

PORTFOLIO PRODUCT #1:

Point of Dispensing (POD) Plan

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Competencies:

- (C5) Apply criteria for identification, prevention and control of infectious agents.
- (F7) Assess population needs, assets and capacities that affect communities' health.
- (F1) Apply epi methods to the breadth of settings and situations in public health practice.
- (F9) Design a population-based policy, program, project, or intervention.

Closed Point of Dispensing (POD)

[Redacted]

[Redacted]

89901 Old Hwy

Tavernier, FL 33070

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Introduction

In the event of a public health emergency, the population of [REDACTED] may require the dispensing of available prophylaxis to prevent the development of disease among at risk populations.

This plan addresses the logistics of operating a Closed Point of Dispensing (POD) site for the purpose of protecting residents from the threat of SARS-CoV-2.

In partnership with the [REDACTED] [REDACTED] entered into an agreement to become a Closed POD. As a Closed POD site, the location will be utilized for the administration of COVID-19 vaccinations to designated groups. When implemented, the POD will focus on vaccine administration, while hospitals will continue to coordinate treatment for ill patients.

Overview/Scope

The purpose of this document is to describe the organization and operation of a Closed POD to rapidly administer vaccine to the population of [REDACTED], define responsibilities and parties, provide an operational guide for administration, and track and maintain inventory.

The purpose of the site is to safely vaccinate large portions of the [REDACTED] population with minimal impact on resources, personnel, and the community at large. The POD will primarily utilize a drive-thru model, with a secondary option of walk-up available.

Within the early phases of dispensing, administration will be limited to certain target groups as defined in [REDACTED] COVID-19 Vaccination Plan. To mitigate the impact of limited supply at this time, preregistration will be required to receive vaccine at this site. This will aid in minimizing traffic impediments on main and residential streets surrounding [REDACTED] as well as reduce process delays.

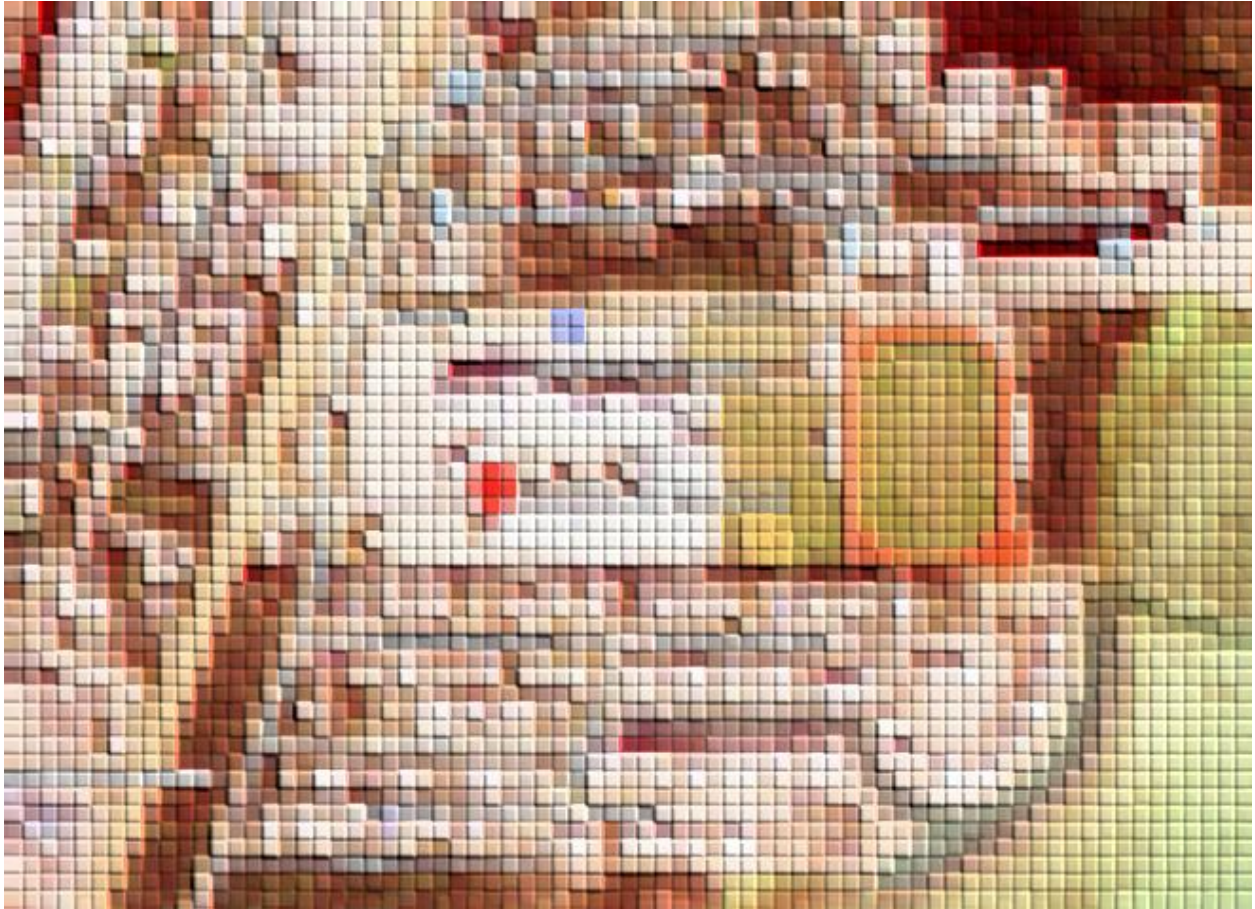
Our current goal is to vaccinate [REDACTED] individuals over a [REDACTED] period. This site would need to maintain a throughput of [REDACTED] vaccinated per day.

