

From: Doug
To: Staff and volunteers
Subject: Saturday Vaccine clinic assignments
Date: Friday, February 5, 2021 12:51:22 PM

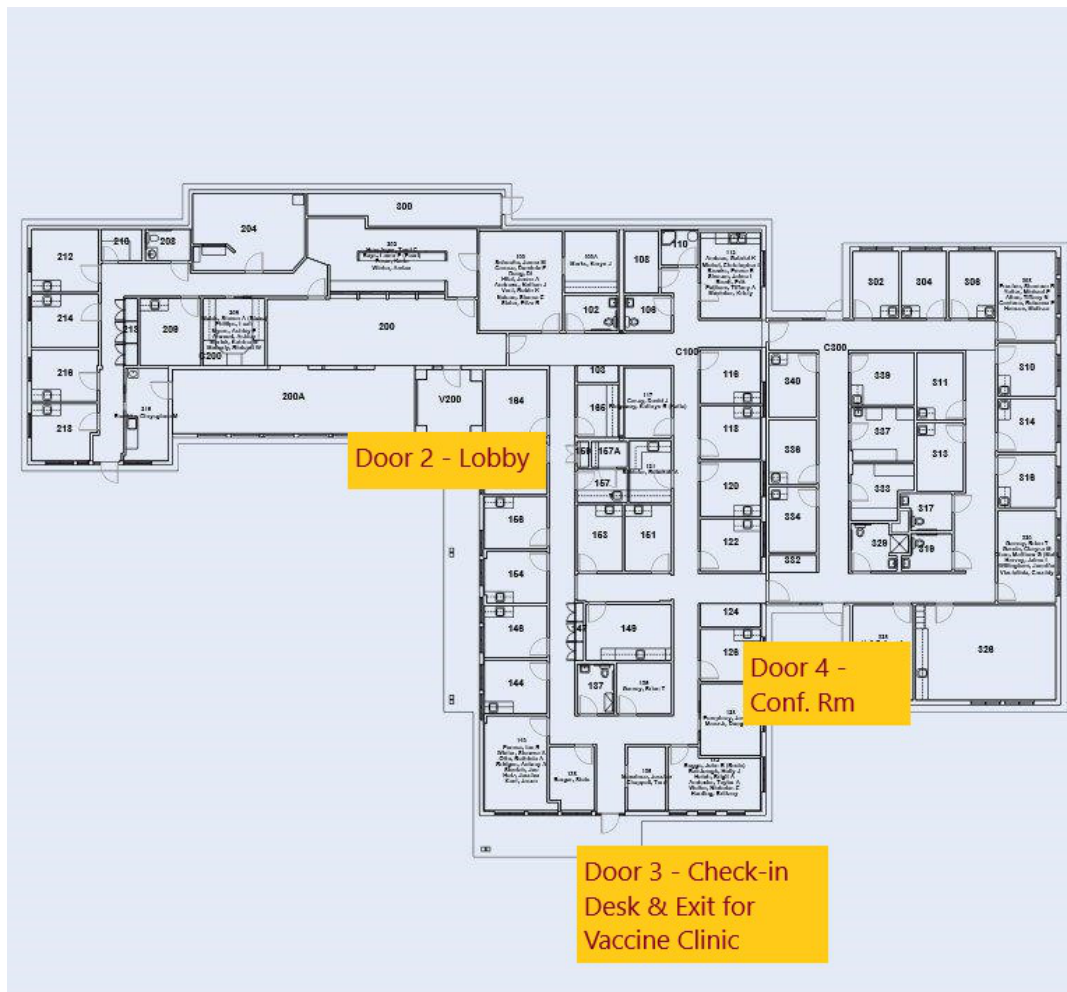
Hello!

I just want to send out some friendly reminders for people coming to help us get Columbia County vaccinated! Please see the bullets below and images for parking. We hope to keep our lot as open as possible.

- We will have lots of patients coming through, which means a high need for parking spaces.
- Please plan to park using street parking or the gravel lot on Old Portland Rd. rather than our employee parking if at all possible.
 - We are working on some alternative solutions for parking but don't have anything formalized yet.
- Greeters and Check-in – Please note this role works outside (under an overhang) and dress accordingly. I recommend warm layers and gloves; raingear if needed. We are hoping to add a heater to the area but it is unlikely that will be completed by tomorrow.
- Monitors – You may be asked to rotate with Greeters and/or Check-in so please bring appropriate clothing.
- We will have some snacks on hand, but if you're doing a full day I recommend bringing a lunch. We have not scheduled time for lunches, but there will likely be time for a quick breather at some point. I'd bring something you can eat on the fly.
- Everyone – wear comfortable shoes. There's a lot of walking/standing throughout the day.

Thank you for your support.





Doug
Project Coordinator
Family Medicine at Scappoose

From: Jessica
Sent: Friday, February 5, 2021 9:33 AM
Subject: Saturday Vaccine clinic assignments

Hello everyone-
Here is our schedule for tomorrow AM. (subject to change)

Roles were assigned based on ability to do scheduling, providing vaccinations, scribing, navigating patients, etc.

Shifts

- **Saturday**
 - **AM: 7:30 – 12:30**
 - **PM 12:00-5:00**

Vaccine Clinic Team Assignments

Vaccine Goal:	800	Date Range	6-Feb
---------------	-----	------------	-------

Staff	Saturday AM	Saturday PM	Material Needs
Greeter 1 - Screening	Deb	Katrina	
Greeter 2 - Screening	Sara	Alison	
Greeter 3 - Check-in	Karla	Karla	
Greeter 4 - Check-in	Pearl	Pearl	
Greeter 5 - Check-in	Aman	Tina	
Blue Vaccine Team - LIP	Joe	Joe	Blue Pod & Rooms 6 - 7 - 8 - 9 - 10 + 5
Blue Vaccine	Shawna	Shawna	Lobby
Blue Vaccine	Jason	Jason	
Red Vaccine Team - LIP	Soniya	Matt	Red Pod & Rooms 12 - 13 - 14 - 15 - 16 + 11
Red Vaccine Team	Ashley	Ashley	
Red Vaccine Team	Roheet	Beth	
Orange Team - LIP	Brian	Lizzie	Orange Pod & Rooms 17 - 18 - 19 - 25 - 26 + 24
Orange Vaccine Team	Tiffany	Tiffany	
Orange Vaccine Team	Melissa	Melissa	
Gold Team - LIP	Ryan	Chris	Gold Rooms + Lobby
Gold Vaccine Team	LeAn	LeAn	
Gold Vaccine Team	Brittany	Brittany	
Monitor/Navigator 1	Blanca	Rebekah	Carts - Cleaning Material & Juice/Snacks
Monitor/Navigator 2	Stephanie	David	Carts - Cleaning Material & Juice/Snacks
LIP - Triage	Ashley		
Phones - 1 WFH	Cynthia	x	
Phones - 2-in clinic/front desk	Tina	Kim	
Vaccine Draw/Monitor	Jessica	Jessica	
Vaccine Draw/Monitor	Randy		
Admin Support - Troubleshooter	Stein	Stein	
Shift Lengths	730 - 1230	12 - 500	FULL SHIFT - 830-400
Available staff			
AM		PM	
Kathryn		Kate	
		Sonja	

Jessica, LPN

Back Office Supervisor

FM Maternity Care Coordinator

Family Medicine at Scappoose