

Vaccine Clinic Volunteer Role

COVID-19



**simcoe
muskoka**
DISTRICT HEALTH UNIT

Welcome & Introductions



Renée Gaudet
SMDHU COVID19
Volunteer Coordinator



General Information



Community clinics in 6 regions

Operate minimum 3 times/wk.

Weekday 1-8pm, weekend 9-4pm

Appointments preferred

Walk-ins are limited

General Information cont'd



Various clinic roles

- Manager
- Coordinator
- Immunizers
- Volunteers

Our partners

- Aftercare support
- Security – assist with screening

Clinic Locations

- Barrie
 - Holly Community Centre (Mon-Sat)
 - Georgian Mall (Mon-Sat)
 - North Simcoe
 - Midland – North Simcoe Rec Centre
 - Penetang Arena Hall
- Muskoka
- Gravenhurst Centennial Centre & 5 Pineridge Gate
 - Huntsville Active Living Centre



Clinic Locations cont'd



Orillia - old YMCA building (Mon-Fri, Alt Weekends)

South Simcoe

- Bradford Community Centre (Thurs-Sat)
- Alliston Memorial Arena (Sun-Wed)

South Georgian Bay – clinic hrs differ

- Collingwood New Life Church (Mon & Wed 3-9)
- Wasaga Beach Rec Plex (Tues 4:30-8:30, Fri 9-4)
- Stayner Community Centre (Sun 9-4)

Vaccination Plan



Vaccinate all those that are eligible

- Prioritize when needed
- Unvaccinated children 5-11 yrs
- First and second dose for adults
- Third dose for priority/at-risk populations

By end of April 2022

- Remainder of population

Vaccine Clinic Volunteer Role

Provide excellent customer service by welcoming, directing and assisting clients

Monitor lineups to ensure physical distancing and masking

Disinfect high-touch surfaces in waiting areas

Possibly:

- Screen clients for COVID19 symptoms
- Confirm appointments

Stand for 4-hour shifts

Work indoors and outdoors



Vaccine will be offered

VACCINES

ARE AN IMPORTANT TOOL TO HELP

STOP THE SPREAD

www.smdhu.org/COVID19

On-boarding Process

After today you will receive 2 Emails

- From HR - Letter of offer, forms and instructions
- From Volunteer Coordinator
 - Access to scheduling system
 - Information about vaccination

Before first shift you must:

- Sign and submit 3 forms and proof of 2-dose vaccine

Within first few weeks:

- [Read policies](#)
- [Review orientation modules](#)
- Obtain and submit CRC



Any
1.1
Questions

Your Health & Safety

Physical distancing,
disinfection, cleaning and
IPAC protocols in place

Additional health and safety
information included in
online orientation

SAFE WORK ENVIRONMENT

Simcoe Muskoka District Health Unit values a safe work environment to our staff. We treat each other with respect in the workplace and we strive to treat customers the same way through every interaction. We are here to serve you, to the best of our ability, and should be able to do this without being physically or verbally abused.

The *Occupational Health and Safety Act of Ontario* prohibits workplace violence including swearing, shouting or threats. These, along with other forms of inappropriate behaviour, will not be tolerated.

If you choose to treat our staff in this manner, you may be asked to leave the facility or refused service.



Your Health & Safety Cont'd

Inclement weather

- Dress for the weather
- Limit need to be outdoors
- Coordinators will instruct volunteers to rotate
- Managers will contact volunteers by Email if clinics are cancelled

Protestors:

- Working closely with local police re: children 5-11 clinics
- If feel unsafe, inform clinic coordinator who will call police or 911



Your Health & Safety Cont'd

Injury on Duty

- Inform someone immediately
- Notify clinic coordinator or manager
- Call 911 if necessary
- Afterwards, complete [incident form](#) and submit to clinic coordinator



Privacy and Sensitivity

Responsibility to protect

- Personal (name, phone number, addresses, etc).
- Personal health information – health history, attendance at a clinic, physical or mental abilities
- Sensitive information – opinions, comments overheard, anything that is not public