Set up, operation, and demobilization of the POD will rely on the joint efforts of public works, [REDACTED], and local volunteers.

Location

89901 Old Hwy

Tavernier, FL 33070



The location of [REDACTED] is ideal both due to availability of dual entrance/exit surface lots catered to drive-thru traffic flow as well as ability to confine traffic restrictions within a portioned stretch of residential street-thereby posing minimal inconvenience to surrounding neighborhoods. Additionally, the site is proximal to both the [REDACTED]

Location Contacts

Contact 1:

Contact 2:

Contact 3:

Overview of Responsibilities

I. Health Department

1. Participate in pre- and day of event planning and coordination.
 - Provide support and technical assistance for developing a Closed POD plan and selecting the appropriate layout.
 - Coordinate event timing and frequency.
2. Reach out to designated priority groups.
 - Establish communication channels.
 - Disseminate pre-event messaging.
3. Provide education and training for providers and vaccinees.
 - Educational information to support activities at PODs.
 - Answer questions/concerns regarding vaccination.
 - Streamline process for reporting administered doses.
 - Compile a list of potential vaccinees for each day of site operation.
4. Vaccinate based on state designated priority groups.
 - Develop a clinic schedule that will optimize priority group utilization.
 - Ensure required supplies are on hand to support the appropriate number of patients.
 - Ensure security of vaccine.
 - Provide staff and logistical support for the POD.
 - Contact vaccinees for return to POD for second dose.
5. Adverse event monitoring.
 - Ensure vaccinee has 24/7 access to reporting and triage for medical concerns.
 - Ensure adverse events are reported daily in the State VAERS system.
6. Ensure timely record of shots administered.

II. Host Site

1. Provide primary and secondary 24-hour emergency points of contact.
2. Provide an active role in serving as a community partner in public health emergency response efforts.

