

## VOLUNTEERS

# Virtual induction to the covid vaccine clinics

All sites will have a lead manager; please report to them to sign in and get your hi viz vest.

If you are new the manager or a more experienced volunteer will take you round and show you how the clinic works and the roles.

The main role of all the volunteer tasks is to ensure flow through the system.

Also please be aware that some people may be nervous of vaccinations, and need reassurance.

### CAR PARK

Not applicable to all sites. On cold days, people will be rotated around so that no-one has to spend a long time outside (unless by choice!)

At some locations we need to manage the car park, this includes:

- Stopping cars as they come in to check the person has a booked appointment
- Asking people to wait in cars until the time of the appointment
- Directing cars to the designated parking area
- Check that people have masks

### CHECKING IN

- Managing people who arrive very early for their appointment. This will vary with location, and how busy the venue is at any time
  - If the venue has capacity, the person may be able to wait inside; especially if they have arrived on foot; or it may be possible to see them earlier.
  - They may need to wait in their vehicles until there is space to see them, or until their timed appointment
- Checking names and times against a list; directing to the next step
  - Directing people to the next available vaccinator
- Checking that people have masks on correctly
- Checking that people sanitize their hands on entry

### POST VACCINATION

People will have a sticky label with the time of their vaccination; and need to wait in clinic for 15 mins post vaccination. Tasks include:

- Directing to available social distanced seat
- Ensuring that all maintain social distance throughout, and that all keep masks in place
- Checking times and ensuring people leave at the specified time
- Making sure that people do not move the spaced seats around while waiting
  - Any exceptions should be in line with the way of working at each location; and the needs of the person – there may be some very frail people who need to be accompanied closely at all times
- Wiping down seats between people
- Directing people to the one way exit