

# Flu and COVID-19 Worksite Vaccination Clinics

## Frequently Asked Questions for Site Coordinators

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### General Questions

#### Who should I contact if I have questions?

If you have question related to hosting your clinic, contact our service provider:

**Homeland Health Specialists, Inc.**

Brenda Johnson

email: [brenda@homelandhealth.biz](mailto:brenda@homelandhealth.biz)

Phone: 763-746-8060

General questions and updates to the schedules on the MMB SEGIP webpage (times, dates, locations, contact people), email [flucampaign.mmb@state.mn.us](mailto:flucampaign.mmb@state.mn.us).

### Site Coordinator Expectations

#### What is expected of me as site coordinator?

- Confirm the time and date of your clinic, and your contact information.
- Reserve room and set-up. The room should provide some privacy and social/physical distancing.
- Consider whether the room can provide one-way traffic flow for participants. One way to enter; another to exit.
- Promote the clinic within your agency; please work with your agency's Communications team to leverage template materials.
- Observe your agency's or organization's health and safety rules. Consider how you will assist Homeland Health staff and participants in adhering to those rules.
- Answer questions of participants.
- When appropriate, request volunteers to help (Note: the clinics will be staffed by visiting nurses)

and registrars; however, depending on the estimated number of participants at your clinic, you may wish to have additional volunteers to help with set-up and directing foot traffic at the clinic.)

- Provide a map and/or directions to the room to visiting nurses.
- Greet visiting nurses and registrars.

If your facility requires a parking permit or pass for the visitors, please mail them two weeks ahead of your scheduled clinic to:

Homeland Health Specialists, Inc.  
1621 E Hennepin Ave, Ste. 230  
Minneapolis, MN 55414

### **How do the registrars from Homeland Health help participants?**

Registrars will check the consent form and health insurance information before the participant can get vaccinated.

### **What documentation do employees need to show to get a vaccine?**

A current insurance card and completed consent form. We suggest participants complete their consent form ahead of time and bring it with them to the clinic. It will minimize their time spent at the clinic.

### **When do we start "advertising" the clinics?**

We suggest you begin to advertise your clinic no later than two weeks before it is scheduled. Campaign posters and email templates are available for this purpose. You will find them in [Site Coordinator Resources](#) as soon as they are available.

### **Will there be more than one nurse visiting our site?**

Depending on the estimated attendance at your clinic, there may be more than one nurse at your site. Each nurse may have an accompanying registrar depending on the expected size of your clinic. Your worksite clinic needs to be scheduled for an hour and administer a minimum of 20 vaccinations per nurse per hour.

### **How do I set up the site?**

- Be sure you have the room reserved. The room should provide privacy and social/physical distancing.
- Set up foot traffic so it flows in one direction. One way to enter, another way to exit.
- Screens for privacy are not required; however, if a participant must disrobe for access to their upper arm, be prepared to direct the nurse to a restroom or private area to give the vaccine.
- Reserve one table, a small waste basket, and two chairs for each visiting nurse; one chair for the nurse and one chair for the participant. (The nurses prefer swivel chairs; arms are not required.)
- Reserve a table and a chair for each registrar and volunteer.

- If appropriate, schedule volunteers to help with registration and coordinating foot traffic during the clinic.

### **What are the features of the campaign this year?**

- Clinic essentials: The injectable influenza vaccine, FluMist (nasal spray), Senior Dose, and COVID-19 booster vaccine all require a consent form. All vaccines administered at our worksite clinics are preservative-free.
- Promotional materials: Including a poster, web graphics, template emails for you and your agency's leader, and template articles for your intranet or newsletter. Work with your agency's Communications department to leverage these resources, which will be found on the Site Coordinator Resources webpage.
- Free for Advantage members: The Worksite Vaccination will be offered at no out-of-pocket costs to employees at our worksite clinics upon presentation of their current Minnesota Advantage Health Plan ID card.

### **What if the clinic information on the SEGIP website is incorrect?**

Coordinators should visit the [MMB SEGIP Vaccination Clinic webpage](#) to check the [clinic locator](#) and make sure your clinics are listed correctly. Report discrepancies to [flucampaign.mmb@state.mn.us](mailto:flucampaign.mmb@state.mn.us) immediately.

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## Site Coordinator Materials

### What material will I receive?

You will receive material electronically:

- Information from Minnesota Management and Budget (MMB) (updates) on an "as needed" basis.
- Emails from Homeland Health to schedule and confirm your clinic date(s) and time(s).
- An email from Homeland Health with your scheduling link for online appointments and consent form. We recommend using online scheduling to manage the flow of participants at the clinic.

On the [Site Coordinators Resources page](#), you will find:

#### Two Email Templates

- First announcement of clinic time, date, place, and link to sign up (if used)
- Day before the clinic takes place

#### Employee Intranet Site Article Template

- Announce clinic date, time, place, and link to sign up (if used)

#### Poster, Graphics and Signs

- Poster 1: Clinic event promotion
- Graphic: Intranet site rotator
- Graphic: Email banner
- Signs: Day-of-clinic directional posters

#### Other

- Site Coordinator FAQ
- Employee FAQ

### Will a consent form be provided?

The consent form for Worksite Vaccinations is available through Homeland Health. Encourage participants to complete the consent form ahead of time to minimize their time spent at the clinic. Homeland Health will also have consent forms available on the day of the clinic.

### Does the consent form need to be completed before arriving at the clinic?

Yes, please. Print and bring the completed consent form with you to get your shot. It will save you time and give the nurses the information they need to review before giving you the vaccine. Will there be forms at the clinic? Yes. But the entire clinic goes more smoothly if you fill it out ahead of time.

### Who do I report room changes to?

Report changes to [flucampaign.mmb@state.mn.us](mailto:flucampaign.mmb@state.mn.us) and also to [brenda@homelandhealth.biz](mailto:brenda@homelandhealth.biz) at Homeland Health

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