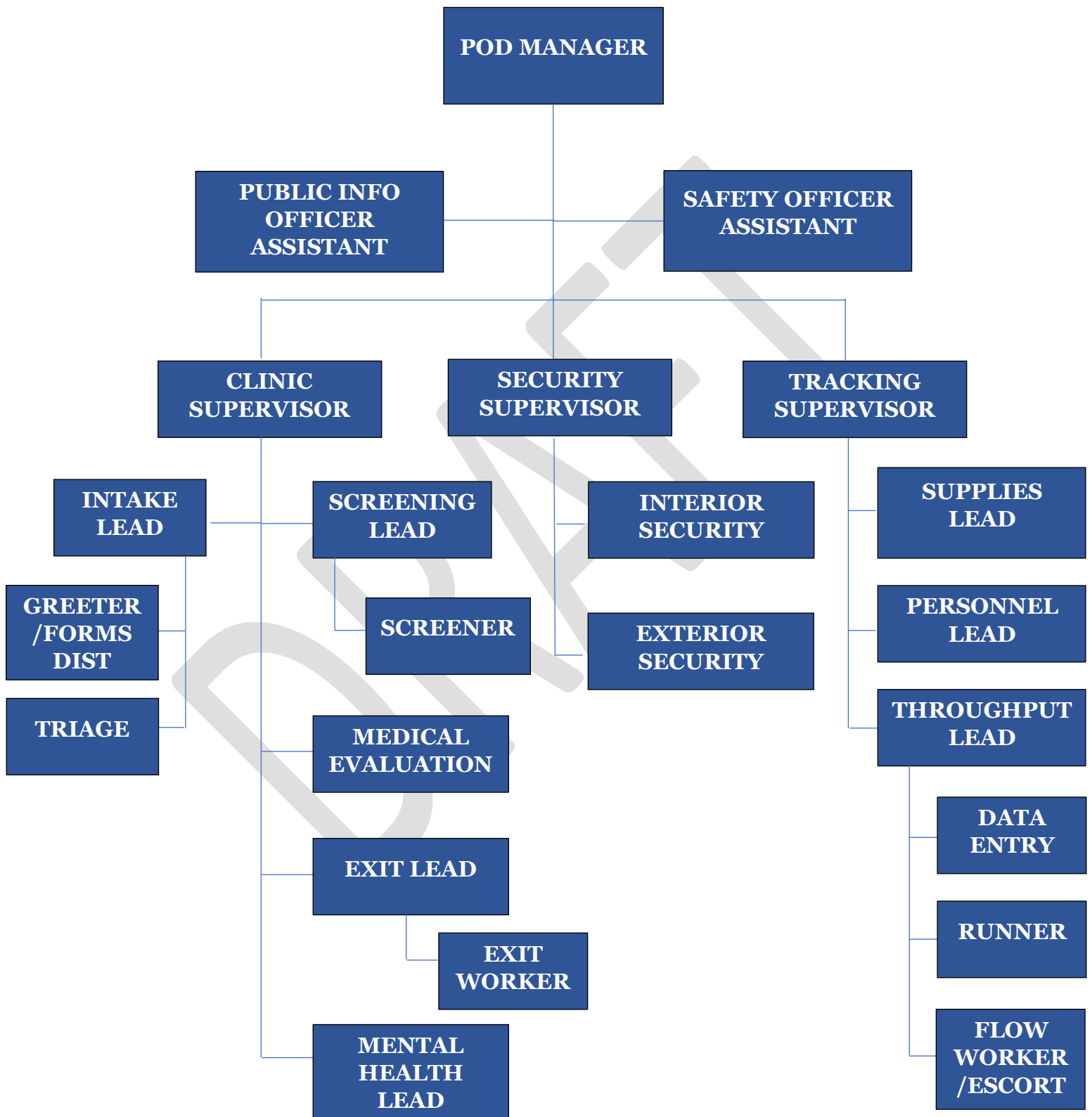
III. Security Staff

1. Manage and direct traffic flow from main roads.
2. Ensure site security.
3. Direct persons in need of care to alternate facilities.
4. Remove individuals who pose a risk to the facility and its operation.
5. Obtain additional security resources in a predefined “emergency” situation.
6. Provide information to persons massed outside the POD facility.
7. Control access to the facility and areas within it.

IV. Medical Responders

1. Provide on-site support in the case of adverse reactions requiring medical attention.

POD Organizational Chart



POD Stations (Drive-Thru Model)

Station 1: Check In

Driver will enter the vaccine site via [REDACTED] and be directed to follow cones by the first traffic controller. This will lead them to the initial check in station 1. The second traffic controller will direct the driver to stop in front of station 1 and read the sign located at the driver's side. The sign will read as follows:

1. PLEASE REMAIN IN VEHICLE
2. PLEASE KEEP MASKS ON
3. PLACE VEHICLE IN PARK
4. HAVE IDENTIFICATION READY
5. PRE-REGISTRATION IS REQUIRED

Once the car is in park and the driver has presented ID, staff will check full name and DOB at the window. Time of arrival will be recorded for all preregistered vaccinees. If not preregistered, the driver will be directed to exit using [REDACTED]. A Sheriff's deputy will be on hand to ensure compliance at this station. Registration staff will wear N95 respirators.

Station 2: Materials Distribution/Secondary Validation

The driver will be directed to station 2 by the second traffic controller and directed by the third controller to read the posted sign. Sign will read as follows:

1. PLEASE REMAIN IN VEHICLE
2. PLEASE KEEP MASKS ON
3. PLACE VEHICLE IN PARK
4. HAVE ID READY
5. ROLL WINDOW DOWN ONLY WHEN DIRECTED BY STAFF

Staff will conduct secondary validation by once again confirming full name and DOB on ID. Once verified, the driver will be instructed to wait while staff complete the identifying fields on the COVID-19 vaccination card. Staff will also coordinate and schedule appointments for receipt of the second vaccine dose at this station and include this information on the vaccination record card. Once complete, staff will hand the card to the driver and instruct them to present it at station 3. Staff at station 2 will be wearing N95 respirators, The third traffic controller will then direct the driver to station 3.

