smartphone to record quality video or photos. If needed, set up tripod or phone stand and wind screen to minimize background noise.
- Capture photos and videos in landscape (horizontal) mode, unless you are going live on social media sites which should be in portrait (vertical) mode.

### Photos/Videos of:

- Event set up and materials.
- Patient line, vaccination stations, waiting areas, etc.
- Family or individual pictures of patients with their vaccination cards.



### For interviews:

- Conduct indoors, if possible.
- Be aware of weather, wind, and noise conditions.
- Set up tripod or phone stand for steady footage.
- Utilize external microphone up close and ask patient to speak loudly.
- Pause for a few seconds in between questions and answers.

# APPENDIX C

## Resources

- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>
- Texas Rio Grande Legal Aide (TRLA) H2-A Tool Designed for Farmworker Advocates: <https://trla.shinyapps.io/H2Data/>
- Office of Foreign Labor Certification: <https://seasonaljobs.dol.gov/>
- NCFH COVID-19 Educational Resources for Agricultural Workers: [http://www.ncfh.org/covid\\_resources\\_for\\_ag\\_workers.html](http://www.ncfh.org/covid_resources_for_ag_workers.html)
- NCFH COVID 19 Resources for Health Centers and Farmworker-Serving Organizations: <http://www.ncfh.org/covid-resources-for-service-providers.html>
- NCFH Social Media and Radio: <http://www.ncfh.org/social-media--radio.html>

For assistance contacting agricultural employers to cohost vaccination clinics, contact NCFH Employer Engagement Coordinator at [info@ncfh.org](mailto:info@ncfh.org).

### CALL FOR HEALTH



Call for Health (CFH) helps farmworkers and their families access health services nationwide. Specialists can connect them with their nearest health center and provide information about COVID-19 testing and vaccination and other services in their communities!

Phone: 1 (800) 377-9968

WhatsApp: 1 (737) 414-5121

[Click here](#) to order CFH posters, and key tags.

Facebook: <https://www.facebook.com/UnaVoz-ParalaSalud>

Instagram: <https://www.instagram.com/UnaVoz-ParalaSalud/>

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