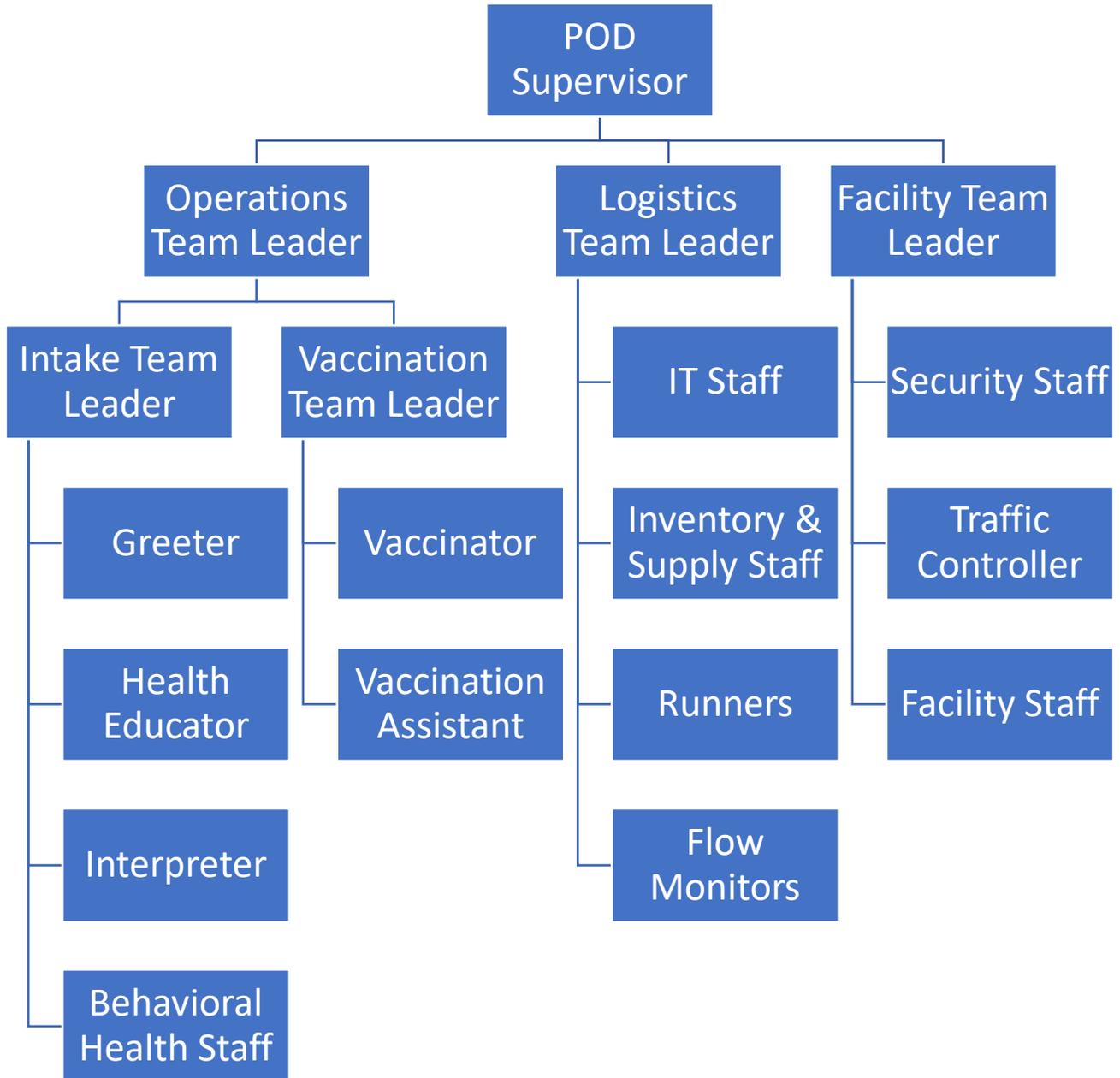




POD Just in Time Training (JITT)

Job Action Sheets



Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsosha.state.or.us

POD Supervisor

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- JITT Packets for Team Leaders
- PPE for POD Supervisor
- Document Organizer
- Single-use pens

Educational Materials:

Signage:

Reports to:

LPHA/Tribe Immunization Manager: _____

Phone: _____

Objective:

To provide oversight to overall POD operations and to function as the decision maker for the site.