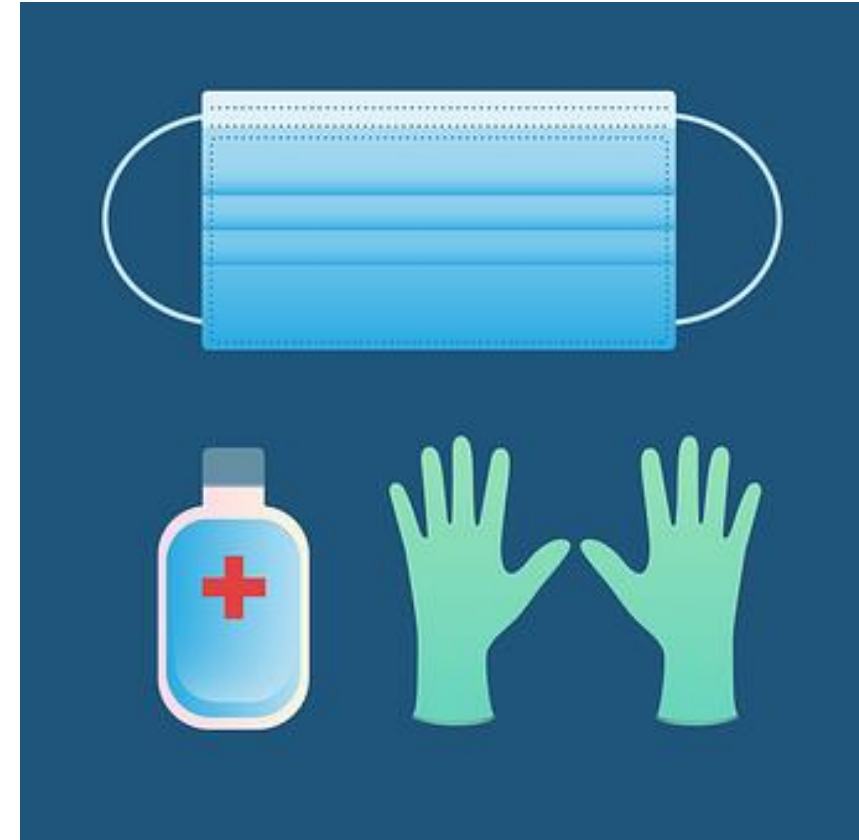
Responsibility to create an environment

- Trust and respect
- Free of racism, stigma and oppression



Personal Protective Equipment (PPE)

- Supplied at the clinic
- All staff & volunteers wear medical mask & eye protection
- Screener – full PPE (medical mask, eye protection, gown & gloves)
- Cleaning & disinfecting – gloves required