Station 3: Vaccination

A fourth traffic controller will direct the driver to stop once in front of station 3 and read the signage. The sign will read as follows:

1. PLEASE REMAIN IN VEHICLE
2. PLEASE KEEP MASKS ON
3. PLACE VEHICLE IN PARK

At this time, the traffic controller will then direct the driver into 1 of 2 designated lanes. Here, the driver will be greeted by a registered nurse. Once the vehicle is in park, the driver will be asked to roll down their window and present the vaccination card obtained at station 2. The driver will then be instructed to wait as the nurse fills out the vaccine lot information on the card and gathers informational materials on adverse event reporting and benefits/risks. The nurse will then present these materials along with the completed vaccination record card back to the driver. They will then prepare to administer the vaccine by asking the driver or vaccinee to roll up their sleeve, prepping the area, and finally providing the injection. Lastly, staff will provide the vaccinee with a piece of paper indicating release time 15-minutes post-vaccination which will be attached to the driver's windshield for visibility to staff at Station 4. Once this is complete, the fifth traffic controller will direct the driver to the Station 4 monitoring lot for observation and will radio departure time to Station 1 for throughput tracking. Once ready for the next car, RNs will direct the Station 3 entrance traffic controller to direct the next car(s) forward. Nursing staff at this station will wear gloves, N95 respirators, face shields, and isolation gowns. Traffic controllers, security, and any other staff will wear gloves and N95's at all times.

Station 4: Monitoring







The driver will be directed to exit the Station 3 lot and follow the cones into the [REDACTED] parking lot in order to be monitored for 15 minutes post-vaccination. The sixth traffic controller will direct drivers to stop and read signage before directing into a designated parking spot. Signage will read as follows:

1. PLEASE REMAIN IN VEHICLE
2. PLEASE KEEP MASKS ON
3. PLACE VEHICLE IN PARK ONCE DIRECTED TO A SPOT
4. ROLL WINDOW UP WHEN DIRECTED
5. DEPART WHEN DIRECTED

Staff here will greet drivers, explain and confirm release time, monitor drivers for any adverse reactions, and release drivers once the observation period is complete. Time of departure from the monitoring lot will be radioed back by the seventh traffic controller to Station 1 for throughput tracking. Staff will be equipped with gloves and N95's at all times.

An aerial photograph of a facility, possibly a school or office complex, with a yellow line tracing a route. The route starts at a red 'X' icon at the top left, goes right, then down, then left, then down again, and finally left towards the bottom left. There are four numbered markers in blue circles: 1 at the bottom right, 2 on the left side, 3 in the center, and 4 on the right side. There are also icons for restrooms (pink toilet symbols) and orange traffic cones. A white box in the center contains the text: "Staff Break Room", "Rest Rooms", and "Supply Room". There are several black redaction boxes of various sizes. A white arrow points to the top left red 'X' icon. A red line is visible on the left side of the route.

Dispensing Location and Design – Drive Thru Model

	Roadblock / Altered Traffic Flow
	Traffic Controller
	Barrier/Cones
	Directed to leave from here if not preregistered
Station 1: Check In	
Station 2: ID Check + Materials	
Station 3: Vaccination (Two Lanes)	
Station 4: Monitoring Lot	
	Tents
	Portable toilet and Sani station

Station Staffing – Drive Thru Model

Station 1: Check In

- POD Supervisor
- [] Registration Controllers
- 1 Security Lead/Sherriff
- 2 Traffic Controllers
 - Main entrance + Station 1 exit
- 1 runner

Station 2: Materials Distribution/Secondary Validation

- Logistics lead/supply
- [] Labeling personnel
- 1 Runner
- 1 Traffic Controller

Station 3: Vaccination

- Vaccination Sub-Unit Lead
- [] RNs
- 2 Traffic Controllers
 - 1 at lane split + 1 at lane exit
- 1 Runner
- [] Nurse's assistant
- 1 Sherriff/Security personnel
- 1 additional traffic controller monitoring entrance/exit to middle lot