Start of shift:

1. Arrive at POD site and check in with facility contact.
2. Establish a registration station, sign in, go through symptoms screener, and don vest and PPE.
3. Read through the JITT packets.
4. Conduct initial POD walk-through with facility contact, identify any concerns and document as needed.

During shift:

1. Allow POD personnel into facility early, as needed, and direct them to registration station.
2. Review POD roster of staff/volunteers.
3. Distribute JITT materials and related resources to Team Leaders and ask them to review materials.
 - a. Answer any questions from Team Leaders about position and responsibilities.
4. Conduct a brief orientation with all staff/volunteers
 - Welcome, thank everyone for their time, describe the situation and POD operations
 - Description POD layout and flow.
 - Describe importance of documentation that needs to be completed and collected.
 - Describe safety protocol (PPE) and on-site emergency protocol, including emergency exits, and identify site safety personnel/leads.
 - Go over process for handling media requests.
 - Remind of importance of taking breaks and staying hydrated and point out location of restrooms.
 - Provide shift change information.
 - Provide information on how to handle difficult clients.
5. Ensure the security of POD staff and supplies.
6. Continually receive reports/updates from Team Leaders.
7. Take care of your own needs by taking breaks, eating and drinking plenty of water.
8. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with POD Team Leaders.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

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Operations Team Leader

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- JITT Packets for Team Leaders
- PPE for POD Supervisor
- Document Organizer
- Single-use pens

Educational Materials:

Signage:

Reports to:

POD Supervisor: _____

Phone: _____

Objective:

To oversee Intake Team and Vaccine Team; distribute forms, health education materials and interpretation forms.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from POD Supervisor.
4. Familiarize yourself with POD layout and flow.

During shift:

1. Review Intake Team and Vaccination Team roster of staff/volunteers
2. Conduct JITT with Intake Team and Vaccination Team Leaders
3. Advise Intake and Vaccination Team Leaders on PPE requirements, per protocol, as needed.
4. Delegate staff/volunteers to perform necessary tasks not specified on JAS.
5. Ensure coordination among Intake and Vaccination Teams
6. Distribute necessary forms to Intake and Vaccination Teams.
7. Ensure the needs of limited English proficiency clients are met.
8. Assist Intake and Vaccination teams with clients who may need additional support, as appropriate
9. Provide regular reports to POD Supervisor
10. Take care of your own needs by taking breaks, eating and drinking plenty of water.
11. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE

End of shift:

1. Debrief with POD Supervisor.
2. Brief or train your replacement as necessary
3. Turn in any documentation, as necessary
4. Return any supplies issued to you (vest, badge, clipboard, etc.)
5. Sign out

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Intake Team Leader

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- Blank Screening Forms in all available languages
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- PPE for Intake Team Leader
- Facemasks for individuals who are not wearing masks
- Hand sanitizer
- Antimicrobial wipes
- Document organizer for blank screening forms
- JITT Packet

Educational Materials:

- Screening Forms
- Disease Fact Sheet
- Disease FAQ
- Vaccine Fact Sheet
- Vaccine FAQ
- List of frequently asked questions

Signage

- Directional arrow signs

Document accessibility:

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state.ohio.gov

Reports to:

POD Supervisor: _____

Phone: _____

Objective:

To oversee intake team staff and duties; distributing forms, health education materials and interpretation forms.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from POD Supervisor
4. Familiarize yourself with POD layout and flow.

During shift:

1. Review Intake Team roster of staff/volunteers
2. Conduct JITT with assigned staff/volunteers
3. Advise Intake Team on PPE requirements, per protocol, as needed.
4. Designate stations/areas to Intake Team Staff.
5. Delegate staff/volunteers to perform necessary tasks not specified on Job Action Sheet (JAS).
6. Ensure coordination among Intake Team
7. Distribute necessary forms to Intake Team.
8. Ensure the needs of clients with limited English proficiency are met.
9. Maintain Intake Team Log.
10. Assist Intake team with clients who may need additional support, as appropriate.
11. Provide regular reports to POD Supervisor.
12. Take care of your own needs by taking breaks, eating and drinking plenty of water.
13. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with POD Supervisor.
2. Brief or train your replacement as necessary.
3. Turn in any documentation to POD Supervisor.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

Greeter

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- Blank Screening Forms in all available languages
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- PPE for Greeters
- Facemasks for individuals who are not wearing masks
- Hand sanitizer
- Antimicrobial wipes
- Document organizer for blank screening forms.

