



Due to the ongoing COVID-19 pandemic, WorkWell NYC can coordinate with your site to offer on-site COVID-19 vaccines in conjunction with flu shots this fall.

COVID-19 vaccination clinics are available to sites that can meet the following guidelines:

### Space and Logistics

- To offer COVID-19 vaccines while maintaining social distance, sites must be able to provide:
  - ✓ A 10-foot x 10-foot area for registration with 3 chairs
  - ✓ A 10-foot x 10-foot area for preparation
  - ✓ A 10-foot x 10-foot area for vaccination with 3 chairs
  - ✓ A 10-foot x 10-foot area for observation with 3 chairs  
*(These areas may be set up in separate rooms)*
- Nurses will wear personal protective equipment (PPE), including a surgical mask or medical equivalent, while performing all vaccinations. Nurses will use hand sanitizer whenever gloves are changed.
- Vaccination stations will be disinfected as needed.
- Employees should fill out their consent forms before arriving to minimize contact time.
- Appointments are strongly preferred to prevent lines. All employees should make an appointment for their shot on the online scheduler and arrive at their scheduled appointment time.

### Site Responsibilities

- Ensure above parameters are met when reserving rooms and scheduling clinics.
- Utilize promotional materials provided by WorkWell NYC to spread the word to employees.
- Encourage use of registration website to make appointments and download paperwork. Please note that COVID vaccination will go through a separate scheduling site than flu shots.
- Keep in contact with WorkWell NYC and Affiliated Physicians if any changes need to be made (i.e. due to changes in return-to-work plans or employee schedules). Affiliated Physicians will make every effort to accommodate unforeseen circumstances that may require rescheduling.
- Confirm room setup with your facilities department ahead of time. If your clinic is open to employees outside of your building, make sure security/reception is aware and knows where to direct people.
- Be available to greet the nurse/s 1 hour before the event starts and bring them to the clinic location/s. If possible, remain accessible throughout the event.

To request COVID-19 vaccination, email [Dawn.Tudor@affiliatedphysicians.com](mailto:Dawn.Tudor@affiliatedphysicians.com) or [workwell@olr.nyc.gov](mailto:workwell@olr.nyc.gov).