Station 4: Monitoring Lot

- [] RNs
- 1 traffic controller
- [] runner
- [] EMS personnel

POD Stations (Walk-Up Model)

Station 1: Check In

Patients will enter the test site via [REDACTED] They will then be directed to Station 1 where they will present valid identification and appointment time. Staff will verify first and last name, birth date, and confirm check in on the appointment form. Patients will be handed a clipboard containing necessary check in paperwork and will be directed to enter and take a seat on the left side of the room in the waiting area. Time of arrival will be recorded for all preregistered vaccinees. If not preregistered, the patient will be directed to exit the premises and provided information on pre-registering. A Sheriff's deputy will be on hand to ensure compliance at this station. Registration staff will wear N95 respirators.

Station 2: Secondary Validation/Triage

Upon completion of paperwork, patients will be directed to Station 2 where staff will verify accurate completion conduct secondary ID validation. Staff will complete and provide a COVID-19 vaccination card, if applicable. For first dose recipients, staff here will also coordinate scheduling of second dose appointment. Staff will then direct patient to 1 of 4 available vaccination stations. Staff at station 2 will be wearing N95 respirators.

Station 3: Vaccination (4 Stations)

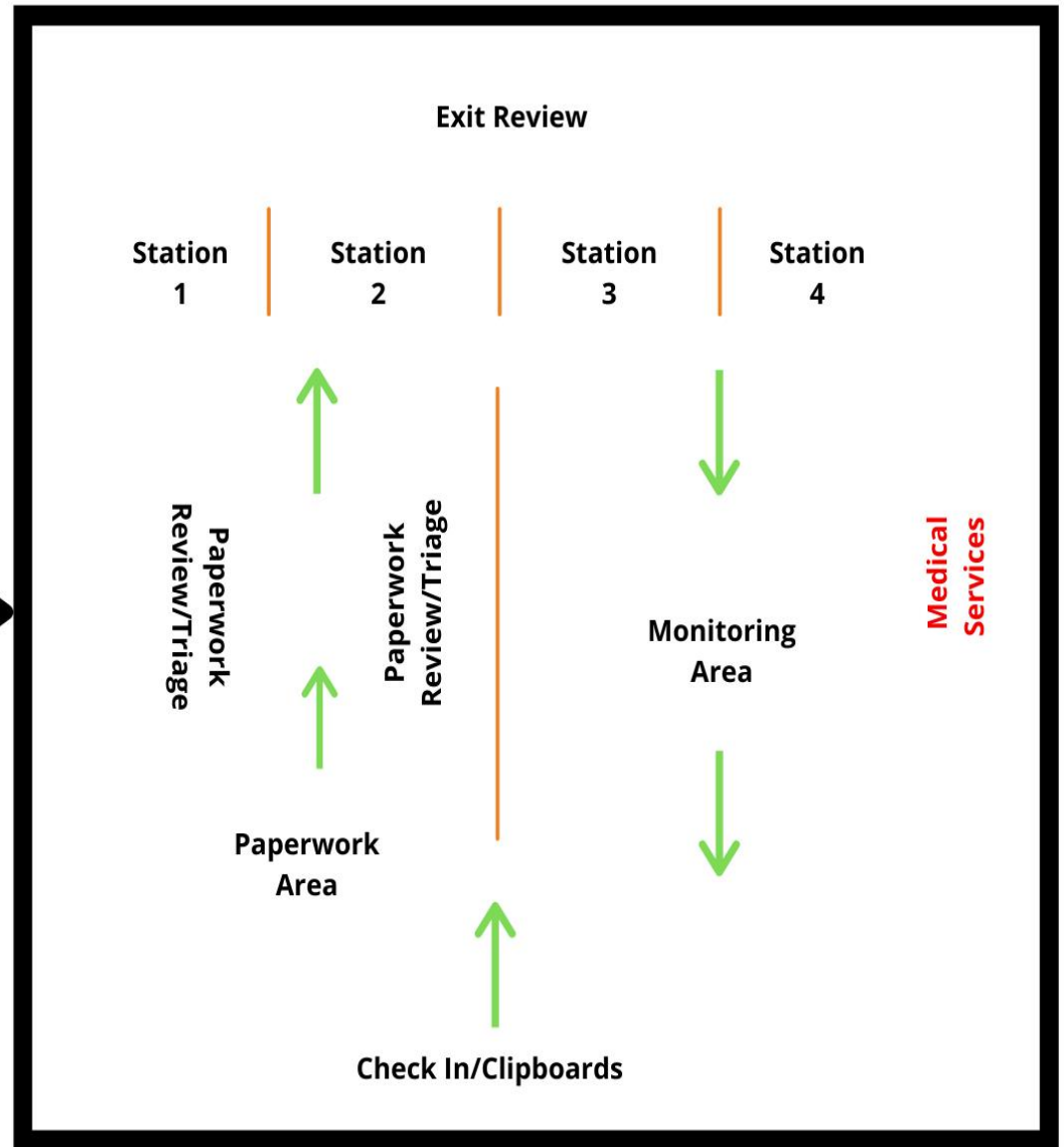
The patient will be asked to present the vaccination card obtained at station 2 or previously obtained. The nurse will fill out the vaccine lot information on the card and gather informational materials on adverse event reporting and benefits/risks. The nurse will then present these materials along with the completed vaccination record card back to the driver. They will then prepare to administer the vaccine by asking the patient or vaccinee to roll up their sleeve, prepping the area, and finally providing the injection. Lastly, staff will record the appropriate release time (15 minutes) on the patient's intake paperwork. Once this is complete, the nurse will direct the patient to the exit review stations. Nursing staff at this station will wear gloves, N95 respirators, and face shields. Flow controllers will monitor station availability and direct Station 2 to send next patients when ready.