Educational Materials:

- Screening Forms
- Disease Fact Sheet
- Disease FAQ
- Vaccine Fact Sheet
- Vaccine FAQ
- List of frequently asked questions

Signage

- Greeter Station sign
- "Do you have a completed screening form" sign?
- Directional arrow signs

Document accessibility:

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Reports to:

Intake Team Leader: _____

Phone: _____

Objective:

To welcome the clients, provide information and direction, and determine if they need extra support in the POD via interpretation or other access and functional need services.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from Team Lead.
4. Familiarize yourself with POD layout and flow.
5. Ensure your station is equipped with all necessary supplies.

During shift:

1. Greet clients as they enter the POD.
2. Determine if clients need interpretation, or additional services, and connect them to that resource, if available.
3. Screen clients for COVID-19 symptoms and provide temperature check.
4. Follow written protocols for clients to leave venue and seek medical care as needed.
5. Ask if the clients have completed the screening forms.
6. If clients have completed forms, send to vaccination line(s).
7. If the clients do not have completed forms, send them to the form completion area, if available.
8. Assist the public with accurate completion of screening form.
9. Review each client's form and double-check for completeness.
10. Answer clients' questions within scope of practice and as time allows. Do not hold up traffic flow to answer questions.
11. If questions are out of scope, refer clients' questions to health educator and/or vaccinator, as appropriate.
12. Take care of your own needs by taking breaks, eating and drinking plenty of water.
13. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Train your replacement.
2. Debrief with Intake Team Leader.
3. Return any supplies issued to you (vest, badge, clipboard, etc.).
4. Sign out.

Health Educator

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- Blank Screening Forms in all available languages
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- PPE for Health Educator
- Facemasks for individuals who are not wearing masks
- Hand sanitizer
- Antimicrobial wipes
- Document organizer for blank screening forms

Educational Materials:

- Screening Forms
- Disease Fact Sheet
- Disease FAQ
- Vaccine Fact Sheet
- Vaccine FAQ
- List of frequently asked questions

Signage

- Directional arrow signs

Document accessibility:

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Reports to:

Intake Team Leader: _____

Phone: _____

Objective:

1. To answer questions and provide education to clients upon entering and exiting the POD.
2. Start of shift:
3. Sign in, go through symptom screening, and don vest and PPE.
4. Read through the JITT packet.
5. Receive orientation, safety briefing and position training from Intake Team Leader
6. Familiarize yourself with POD layout and flow.
7. Ensure you have all necessary forms, equipment and supplies.

During shift:

1. Assist clients by answering questions related to the agent/pathogen, symptoms, treatment, or others, as necessary.
2. Assist clients in understanding health education materials and provide them with language appropriate materials.
3. Answer questions within scope of training or qualifications.
4. Accompany clients through POD as necessary.
5. Watch for clients who appear ill and direct them to off-site medical services per protocol, as appropriate.
6. Alert appropriate staff to clients who may need additional support, as appropriate.
7. Direct requests for additional resources to runner.
8. Set up electronic and AV equipment to help communicate information to crowds and staff, as needed.
9. Take care of your own needs by taking breaks, eating and drinking plenty of water.
10. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Intake Team Leader.
2. Brief or train your replacement as necessary.
3. Return any supplies issued to you (vest, badge, clipboard, etc.).
4. Sign out.

Interpreter

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Blank Screening Forms in all available languages
- Single-use pens
- PPE for Interpreters
- Facemasks for individuals who are not wearing masks
- Hand sanitizer
- Document organizer for blank screening forms

Educational Materials:

- Disease Fact Sheet
- Disease FAQ
- Vaccine Fact Sheet
- Vaccine FAQ
- List of Frequently asked questions

Signage

- Directional arrow signs

Document accessibility:

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Reports to:

Intake Team Leader: _____

Phone: _____

Objective:

To provide interpretation services to assist clients with limited English proficiency in understanding forms, health education materials and site procedures.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from Intake Team Leader.
4. Familiarize yourself with POD layout and flow.
5. Ensure you have all necessary forms, equipment and supplies.

