

Section ONE: Generic Risk Mitigations for Vaccination sites (applicable to any level).

Actions Required at all levels	Supporting Document
<ul style="list-style-type: none"> Adapt processes as required for screening of staff, consumers, and support people to capture COVID-19 symptoms, travel history, and/or attendance at locations of interest, if they have been directed to have a test or are awaiting a test result. Redirect symptomatic consumers or those with contact history for testing in line with Ministry of Health guidance. 	COVID-19 Alert System Operating Guidelines for COVID-19 Vaccination Refer to appendix three, below.
<ul style="list-style-type: none"> Ensure contact tracing NZ COVID app QR codes and alternate contact tracing system (i.e. paper based) are in place and encourage their use. 	COVID Tracer QR Codes Tips for displaying NZ COVID tracer poster
<ul style="list-style-type: none"> Robust communication strategy to regularly inform staff and consumers of programme and service delivery changes. 	COVID-19: Q&A for primary health care workers.
<ul style="list-style-type: none"> Promote staff awareness of resources to maintain up-to-date knowledge of national COVID-19 related information. 	Āwhina App NZ COVID Tracer App
<ul style="list-style-type: none"> Oversee and manage safe access to the site and queue management with ability to adapt to changes in alert level. 	Operating Guidelines for COVID-19 Vaccination
<ul style="list-style-type: none"> Orientation and Adherence to Infection Prevention and Control (IPC) guidance, including hand hygiene, and Personal Protective Equipment (PPE) guidelines for various situations and alert levels. These must be available and understood. 	Five Moments of Hand Hygiene FAQ regarding IPC and PPE PPE use in Health and Disability Care Settings
<ul style="list-style-type: none"> Plans to support adequate and safe staffing to deliver services depending on the COVID-19 alert level. This is not limited to but includes work bubbles, green/red streaming and staff cohorting. 	Operating Guidelines for COVID-19 Vaccination and Planning considerations for various vaccination settings
<ul style="list-style-type: none"> Regular training in place for current and (any extra staff) around changes in approach for different alert levels. 	Operating Guidelines for COVID-19 Vaccination and Clinical Guidance IMAC COVID-19 information and training
<ul style="list-style-type: none"> Staff wellness: Staff must be discouraged from attending work when unwell and must be encouraged to be up to date with occupationally relevant vaccinations. 	
<ul style="list-style-type: none"> Ensure that environmental safety considerations, including ventilation, are adequately appraised. 	

Section Two: Vaccination Practice Variation according to COVID-19 Alert level changes

This section provides guidance in the event of any alert level changes. All guidance will be regularly reviewed. This should be read in conjunction with COVID-19 Readiness Plans [Community Response Framework \(PDF, 422 KB\)](#) and [Primary care quick reference guide](#).

