

# COVID Vaccine Clinic Logistics – School Locations

**Nationwide Children’s Hospital (NCH) & Columbus Public Health are pleased to partner with local school districts to provide equitable access to the COVID-19 vaccine to students who are age 16+. Thank you for partnering with us to make this happen!**

## What is needed from the school host location for a vaccine clinic?

1. A point person from the school to help with communication, collecting consent forms & vaccine cards
2. Large indoor space (such as a gymnasium or common area) & access to the space 1-hour before/after clinic.
3. At least 20 tables and 40 chairs that will be set up as vaccine stations
4. Extension cords & access to power sources
5. 10-12 trash cans

### If available:

- Ability to move a cot from nurses office near vaccine clinic area
- Dedicated bandwidth on school Wi-Fi network

## What does the clinic look like?

1. Schools will schedule a specific date and time to host a vaccine clinic. Clinics will require at least 5 hours (e.g. 9am-2pm).
2. We will work with each school to determine how the clinic schedule will flow for students. In general, schools choose the order students receive their vaccine.
3. Every student must have a consent form signed by their guardian. The form is provided by NCH. Parents are not required to attend the student’s vaccine appointment, but are welcome to attend.
4. Masks are required, and NCH staff will be wearing appropriate protective gear. Social distancing will be in place.

## Does it cost a school site to host a vaccine clinic?

There is no cost for any participating school to host or attend a vaccine clinic. Additionally, the COVID-19 vaccine is provided at no cost to students.

Example Layout for COVID Vaccine Host School (400 students)

1 Student Entrance

CHECK IN AREA  
5 TABLES, 5 CHAIRS

Student Exit

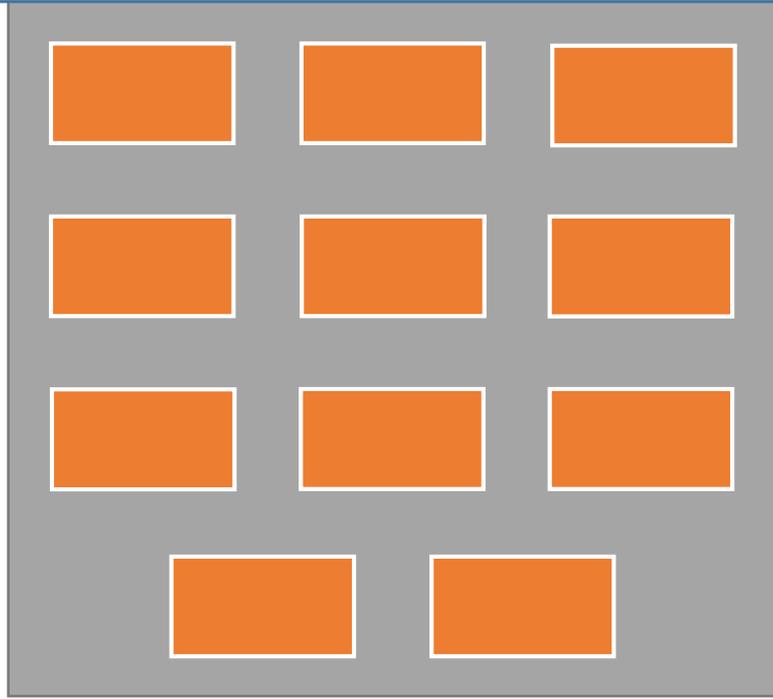
CHECK OUT AREA  
2 TABLES, 4 CHAIRS

2 Student Waiting Area BEFORE Vaccine if lines are full (Bleachers are ok)

4 VACCINE STATIONS  
11 TABLES, 22 CHAIRS, 5-11 TRASH CANS

5 Student 15min Waiting Area AFTER Vaccine (Chairs preferred, bleachers ok)

3 Waiting Lines



Student rest / Cot space

PHARMACY SUPPLIES  
1 TABLE, 2 CHAIRS

