

Safe COVID-19 Vaccine Administration

Rapidly deploy your vaccination event with our expertly trained medical staff and start-to-finish logistical capabilities.

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Get concierge treatment for your successful vaccination event.

If your company can supply the the COVID-19 vaccine for your employees, Wellness Coaches can handle the rest, including:

- All event logistics, whether indoor or outdoor. Our outdoor capabilities include a customized, state of the art, mobile collection and laboratory facility, including fully enclosed clear span tents capable of withstanding winds up to 100 mph
- Employee pre-registration, including capturing consent, scheduling appointments, and sending notifications and reminders
- Vaccine administration to a minimum of 30 employees via our extensive network of vetted and certified health professionals
- Supplying all needed PPE for vaccination event days, including gloves, face masks, eye coverings, bandages, sharps containers, and medical waste disposal
- The capacity to store, handle, prepare, and administer vaccine allotment while maintaining the strict requirements for proper cold chain protocols as defined by vaccine manufacturers
- Ensure all CDC, state, and local safety protocols are followed
- Monitor and respond to employee vaccine response after injection
- Accurately record and report vaccination date in a secure, HITRUST and HIPAA compliant portal for as long as required by state immunization laws
- Deployment in less than one week

Start Planning Your Vaccination Event Today

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8 Steps to a Successful Employee Vaccination Event

1. Understand Organization's Vaccine Eligibility

Each state determines the COVID-19 vaccine purchase and eligibility requirements. At this time, Wellness Coaches may only administer the vaccine. Contact your state's health department to find out if your company is eligible to purchase the vaccine.

For a successful vaccination event, regardless of your company's current eligibility status, we recommend contacting Wellness Coaches to get a head start on company communications and the logistical planning of a future vaccination event.

2. Determine Needs

Fill out the [contact form](#) to request your free consultation. During the call, we'll discuss:

- *Which vaccine will be distributed?* At this time, Wellness Coaches can only administer the vaccine. You will be responsible for procuring the vaccine.
- *How many employees?* The minimum employee count for vaccination administration is 30 employees. This count also determines how many medical professionals to staff and how many hours/days to vaccinate your employees.
- *Who is your insurance provider?* We will determine administration coverage.
- *How many locations do you have?* Do you need to execute vaccination administration to multiple locations?
- *Where will the administration event take place?* Will the event take place inside or outside?
- *How will the vaccine storage be handled?* Temperature-controlled settings are required for safe vaccine storage.
- *What is your preferred date for the vaccination event?* Wellness Coaches typically needs only one week to launch a vaccination administration program.

3. Location Scouting

If necessary, our team will familiarize themselves with the location via physical walkthrough, Zoom video call, or Google Earth to determine the logistics of queue lines, after-vaccination observation station, restrooms, dimensions, electrical outlets, and overall logistics.

4. Proposal Consideration

Wellness Coaches will provide a detailed proposal outlining the logistics of event day, employee pre-registration instructions and details, items that Wellness Coaches will provide on event day, items the client is responsible for providing, any administration fees, state reporting processes, and any additional terms and agreements needed on a case-by-case basis.

5. Assigned Project Manager

After a contract is in place, you will be partnered with a dedicated project manager to handle logistics, questions, and drive the vaccine administration program's overall success.

6. Employee Pre-Registration

Wellness Coaches will provide any marketing and communication strategies, state reporting documentation, and a mobile responsive pre-registration website. The pre-registration process is a general health history questionnaire and should take no more than 10 minutes for employees to complete. Employees will also schedule a vaccination appointment at this time.

7. Dose #1 Vaccination Event

Registration – Upon arrival to the vaccination site, personnel will verify necessary documentation has been completed, check-in the employee, prepare the COVID-19 proof of vaccination card, and confirm registration within each state's specific Immunization Information System (IIS). Employees will then proceed to vaccination stations.

Vaccination Station – Staff will verify the employee's Name/DOB and COVID-19 card, review the pre-screening questionnaire, answer any questions or concerns, assign a post-vaccination observation time, and administer the vaccine. Employees will receive their completed COVID-19 vaccination card and then proceed to the observation area.

Observation Area – Employees will wait in the designated observation area under observation from certified medical personnel until their assigned wait time is over. The employee's second vaccine appointment will be scheduled during this time. Wellness Coaches is prepared with EMT services to respond to anaphylactic situations, including the supply of epinephrine and Benadryl. When the observation time is over, employees may exit the vaccination site.

8. Dose #2 Vaccination Event

Repeat step #7!

Wellness Coaches is your partner for expert vaccine administration, logistic management, safe storage, and record-keeping.

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