

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

DATE: 10/8/2020  
TO: <Insert Name(s)>  
CC: <Insert Name(s)>  
FROM: SFHSS Well-Being  
RE: Worksite Flu Clinics

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Hello <Insert Name(s)>,

We would like to thank you for your support and commitment to hosting a flu clinic in October/November this year. In our current state it's more important now than ever that we continue to have a healthy workforce to support the response to COVID-19 in the city. According to the [CDC](#), "Ensuring immunization services are maintained or reinitiated is essential for protecting individuals and communities from vaccine-preventable diseases and outbreaks and reducing the burden of respiratory illness during the upcoming influenza season."

This year, SFHSS is partnering with DPH to provide clinics at the workplace, providing ease and convenience for our employees to get vaccinated for the flu season. We looked at new and creative ways to reduce the risk of COVID-19 exposure including outdoor and mobile clinics that also ensure health and safety guidelines are being met. We've identified worksites where there is a dense population of essential workers and locations that are easily accessible.

Flu clinics will be facilitated differently due to the pandemic. We want to inform you and your leadership on how we are addressing:

- Health and Safety Guidelines,
- Roles and responsibilities for those involved in planning and implementation on the day-of,
- Member experience/flow, and
- Recommendations to a floor layout (in accordance with [Health Officer Ordinance](#) and City's Health Order and Guidance).

We will be following up with on the flu planning call to review the materials included to answer any questions or concerns that may arise. Please share this information with appropriate parties in your organization. We appreciate your partnership in supporting the health of our workforce.

Cordially,

*Carrie Beshears*

Carrie Beshears on Behalf of the Well-Being Team

[Well-being@sfgov.org](mailto:Well-being@sfgov.org)

653-652-4650

## Worksite Flu Clinic Health and Safety Measures

To help ensure the safe delivery of care during vaccination visits, SFHSS will confirm that departments are familiar with, support and are in compliance with all requirements set forth in [Health Officer Directive No. 2020-18](#) and [City's Health Order and Guidance](#). Outlined below provides specifics to CCSF onsite flu clinics.

### Signage & Education

- Provide directional signage on entrance and exits
- Provide staffing to assist in ensuring flow and distancing
- Post [health screening questions](#)
- Provide a [handout health screening questions](#)
- Provide Flu and COVID-19 symptom checker
- Provide Flu FAQ's

### Health Certification

- Participants will be required to answer [health screening questions](#) upon entry of the clinic. If a department has their own screening process, this will supersede the health self-assessment certification for employees only.
  - If a participant answers "no," to all questions they will be able to obtain a vaccination and if answer "yes," they will be connected with a nurse at the clinic where additional questions will be asked. If the nurse feels the individual is not a good fit for a flu vaccination they will be given the [handout health screening questions](#) that provides details on how to address any symptoms they may be having.

*\*As of 9/10/2020 – this may change due to Health Officer recommendations.*

### Protective Measures

- Individuals will be required to wear a proper face covering as outlined in the Face Covering Order and in compliance with requirements set forth in the Health Officer's Order. If an individual is not wearing their mask properly, they will be instructed by SFHSS on how to properly wear their mask. If a participant chooses not to follow these instructions or does not have a mask, they will not be allowed to get their flu vaccination. Where an individual does not have a proper face covering as outlined in the Face Covering Order, SFHSS will supply one. Supplies will be limited.
- SFHSS staff will wear protective gloves when necessary and change gloves after each interaction. If there is a glove shortage, staff will sanitize between each interaction.
- Healthcare provider will wear gloves when administering vaccinations and change gloves between each patient.
- Separate entrance and exits will be available.

## **Sanitizing Measures**

- SFHSS will provide hand sanitizer.
- High touch surfaces in common areas are cleaned and disinfected after each employee interaction throughout the day.
- Employees will be encouraged to bring their own pens to fill out paperwork. SFHSS will provide pens in the event an employee does not bring one and will ensure there is enough for single use only. Once used once, pens will be placed in a separate bin for cleaning/disinfecting.
- Vendor Nursing team will disinfect their workstation after each patient.

## **Facility**

- SFHSS will ensure the space is large enough to provide a minimum distance of 6 feet between patients in line or in waiting areas for vaccination, between vaccination stations, and in postvaccination monitoring areas.
- Plexiglass (TBD)
- SFHSS will ensure physical distancing measures, with separation of at least 6 feet between employees, are maintained during all aspects of the visit, including:
  - check-in
  - checkout
  - screening procedures
  - Flu vaccine administration
  - Post vaccination monitoring

## **Other**

- Employees will be encouraged to fill out the paperwork prior to attending the clinic to minimize time spent and reuse of equipment (e.g. pens and clipboards).
- Vaccinations will be scheduled by appointment.
- SFHSS will ensure there is enough staff support to help move patients through the clinic flow as quickly as possible.