Preparing for your shift

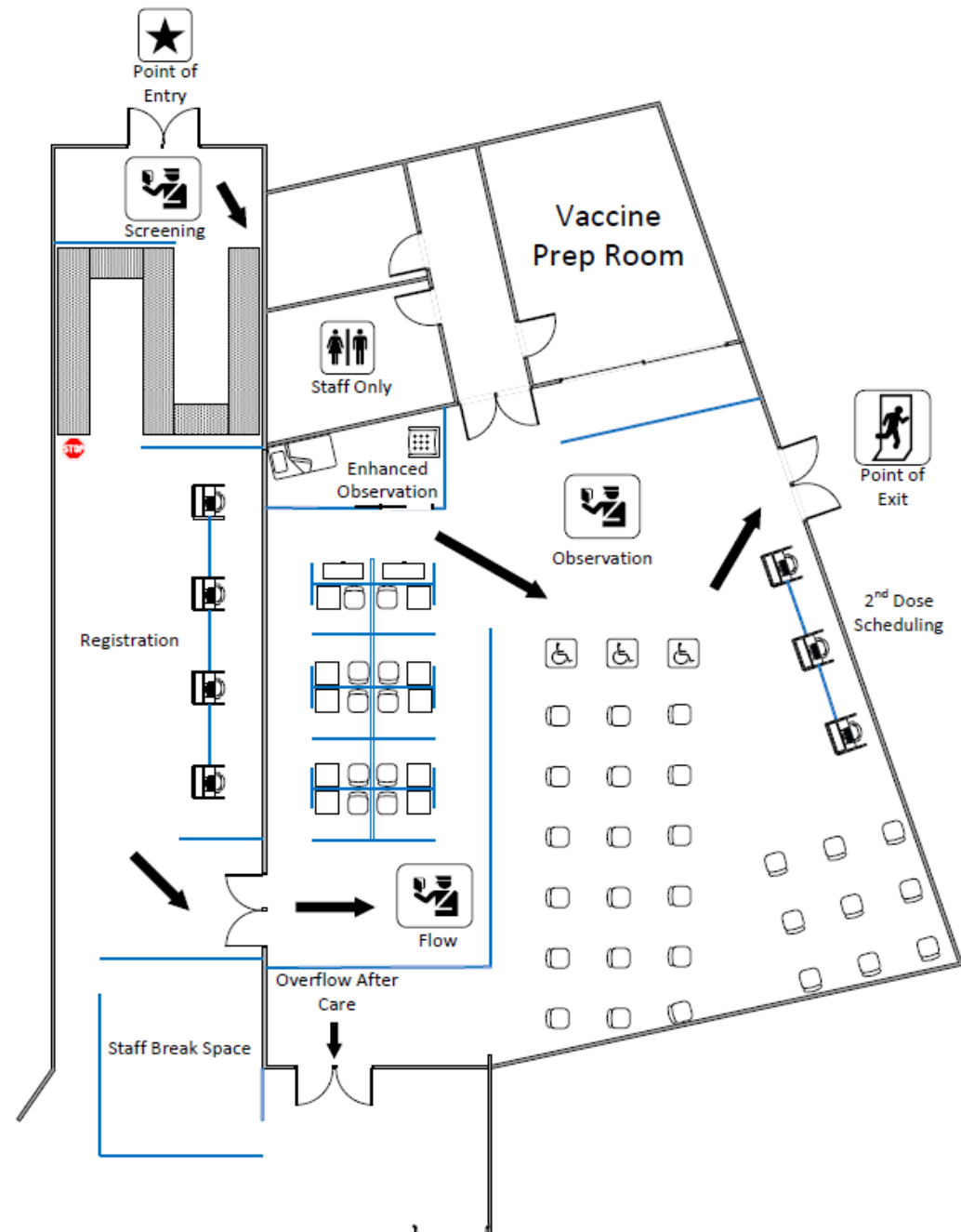
- Screen for symptoms
- Wear your own face covering
- PPE issued at clinic
- Dress office casual
 - Clinic t-shirt and nametag (issued on first shift)
 - Comfortable, closed-toed shoes
- Shelf-stable food, water bottle allowed



www.smdhu.org / COVID19

At the Clinic

- Clients active screening upon entry
- Staff/volunteers sign in and answer screening questions
- PPE
 - medical mask and eye protection
 - Screener – full PPE (medical mask, eye protection, gown & gloves)
 - Cleaning & Disinfecting – gloves required
- Attend 'huddle' (1st shift) or debrief with colleague (2nd shift)
- Know your clinic coordinator for the day



How to properly store a face covering

TIPS FOR PROPER REMOVING AND STORING OF FACE COVERINGS:

DO

- 

Wash your hands or use hand sanitizer before removing the face covering.
- 

Store the face covering in a paper bag, envelope, or something that does not retain moisture if you will be wearing it again.
- 

Remember to wash a reusable mask frequently, including when it becomes damp/soiled.
- 

After removing the face covering wash your hands with warm water and soap or use hand sanitizer.

DON'T

- 

Do not touch the front of the mask – remove by using the loops from your ears.
- 

Do not put the face covering in your pocket, cup-holder or hanging from your rear-view mirror.

www.smdhu.org/COVID19

How to Wear Mask or Face Covering



HOW TO SAFELY WEAR A MASK OR FACE COVERING

hamilton.ca/coronavirus



Before putting it on, wash your hands and place hair away from your face.



Place the covering over your nose and mouth, making sure there are no gaps and it fits snugly.



Avoid touching your face or mask while wearing it. Do not leave the mask on your neck, forehead or hanging from your ear.



Change the face covering as soon as it gets soiled or damp.



Remove it without touching the outside of the mask.



Throw out disposable masks in a lined garbage bin. Launder cloth masks before wearing again. Wash your hands & clean any surfaces the dirty mask touches.