Station 4: Exit Review

Here, patients will submit intake paperwork with indicated release time written from the previous station. Staff will direct patients to the monitoring area and keep track of indicated release times. Staff will notify patients once their time is complete and they may exit. Staff will be equipped with N95's at all times.

Dispensing Location and Design – Walk-up Model (Indoor)

Interior Flow Diagram



Station Staffing – Walk Up Model

Station 1: Check In

- POD Supervisor
- ☐ Check In Controllers
- 1 Security Lead/Sherriff
- ☐ Paperwork/Triage
- 1 runner

Station 2: Secondary Validation

- Logistics lead/supply
- ☐ Labeling personnel
- 1 Runner
- 1 Flow Controller

Station 3: Vaccination

- Vaccination Sub-Unit Lead
- 4 RNs
- 2 Flow Controllers
- 1 Runner
- ☐ Nurse's assistant
- 1 Sherriff/Security personnel

Station 4: Exit Review/Monitoring

- ☐ RNs
- ☐ Exit Monitors
- 1 Flow Controller
- ☐ Patient Observers
- ☐ Runner

POD Supply Needs

Item Name	Number Needed
Covid-19 Vaccines	
Air Cooled Tents	
Bio/Burn Boxes	
100 ft extension cords	
Radios	
Traffic Cones	
Clip Boards	
Portable Refrigerators	
Bottled Water	
Signage	
Hand Sanitizer Stations	
Porta lets	
55 Gallon Trash Cans	
Trash bags	
Caution tape	
Duct tape	
Spill kits	
X Large Gloves	
Medium Gloves	
Small Gloves	
Disposable Gowns	
N95s	
Re-usable Face Shields	
SaniCloth Wipes	
Office Supplies	
Laptops	
Generators for standby power	
Reflective vests	
Hand-held stop/go signs	
Sharps Disposal	

APPENDIX A: STAFF CHECK IN/CHECK OUT FORM

[illegible]

APPENDIX B: SITE CHARACTERISTICS

		Yes	No	Details
Site Location:	Familiarity to Public			
	Accessible 24/7			
	Adequate Size for Maximum Patient Processing Rate			
	Pre-arranged Use Agreement			
	Adequate Area for Supplies and Equipment			
	Adequate Room for Set-up of External Structures			
	Adequate Entry and Exit Points			
	Space to Accommodate Patient Cue			
	Accessible via Main Roadways			
Security:	Limited Road Entry and Exit Points			
	Securable Perimeter			
Parking:	Existing Lots			
	Accessible Parking Available			
	Parking within Walking Distance			
	Capacity to Accommodate Mass Transit			
Structures:	Adequate Lighting			
	Adequate Square Footage			
	Operational Space for Staffing Needs			
	Air Conditioned			
	Heating			
Storage:	Loading Area			
	Refrigeration Available			
	Securable Storage Space			
Site Capacities:	Power/Electricity			
	Generator Adaptable			
	Location of Power Sources			
	Public Water Available			
	Toilets Available			

APPENDIX C: ROLE ASSIGNMENTS (DAY OF)

[illegible]