## **References**

- <https://www.cdc.gov/vaccines/pandemic-guidance/index.html>
- <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp>
- <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

## Flu Clinic Roles & Responsibilities

	SFHSS	Provider Team	Dept
<b>Planning</b>			
Identify ideal locations to host flu clinics	X		
Determine Schedule for events in October and November	X		X
Identify a well-ventilated Space/Room that allows participants to be separated by 6 or more feet			
Dept. to provide Floor Plan			X
Review the floor plan with the dept contact	X		X
Determine Number of Attendees for flu clinics	X		
COVID-19 screening process that complies with applicable requirements.	X		
Provide tables and Chairs			
Provide materials/ poster	X		
Ensure 6-foot separation markers are outlined in areas including check in, nurses' stations, etc.	X	X	X
Determine online appointment scheduling tool	X		
Employer's site configuration and/ or event flow allows compliance with maximum room occupancy limits			X
Employer has an employee COVID screening process that complies with applicable requirements	X		X
Schedule & Assign Staff for Flu clinic	X	X	
Develop communication/marketing tools for Flu Clinics	X		
Provide protective supplies as may be mandated by government authority. This could include gloves, hand sanitizers, etc.	X		
Communication/Marketing of Flu Clinics	X		X
<b>Pre-Clinic</b>			
Arranging Chairs and tables rooms so patients are at least 6 feet apart	X		X
Installs 6-foot separation markers on floor in: registration line * in waiting areas * at nurse vaccination tables, including seating	X		

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Setup Screening Station desk, pens, materials, tablets, PPE, thermometer	<b>X</b>		
Setup registration desk, pens, materials, tablets, PPE	<b>X</b>	<b>X</b>	
Post signage at each public entrance of the facility requiring of everyone: (1) avoid entering if experiencing COVID-19 symptoms;(2) maintain a minimum six-foot distance from others in line and in the facility; and (3) wear a Face Covering	<b>X</b>		
Provides one or <i>more</i> onsite representative for duration of event who is responsible for monitoring site	<b>X</b>	<b>X</b>	<b>X</b>
Cleaning and sanitizing of facilities	<b>X</b>	<b>X</b>	<b>X</b>
Nurses Station Set-up		<b>X</b>	
Provide hand sanitizer and/or disinfecting wipes to patrons near the entrance of the facility, at check-in stations, and anywhere else where people have direct interactions	<b>X</b>		
Post a copy of the Social Distancing Protocol at each public entrance to the facility or location.	<b>X</b>		
<b>During Clinic</b>			
Enforcing precautionary measures, such as social distancing, face coverings, etc..	<b>X</b>		<b>X</b>
Execute screening process with flu clinic participants	<b>X</b>		
Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (tabletops, pens, chairs and Electronics)	<b>X</b>	<b>X</b>	
Disinfect break rooms, bathrooms, and other common areas frequently			<b>X</b>
Sanitation: Nurse station		<b>X</b>	
Ensure hand sanitizer, disinfecting wipes are replenished as needed	<b>X</b>		
<b>Post Clinic</b>			
Break Down of Tables and Chairs			<b>X</b>
Hazard Material Clean-up		<b>X</b>	
Cleaning and sanitizing of facilities			<b>X</b>
Take down of Posters/Materials/Signage	<b>X</b>		
Provide flu count		<b>X</b>	

## Worksite Flu Clinic During COVID-19 Employee Experience

Employee will enter through one location/door and be met by an SFHSS Staff member whom will:

1. Confirm the individual has a scheduled appointment,
2. ensure the employee is wearing the proper PPE, and
3. facilitate a health self-assessment and ask the employee to answer the [health screening questions](#). (If a department has their own screening process that will supersede this process)

Employee answers **NO** to all questions and temperature is clear.

Employee answers **YES** to at least one questions and/or temperature is above recommended range.

Employee proceeds to check in table where the provider team will either ask them for their paperwork or instruct them to fill out the appropriate paperwork using their own pen. If they do not have their own pen, they will be given a single use pen by the provider team.

Employee will be escorted to a private area where they will meet with an onsite nurse who will further explore with the individual if they are a good fit to have a vaccination at that time. If it is determined that they are not a good fit, they will be given the health screening handout that outlines their next steps and will be asked to leave by following the directional signage.

Employee is directed to nursing station to obtain flu vaccination. Only one employee will be at a station at any one given time.

If vaccinated for the **first time**: Directed toward a dedicated area 6 feet from all other areas and employees to be observed for 15-20 min.

If received flu vaccination in **previous** years:  
Employee can exit by following directional signage.

If after observation period they are cleared, the employee can leave following directional signage for the exit.