How to put on PPE



End of Shift



Debrief with volunteer coming for shift change

Safely remove PPE

Sign out

Taking off PPE

REMOVING PERSONAL PROTECTIVE EQUIPMENT

1

REMOVE GLOVES



2

REMOVE GOWN



3

PERFORM HAND
HYGIENE



4

REMOVE EYE
PROTECTION



5

REMOVE MASK OR
N95 RESPIRATOR



6

PERFORM HAND
HYGIENE



Disinfecting Eye Protection

- Perform hand hygiene
- Inspect for defects
- Use disinfectant wipe to first clean inside
- With new wipe, clean outside
- Allow required contact time
- Wipe or rinse any residue with clean water
- Allow to air dry
- Perform hand hygiene



Scheduling for Shifts

Online scheduling app
Ability to self-schedule



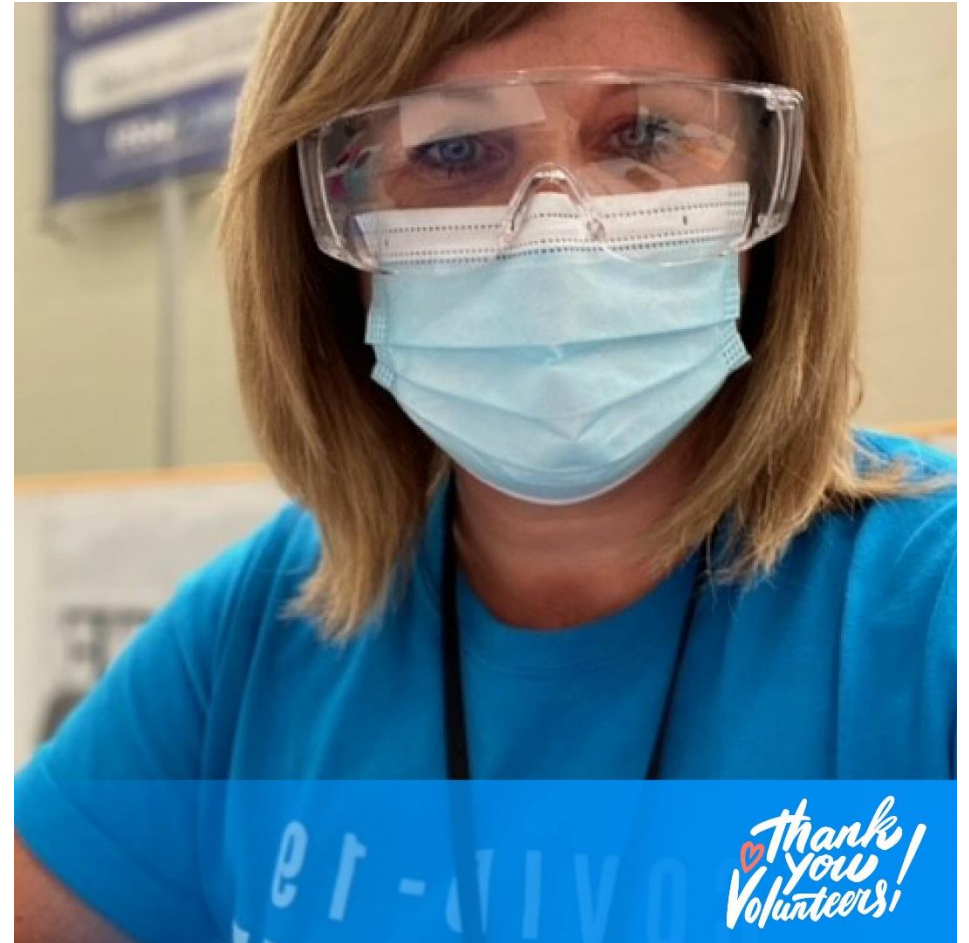
Next Steps

You will receive Email from HR

- **Volunteer Agreement***
- **Confidentiality Agreement***
- **Emergency Contact Form***
- **Proof of two dose COVID19 vaccination***
- Policy sign-off form
- CRC letter
- Link to online orientation materials

You will receive from me:

- Access to the scheduling system
- Information about vaccination



Next Steps Cont'd

On or before first shift

- Sign and submit forms
- Submit proof of 2-dose vaccine

Within first few weeks

- [Read policies](#)
- [Review orientation modules](#)
- Obtain and submit CRC



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Thank YOU

FOR YOUR SUPPORT



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