This guidance outlines the infection prevention and control measures required for the set-up and safe operation of immunization clinics in community settings (e.g., community pharmacies, public health units, schools, community centres, arenas). Note: For immunization in health-care facilities, follow the infection control guidance for the most relevant setting, including the mask use in health-care facilities policy.

Entrance screening and mask use

Screen all individuals for symptoms and risk factors associated with COVID-19 and communicable respiratory illness at the point of entry. See the COVID-19 entrance screening tool for health-care facilities. Direct individuals with symptoms of COVID-19 to the BCCDC website to determine eligibility for testing and how to get tested.

Recommend clients wear a mask that fully covers their mouth and nose and clean their hands upon entry. Provide masks in a hygienic manner (e.g., using tongs) to clients who do not have one. For immunization in educational settings, clients must follow the mask requirements of their school.

Clinic layout and supplies

Set up the clinic as follows:

- Provide hand hygiene stations at entrances/exit points, registration desk, immunization stations, after care area and for general use.
- Set up communicable respiratory illness and COVID-19 screening station(s) for all individuals entering the clinic at each designated entry point.
- Have a separate area for processing people who require extra support (e.g., a person who is unable to wear a mask because of a physical, behavioural or cognitive impairment or health condition).
- Use signs and posters to promote masking, respiratory etiquette and hand hygiene.
- Maintain existing physical barrier(s) installed during the COVID-19 pandemic if they do not impede normal operations.
- Physical distancing is no longer required. Use all available space and avoid overcrowding. People should respect personal space so everyone feels comfortable.

Ensure sufficient equipment is available:

- Alcohol-based hand rub (ABHR) with 70% alcohol content.
- Cleaning and disinfection wipes that have a drug identification number from Health Canada’s approved list of hard-surface disinfectants.
- Sharps containers at immunization stations.
- Medical masks for staff and for clients requesting a mask.
- Other personal protective equipment (PPE) (e.g., gloves, eye protection), as required.
- Tables and chairs with cleanable surfaces (e.g., non-porous and smooth, free of cracks and crevices, can withstand frequent cleaning and disinfection).
**Staff safety**

**Self-check** for symptoms and risk factors associated with COVID-19 and communicable respiratory illness before each shift, in accordance with employer communicable disease plans. Do not come to work if you are feeling sick. Follow measures outlined in the COVID-19 health-care worker self-check and safety checklist.

**Hand hygiene:** Perform frequent hand hygiene using soap and water or ABHR. See the hand hygiene poster for instructions. **Perform hand hygiene between every client interaction,** between breaks, before wearing PPE, in between each step when removing PPE, after using the washroom and any other time hands are potentially contaminated.

**PPE for staff:**

- Immunizers, screeners and other client or public-facing roles must wear a medical mask.
- Immunizers should wear gloves when administering intranasal influenza vaccine.
  - Conduct a point-of-care risk assessment to determine if any additional PPE is needed.
- Non-client-facing roles (e.g., custodial or administrative) in community settings should follow their organizational communicable disease prevention plan on the use of masks and other PPE.
- Keep your medical mask on in between client interactions, unless PPE is damaged or visibly soiled. If gloves are worn, they should be changed in between each client, with hands cleaned after removal.
- Review the information on appropriate use of **PPE,** including how to wear a face mask and proper wearing and removing of PPE.

**Cleaning and disinfection**

**Ensure proper cleaning and disinfection of surfaces.**

- Clean and disinfect immediate work and client area after each client leaves the immunization station.
  - Use a two-step process (e.g., clean with first wipe, then disinfect with a second wipe). Use friction action and move from clean to dirty areas.
- Clean and disinfect commonly touched surfaces twice a day.
- Clean and disinfect public washrooms twice a day and as needed.
- At the end of the day:
  - Clean and disinfect:
    - Tables and chairs
    - All other horizontal surfaces or commonly touched surfaces
    - Physical barriers (e.g., dividers or screens, if used)
    - Transport coolers and equipment
  - Ensure biomedical waste is picked up.
- See the environmental cleaning and disinfection for clinic settings poster for more information.

**Resources**


US Centers for Disease Control and Prevention. “Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations.”