



# Information Sheet: Hosting a DPH Van

*DRAFT: Updated information sheets will be sent as new guidance is issued*

## Provided by DPH

- Up to ~100-125 shots per day, administered by a team of 3-4 staff (per van)
  - Includes 2 vaccinators (who also support medical observation), 1-2 staff for registration and non-clinical activities
  - There is 1 lead vaccinator overseeing clinic management
- Flexible hours of vaccine administration with hours as early as 7/8a and as late as 8/9p

## Provided by the host site

- Space with **power and use of facilities**, enough room for social distancing
  - Requires 2-3 tables and 10-20 chairs, reserved for 8 hours (per van)
  - Facility open 1 hour prior / after vaccinations for set-up & clean-up
  - **Indoor locations** are preferred for pop-up clinics
  - **Outdoor sites** can be accommodated with a minimum of 7 days advance notice; requires some type of shelter, power, and use of facilities
- Confirmed locations / hours with points of contact, site-specific detail confirmed by DPH contact
- Communications to community members advertising walk-in clinic
- Commitment to host at same location/hours for second-dose (exactly 28 days from first dose dates regardless of Pfizer / Moderna)



Thank you for having the DPH Mobile Vaccine Vans to your town! We're looking forward to working with you!  
Griffin Contact: Monica Oris, [Moris@Griffinhealth.org](mailto:Moris@Griffinhealth.org)  
DPH Contact: Dave Reyes, [dave.reyes@ct.gov](mailto:dave.reyes@ct.gov)

# What Other LHDs Are Doing: Hosting a DPH Van

## Communications



- Email notifications sent from superintendent to parents & students
- Canvassing flyers within 4-5 block radius of pop-up site location
- Engaging community leaders to send public messages supporting vaccination (esp. in African American / Black & Hispanic communities)

## Vaccination operations



- Aligning van dates/timeframes with existing events to capture more traffic
- Selecting same location for multiple days in a row
- Managing line if potential for vaccine supply to max out; prioritizing those unable to get vaccinated for following day

*Note: This is for purely informational purposes; what works in one place will not always work in another.*