



## Community Roles, Responsibilities, and Requirements

Thank you for your interest in hosting a COVID-19 Vaccination event at your House of Worship, Community Center or other facility. The Vaccine Equity Task Force (VETF) operates as a clearing house for proposals from non-profit, faith-based, and community organizations seeking to serve vulnerable populations within the State and works with Local Health Departments to build enduring partnerships. The VETF supports local communities by working closely with community-based leaders and volunteers to plan and conduct safe, efficient COVID-19 vaccination events. In order to familiarize you with the process, we have outlined the host responsibilities and requirements that will lead to a successful vaccination event.

The VETF seeks to build community-led vaccine events. A successful event requires community staff and/or volunteer participation. The community fills roles as greeters, navigators, security support, flow managers, environmental support. In addition, the community may need to provide assistance to the medical partner providing the vaccines. A site leader who oversees community staff is essential. For a sense of scale, a vaccine event where 100 vaccines are administered over two and a half hours requires approximately 8-10 volunteers. The vaccine event will require a medical partner that will provide medical oversight. However, community staff of volunteer medical personnel (e.g. nurse or EMT) are always a welcome addition.

Identifying and securing a medical partner is mandatory. The medical partner may be a local hospital, private practice or a local pharmacy willing to administer the vaccine at your site. The medical partner will manage all aspects of vaccine administration and help determine the date of the event, the number of vaccines given and the registration process. The medical partner will assume responsibility for recognizing and providing emergency treatment in the event of an adverse reaction. The VETF can assist you in identifying available medical partners. However, the selection of a medical partner is solely a community decision. The VETF makes no recommendations regarding medical partners and will not be involved in the community's selection of a medical partner.

Under the CARES Act, COVID-19 vaccines are free of charge and individuals are not directly charged for the administration of the vaccine, but it is permissible for the medical provider to bill the individual's medical insurance provider. Your medical partner can request individual medical insurance information but there will be no out-of-pocket charge. Uninsured individuals will be vaccinated at no charge for administration. The vaccine brand (Moderna/Pfizer/Johnson & Johnson) utilized at your event will vary based on availability.

In our experience, a key to a successful vaccine event is early registration. The registration process will vary and is driven by the medical partner. Some of the more common registration platforms include PrepMod and Salesforce. Hospitals and local pharmacies have their own processes. In most cases, an event link is created by the medical partner and shared individually with community members over the internet or managed centrally by community volunteers. Host staff and volunteers are expected to assist with identifying and registering individuals. Often the host sites use an Excel spreadsheet with first name, last name, date of birth, phone number and/or email address.



Your local health department officer can be a great source of information and assistance in hosting a vaccine event. Baltimore City and every county in the State has an assigned staff member with the responsibility of working with the community and the VETF.

If you decide to submit a request, the VETF will review the information and reach out to you with any additional questions. If the site meets the VETF requirements, a site visit will be scheduled at your location. Ideally, your medical partner and the local health department officer will be present, but when either are unavailable the site visit will continue as scheduled. The site visit is an opportunity for the VETF to discuss with you the basics in hosting a successful event, and an opportunity for you to ask questions and become more familiar with the process. It is important to remember that the lack of a medical partner will delay your event and all vaccine events are subject to vaccine availability.

The role of the VETF is bringing partners together to host a successful vaccine event. The VETF will not provide direct support, but will share our knowledge and experience to ensure that your event is a success.



## Appendix 1 Community Request Request for Community-Sponsored COVID-19 Vaccine Events

Communities requesting vaccine supply and other resources for COVID-19 vaccination events should complete the form below and email with the Privacy Act Statement to [ng.md.mdarng.list.vetf-community-outreach@mail.mil](mailto:ng.md.mdarng.list.vetf-community-outreach@mail.mil).

1) Requesting Organization: \_\_\_\_\_

2) Proposed Site for Vaccination Event: \_\_\_\_\_

3) Address for Proposed Site: \_\_\_\_\_  
\_\_\_\_\_

4) Site Type (e.g. parking lot, auditorium, gymnasium, etc.): \_\_\_\_\_

5) Site Point of Contact

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

6) Desired Start Date: \_\_\_\_\_

7) Projected Finish Date: \_\_\_\_\_

8) Number of individuals projected to be vaccinated: \_\_\_\_\_

9) Demographics of the individuals intended to be vaccinated: \_\_\_\_\_  
\_\_\_\_\_

10) What are the barriers to vaccine access and how will you address them?

Messaging: \_\_\_\_\_

Transportation: \_\_\_\_\_

Physical (mobility, hearing, vision, etc.): \_\_\_\_\_

Computer Access: \_\_\_\_\_

Hesitancy: \_\_\_\_\_

11) Existing Public and Private Partnerships (if any): \_\_\_\_\_

For Administrative Purposes Only:

Mission #: \_\_\_\_\_



## Appendix 1 Community Request

Local Health Department (POC name and phone number): \_\_\_\_\_

Pharmacy Support (POC name and phone number): \_\_\_\_\_

Medical Support (POC name and phone number): \_\_\_\_\_

For Pharmacy / Medical Support do they have an ImmuNET # & COVID PIN?

ImmuNet #: \_\_\_\_\_

COVID PIN: \_\_\_\_\_

12) Number of community personnel that can support the vaccination event: \_\_\_\_\_

13) Number of supporting community members with medical expertise (e.g. nurses, EMTs, etc.): \_\_\_\_\_

14) How will you identify and register individuals for vaccination? \_\_\_\_\_

\_\_\_\_\_

15) Is interpreter support needed? \_\_\_\_\_

16) If so, what language(s)? \_\_\_\_\_

17) Will the community provide interpreter services? \_\_\_\_\_

18) What is the community's overall goal in supporting the vaccination event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19) Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Administrative Purposes Only:

Mission #: \_\_\_\_\_



## PRIVACY ACT STATEMENT

### MARYLAND VACCINE EQUITY TASK FORCE

**AUTHORITY:** DHA-IPM 20-004, “DoD Coronavirus Disease (COVID-19) Vaccination Program Implementation”; E.O. 13995, Ensuring an Equitable Pandemic Response and Recovery.

**PURPOSE:** To be used by Maryland National Guard personnel assigned to the Maryland Vaccine Equity Task Force for the purpose of coordinating with community organizations to ensure the equitable delivery of COVID-19 vaccines within the State of Maryland.

**ROUTINE USES:** Information provided in the statement may be disclosed to components within the Maryland National Guard for the purpose for which the information is collected, including to coordinate with communities requesting Maryland National Guard support for COVID-19 vaccination events. Additionally, this information may be shared with other local, state, and federal agencies in accordance with the Department of Defense (DoD) Blanket Route Uses published at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/> and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552a(b)).

**DISCLOSURE IS VOLUNTARY.** If the information is not provided, the Maryland National Guard will complete processing using information available.

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Signed and Dated