Category	COVID-19: Readiness Green Alert Level 1	COVID-19: Readiness Yellow Alert Level 2	COVID-19: Readiness Orange Alert Level 3	COVID-19: Readiness Red Alert Level 4
Environmental and Operational				
<i>Physical distancing</i>	Not mandated.	1 metre physical distancing between bubbles.	2 metre physical distancing.	2 metre physical distancing.
<i>Physical barriers</i>	Not mandated.	Not mandated.	Perspex/physical barriers between staff and consumers, where possible, i.e., at reception and screening.	Perspex/physical barriers between staff and consumers, where possible i.e., at reception and screening.
<i>Gathering restrictions</i>	No mandated restrictions.	Restrict the number of staff and consumers in a vaccination site to less than 100 at any one time.	Restrict number of consumers within the vaccination site, including use of restricted/monitored entry (i.e., one-in, one-out) paying attention to minimising numbers in physically restricted spaces such as the observation area, and mitigation strategies such as outdoor/carpark waiting and observation areas, and observation of physical distancing requirements for consumers. Restrict staff numbers to those essential for core tasks.	Restrict number of consumers within the vaccination site, including use of restricted/monitored entry (i.e., one-in, one-out) paying attention to minimising numbers in physically restricted spaces such as the observation area, and mitigation strategies such as outdoor/carpark waiting and observation areas and physical distancing requirements for consumers. Restrict staff numbers to those essential for core tasks.
<i>Support people</i>	No restrictions.	As above, must be factored into the balance of 100 people at any one time.	Not permitted in the vaccination site unless extenuating circumstances (for instance, disability, language, or cultural support).	Not permitted in the vaccination site unless extenuating circumstances (for instance, disability, language, or cultural support).
<i>Flow</i>	No restrictions	1-way flow through vaccination site, if possible.	1-way flow through vaccination site, if possible.	1-way flow through vaccination site, if possible.
<i>Staff cohorting</i>	Not required	Staff limited to one work site per day as much as possible. No role segregation required.	Staff limited to one role/shift (as much as possible) and one site per day. In the setting of extended site opening hours, should be limited to working with a defined team of staff (i.e., working within a defined group and not mixing across shifts). Avoiding unnecessary congregations, like break rooms, avoiding being in confined spaces unless necessary.	Staff limited to one role/shift (as much as possible) and one site per day, and in general encourage consistency in site and work bubble. In the setting of extended site opening hours, should be limited to working with a defined team of staff (i.e. working within a defined group and not mixing across shifts). Avoiding unnecessary congregations, like break rooms, avoiding being in confined spaces unless necessary.
<i>At risk staff</i>	No restrictions	At risk staff should avoid direct consumer contact.	At risk staff should work from home.	At risk staff should work from home.
<i>Parking on site</i>	No change required.	No change required.	Additional parking space between vehicles if possible (i.e., block alternate parks off with cones).	Additional parking space between vehicles if possible (i.e., block alternate parks off with cones).
Infection Prevention and Control				
<i>Staff PPE including masks</i>	Standard precautions. Staff may elect to wear a face covering if they prefer.	In addition to standard precautions, masking required if physical distancing of 1 metre cannot be maintained (e.g. vaccinating staff, in drawing up room). Medical mask can be used for duration of session up to four hours.	In addition to standard precautions, all staff to wear a medical mask continuously. Medical mask can be worn for duration of session, up to four hours. Wear eye protection when administering vaccine (can be worn for the duration of a session and cleaned if reusable).	In addition to standard precautions, all staff to wear a medical mask continuously. Medical mask can be worn for duration of session, up to four hours. Wear eye protection when administering vaccine (can be worn for the duration of a session and cleaned if reusable).
<i>Consumer Masks</i>	Consumers may wear a face covering if they choose.	Consumers are encouraged to wear a face covering (their own or medical mask provided) inside the vaccination site.	Consumers should wear a face covering (their own or a medical mask provided) at all times.	Consumers should wear a face covering (their own or a medical mask provided) at all times.
<i>Surfaces & site cleaning</i>	Clean and disinfect as per local cleaning policy	Clean and disinfect environmental surfaces in the vaccination and vaccine preparation areas at least twice daily. Special attention to high touch surfaces.	Clean and disinfect environmental surfaces in the vaccination and vaccine preparation areas at least twice daily. Special attention to high touch surfaces.	Clean and disinfect environmental surfaces in the vaccination and vaccine preparation areas at least twice daily. Special attention to high touch surfaces.
General Public				
<i>Screening questions</i>	At reception	Before entering site.	Before entering site.	Before entering the site.
<i>Consenting</i>	At reception	At reception	Remote consent (telephone or online) prior to entering site, where possible. May consider consent outside in a separate resourced space.	Remote consent (telephone or online) prior to entering site, where possible. May consider consent outside in a separate resourced space.
<i>*Using COVID 19 Community Response Framework v2 General Guidance. This guide will be updated as required according to new advice or alert level requirements.</i>				

Section Three: Vaccination Site Screening Questions (see 'Vaccination Site Screening Questions' section of the [Vaccine Operating Guidelines](#))

We encourage you to screen both staff and consumers for risk of exposure to COVID-19 and COVID-19 symptoms. Screening is critical to breaking the chain of transmission of COVID-19 and maintaining staff and consumer safety. We recommend screening questions to include:

1. Do you have symptoms of COVID-19? (these are available on the link below)

- Link to: [COVID-19 Case Definition](#)
- If a client has any symptoms suggestive of COVID-19, defer vaccination and do not permit entry to the site. Recommend they get a test and self-isolate pending the result.
- If no symptoms, continue to the next question.

2. Have you been to any Contact tracing locations of interest within time periods of concern?

- Link to: [Current Contact Tracing Locations of interest](#)
- If an individual has been at any locations of interest within the defined time periods; defer vaccination, do not permit entry to the site, and advise them follow recommendations and guidance from the Ministry of Health/public health services.
- If no, proceed to the next question.

3. Have you been requested to stay at home or to self-isolate?

- If yes, defer vaccination and do not permit entry to the site. Recommend continuing to follow the stay at home/self-isolation plan.
- If no, continue to next question.

4. Are you currently waiting on a COVID-19 test result?

- If yes, defer vaccination and do not permit entry to the site. Recommend re-booking once a negative test result has been received, and they have been told they no longer need to stay at home/self-isolate.
- If no, proceed to vaccinate as per the Operating Guidelines.

Note: In the event of COVID-19 Alert level changes, additional advice will be formulated by local Public Health Units and the Ministry of Health