## Flu Clinic Locations and Details (As of 10/8/2020)

Event Date	Event Time	Event Location	Open/Closed
<b>10/1/2020</b>	5:00am-9:00am	DEM (Clinic 1) 1011 Turk St, San Francisco, CA 94102 1st floor Main Lunchroom	Closed (Employees with Access Only)
<b>10/1/2020</b>	11:00am-5:00pm	DEM (Clinic 2) 1011 Turk St, San Francisco, CA 94102 1st floor Main Lunchroom	Closed (Employees with Access Only)
<b>10/5/2020</b>	8:00am-12:00pm	PUC Sunol Yard 505 Paloma Way Sunol, CA. 94586 Millbrae Main Admin Building	Closed (Employees with Access Only)
<b>10/6/2020</b>	8:30am-4:00pm	Moscone Center South (Clinic 1) 747 Howard Street San Francisco, CA 94103	Closed (Employees with Access Only)
<b>10/7/2020</b>	7:00am-2:00pm	PUC-CDD 1990 Newcomb Ave, San Francisco, CA 94124 CDD Wellness Center	Closed (Employees with Access Only)
<b>10/7/2020</b>	8:00am-2:00pm	SFFD Headquarters 698 2nd St, San Francisco, CA 94107	Closed (Employees with Access Only)
<b>10/8/2020</b>	8:00am - 3:00pm	County Fair Building (Golden Gate Park) 1199 9th Ave, San Francisco, CA 94122	Open (Employee and Retirees)
<b>10/13/2020</b>	9:00am-4:00pm	SFPD Headquarters 1245 – 3rd Street San Francisco, CA 94158 Conference Room 1025	Closed (Employees with Access Only)
<b>10/14/2020</b>	8:30am-4:00pm	Moscone Center South (Clinic 2) 747 Howard Street San Francisco, CA 94104	Closed (Employees with Access Only)
<b>10/15/2020</b>	11:00am-4:00pm	MTA-MME 601 25th Street, San Francisco, CA 94107 Room #239 D&E	Closed (Employees with Access Only)
<b>10/19/2020</b>	7:30am-1:00pm	PUC-WST 1000 El Camino Real, Millbrae, CA 94030	Closed (Employees with Access Only)

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Event Date	Event Time	Event Location	Open/Closed
10/20/2020	10:00am-3:00pm	SF War Memorial 401 Van Ness Avenue San Francisco, CA 94102	Open (Employee and Retirees)
10/21/2020	9:00am-3:00pm	San Francisco Public Works 2323 Cesar Chavez San Francisco, CA 94124	Closed (Employees with Access Only)
10/22/2020	9:00am-4:00pm	1 South Van Ness Ave San Francisco, CA 94103 2nd Floor Atrium	Open (Employee and Retirees)
10/23/2020	6:30am-12:00pm	County Jail #3 1 Moreland Drive San Bruno, CA 94066	Closed (Employees with Access Only)
10/26/2020	12:00pm-4:00pm	PUC-CSD 1603 Griffith Street San Francisco, CA 94124	Closed (Employees with Access Only)
10/27/2020	8:00am-2:00pm	PUC-WWE 750 Phelps Street San Francisco, CA 94124	Closed (Employees with Access Only)
10/28/2020	8:00am-1:00pm	49 South Van Ness Ave (Clinic 1) San Francisco, CA 94103	Closed (Employees with Access Only)
10/29/2020	7:30am-12:00pm	PUC-HHWP Hetch Hetchy 1 Lakeshore Dr, Mocassin, CA. 95347	Closed (Employees with Access Only)
10/30/2020	9:00am-4:00pm	170 Otis St., Born Auditorium San Francisco, CA 94103	Open (Employee and Retirees)
10/30/2020	1:00pm-4:00pm	County Jail #3 1 Moreland Drive San Bruno, CA 94066	Closed (Employees with Access Only)
11/2/2020	9:00am-2:00pm	SFHSS Wellness Center 1145 Market St., Suite 100 San Francisco, CA 94103	Open (Employee and Retirees)
11/3/2020	9:00am-4:00pm	SHF 425 7th Street San Francisco, CA 94103	Closed (Employees with Access Only)
11/4/2020	11:00am-3:00pm	49 South Van Ness Ave (Clinic 2) San Francisco, CA 94103	Closed (Employees with Access Only)
11/9/2020	9:00AM-4:00PM	DPH 25 Van Ness, Room 610, 6 <sup>th</sup> fl San Francisco, CA 94103	Open (Employee and Retirees)
11/10/2020	6:00AM-11:00AM	DT - 200 Paul Ave. San Francisco, CA 94124	Open (Employee and Retirees)



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<b>11/16/2020</b>	11:00AM-5:00PM	JUV - 375 Woodside Ave., Cafeteria – Administration Bldg. San Francisco, CA 94127	Closed (Employees with Access Only)
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