

TRIAGE

PPE:

Required Procedure Masks

Optional Gloves, Face shield or goggles

Responsibilities of Triage:

Pre-Clinic Setup

- Assist in set up of clinic space, including traffic cones and parking lot signage
- Check in with Intake/Exit Unit Lead to receive any additional guidance related to clinic
- Obtains clipboard from Intake/Exit Unit Lead with names and times each person is registered to attend clinic
- Assess triage area (entrance to the clinic) and ensure no safety risks or concerns in the area. Report to Intake/Exit Unit Lead if any are identified
- Attend Just-in-Time Training (JIIT)

Clinic Triage Responsibilities and flow

- Ensure all attendees arriving at clinic are wearing a cloth or procedure mask. If not, provides a mask for them to wear. Those who refuse to wear a mask are not allowed in the clinic
- Verify name of individual on the list obtained pre-clinic.
 - If not on the list, seek assistance from Intake/Exit Unit Lead.
- Screen the individual for COVID-19

Screening Question: Before you can be tested today, we need to screen you by taking your temperature and asking you about possible symptoms of COVID-19

1. Take the person's temperature. Follow the instructions specific to the thermometer. **Any temperature 100.4 F or greater is considered a fever** and the individual should be asked to return at another time. Can be given information on how to reschedule an appointment

Taking someone's temperature:

- Temperature takers should keep as much distance from clients as they can
- Staff working at the triage station should not be having regular direct contact (touching) with participants or specimens so they would only need to change their gloves and sanitize their hands if they had contact with individuals or potentially contaminated surfaces

2. Ask if they are experiencing any of the following symptoms:

Chills

Cough

Diarrhea

Fatigue

Muscle or Body Aches

Headaches

New Loss of Taste or Smell

Sore Throat

Congestion or Runny Nose

Nausea or Vomiting

Worsening Shortness of Breath or Difficulty Breathing

If they answer yes to any of these symptoms, they will be asked to reschedule their vaccination appointment. Triage worker should give them information on how to do so and if there are any concerns that the individual needs addressed contact Intake/Exit Unit Lead

- If anyone comes with a dog or animal, inform individual that animals are not allowed in the clinic area. If they notify staff that the animal is a service animal, they may enter the clinic. Dogs and other animals that can be on a leash must be on a leash for the safety of the other clinic attendees and workers
- Ask if they need any additional assistance such as interpreter services, mobility assistance, assistance filling out forms, etc.

Demobilization

- Return clipboard with verified names to Intake/Exit Unit Leader at end of shift
- Help collect traffic cones and signage used to direct personnel to clinic and perform other tasks as designated

Required Training for Triage:

- POD Vaccination Clinic Overview
- When I Work training
- Health Insurance Portability and Accountability Act (HIPAA) training
- [General Information about COVID-19 Vaccines](#)