

## Site Readiness Check List

Category	Specific item	Check
<b>Premises</b>	Sufficient designated space for 4 four stations:	
	1. COVID-19 Screening station	
	2. Enrolment and validation station	
	3. Vaccination station	
	4. Observation station	
	Suitable waiting area or space	
	Space is well ventilated If air-conditioned, technical assessment of the air conditioning flow must be done.	
	Temperature must be controlled (for fixed sites)	
	Clean, tidy and not directly exposed to sunlight, rain or dust	
	Functioning of water supply, sanitation, and storm water drainage (stress test sewage system prior to use)	
	Suitable handwashing facilities	
	Suitable ablution facilities (Preferably separate for staff and clients due to the PPE decontamination process)	
	Electrical power points for IT Equipment	
	Adequate lighting Assess the effectiveness of lighting in bad/overcast weather conditions or if site plans to function after dark	
	Back-up electrical power and internet connectivity	
	Evacuation plan in place	
	Security and control of access at sites where medicines (vaccines, ancillaries, emergency medicines) are stored	
1. Designated, lockable space for storage of medicines		
2. Sufficient security to prevent unauthorised access to the place where medicines are kept.		
<b>Site layout</b>	Uses a one-directional flow process.	
	Provides for social distancing and plenty of fresh air in the waiting area and all stations	
	Makes people feel welcome and secure	
	Helps guides clients with clear signage, marshals, or both.	
	Operating hours visible to clients upon entry	
<b>Equipment</b>	Furniture	
	1. Tables	
	2. Chairs	
	3. Desks	
	IT Equipment	
	1. Computer/tablet/laptop for each admin staff	
	2. Computer/tablet/laptop for each vaccinator	
	3. Computers have connectivity and internet access	
4. Android mobile device with SIM card (to receive OTP number and update stock levels on SVS if using the mobile app)		

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	5. 1D Barcode scanner	
	6. 2D Barcode scanner	
	IT equipment set up	
	IT equipment tested	
	COVID-19 Screening equipment	
	1. Clinical thermometers	
	2. COVID-19 screening register	
	Emergency equipment	
	1. Resuscitation equipment	
	2. Trolley	
	Cleaning equipment	
	1. Buckets and cleaning supplies	
	2. Janitor trolleys	
<b>Vaccine cold chain compliance &amp; Equipment</b>	Equipment	
	1. Suitable freezer at sites storing vaccines that is switched on and functional	
	2. Suitable fridge at sites storing vaccines that is switched on and functional	
	3. Sufficient storage capacity to ensure compliance to vaccine storage requirements	
	4. WHO PQS continuous temperature monitoring and logging devices	
	5. Passive containers	
	6. Conditioned ice packs to line the cold box	
	Temperature must be recorded twice daily	
Contingency plan if cold storage unit fails		
<b>Human Resources &amp; Training</b>	Vaccinators	
	1. Determine number of vaccinators required	
	2. Vaccinators completed training, competent to provide the service and functioning within his/her scope of practice	
	3. Vaccination site manager	
	4. Vaccine controller at sites storing vaccines	
	5. Vaccine champion	
	Support staff	
	1. Admin staff (note 1 for every 3 vaccinators)	
	2. Queue Marshal/s	
	3. Security	
All staff involved in the provision of COVID-19 vaccination services are appropriately trained to use relevant reporting tools.		
<b>Consumables/ Ancillary supplies</b>	Ancillary supplies may vary depending on the type of COVID-19 vaccine. Vaccination sites must maintain an adequate supply of the following ancillary supplies:	
	1. Syringes for vaccination: 1ml/2ml (1 syringe per dose)	
	2. Needles suitable for intramuscular vaccination: 22gx32mm and 23gx25mm only. 22g for Obese patients (1 needle per dose)	
	3. Syringes for reconstitution – 2ml or 5ml ( <b>if required</b> ) (1 per vial)	

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	4. Needles for reconstitution- 21G ( <b>if required</b> ) (1 per vial supplied)	
	5. Diluent for reconstitution (if required - Sodium Chloride 0.9% injection 2 ml (Adcock Ingram Critical Care) (1.8 per vial)	
	6. Cotton wool balls (2 per number of vaccinees)	
	7. A safety box for disposal of used syringes and needles (1 per 100 doses supplied)	
	8. Viricidal disinfectant, e.g. Biocide	
	9. PPE as outlined in infection control guidelines (3 ply surgical masks for vaccinators and boxes of gloves for emergency use only)	
	10. Sterile water for irrigation for sites with no running water	
	Handwash and alcohol-based sanitiser	
	Waste disposal and management	
	1. Healthcare waste risk containers and boxes	
	2. Healthcare waste bags and bins	
	3. Appropriate waste management contract	

<b>Resources &amp; Tools</b>	Reference guides for vaccination site staff	
	1. Vaccination site guides (COVID-Vaccine Toolkit, SOPs, etc.)	
	2. Job aids	
	Material for administrative purposes	
	1. Vaccination forms	
	2. Vaccination cards	
	3. Case reporting form (CRF) for reporting AEFI	
	4. Case investigation form (CIF) for investigating serious AEFI	
	5. Case investigation forms for adverse events of special interest (AESI)	
	Stock cards/bin cards (if not using an electronic stock management system) (for sites where vaccines are stored)	
	Tally sheets or relevant recording form/tool (for temporary mobile outreach services)	
	Information, Educational and Communication material	
	1. Posters	
	2. Hand-outs	
	3. Fact sheets	
	Board with daily tally of vaccinations given against overall target	

<b>Inventory Management</b> <i>(Primary vaccination sites and temporary outreach sites where vaccines are stored)</i>	Functional SVS application or bin cards only where no electronic system can be used	
	Tally sheets to be provided to temporary outreach and mobile sites to record daily usage and losses of vaccines and ancillary items	

<b>Emergency Supplies</b>	Adrenalin Injection (1:1000) solution – 2 ampoules	
	Hydrocortisone injection (100 mg) -1 vial	
	Ipratropium bromide 0,5mg, nebulizing solution	
	IV fluids, (Ringer- Lactate solution or normal saline) with drip set	

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	Promethazine IM/slow IV (25mg-50mg)	
	Salbutamol 0.5%, solution, nebulizing solution	
	Sodium chloride 0.9%, IV solution	
	Syringes required	
	Needles required	
	AEFI reporting form	