During shift:

1. Work with Intake team to identify and assist clients with limited English proficiency.
2. Assist clients with completing screening/intake forms.
3. Assist clients by answering questions related to the agent/pathogen, symptoms, treatment, or others, as necessary.
4. Assist clients in understanding health education materials or provide them with language appropriate materials.
5. Accompany clients through POD as necessary.
6. Watch for clients who appear ill and direct them to off-site medical services per protocol, as appropriate.
7. Alert appropriate staff to clients who may need additional support, as appropriate.
8. Direct requests for additional resources to runner.
9. Take care of your own needs by taking breaks, eating and drinking plenty of water.
10. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Intake Team Leader.
2. Brief or train your replacement as necessary.
3. Return any supplies issued to you (vest, badge, clipboard, etc.).
4. Sign out.

Behavioral Health Staff

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use Pens
- PPE for Behavioral Health Staff
- Facemasks for individuals who are not wearing masks
- Hand sanitizer
- Antimicrobial wipes
- Document organizer for blank forms

Educational Materials:

- Screening Forms
- Disease Fact Sheet
- Disease FAQ
- Vaccine Fact Sheet
- Vaccine FAQ
- List of frequently asked questions

Signage

- Directional arrow signs

Document accessibility:

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Reports to:

Intake Team Leader: _____

Phone: _____

Objective:

To assist POD clients of staff/volunteers with counseling or support.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Intake Team Leader.
4. Familiarize yourself with POD layout and flow.
5. Ensure you have all necessary forms, equipment and supplies.

During shift:

1. Set up station and ensure a private area to assist clients and staff/volunteers.
2. Provide behavioral health support or education, as needed.
3. Refer clients and staff/volunteer to outside sources of support, as necessary.
4. Direct clients back into POD flow or exit, as appropriate.
5. Document all activities and actions taken.
6. Respond to other POD staff/volunteers who identify an ill client.
7. Provide regular reports to Intake Team Leader.
8. Take care of your own needs by taking breaks, eating and drinking plenty of water.
9. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Intake Team Leader.
2. Brief or train your replacement as necessary.
3. Return any supplies issued to you (vest, badge, clipboard, etc.).
4. Sign out.

Vaccination Team Leader

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- Document Storage
- PPE for distribution to Vaccination Team
- Hand sanitizer
- Vaccination Record Log

Educational Materials:

- Vaccination Team JITT Packet
- Vaccine Information Sheets

Signage

- Vaccination Station sign
- Directional arrow signs

Document accessibility:

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Reports to:

POD Supervisor: _____

Phone: _____

Objective:

To oversee and ensure efficient and effective dispensing of vaccine to the public

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training.
4. Familiarize yourself with POD layout and flow.
5. Review vaccination protocol, standing order and emergency protocol for adverse reactions.

During shift:

1. Review Vaccination Team roster of staff/volunteers.
2. Conduct JITT with assigned staff/volunteers.
3. Advise Vaccination Team on PPE requirements, per protocol, as needed.
4. Designate stations to Vaccinators.
5. Delegate staff/volunteers to perform necessary tasks not specified on JAS.
6. Ensure coordination among Vaccination Team.
7. Ensure proper handling of vaccine and pharmaceuticals.
8. Ensure appropriate vaccination to clients.
9. Ensure proper completion and collection of all forms.
10. Assist Vaccination Team with clients who may need additional support, as appropriate.
11. Monitor and respond to clients who may experience adverse reactions.
12. Provide regular updates to POD Supervisor.
13. Take care of your own needs by taking breaks, eating and drinking plenty of water.
14. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with POD Supervisor.
2. Train your replacement as necessary.
3. Assist with demobilization, as directed.
4. Turn in any documentation to POD Supervisor.
5. Return any supplies issued to you (vest, badge, clipboard, etc.).
6. Sign out.

Vaccinator

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- PPE for Vaccinators (gloves, masks)
- Hand sanitizer
- Antimicrobial wipes
- Tables and chairs
- First Aid Kit
- Vaccine Supplies (Sharps Container, Band-Aids, Syringes and Needles, Cotton Balls, Alcohol wipes/prep pads)
- Garbage can
- Vaccine and diluting solution if needed
- Vaccine Coolers
- Vaccination Record Log
- Vaccine Information Sheets

Educational Materials:

- Vaccine Information Sheets

Signage

- Vaccination Station sign
- Directional arrow signs

Document accessibility:

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Reports to:

Vaccination Team Leader: _____

Phone: _____

Objective:

To prepare and administer vaccine to clients.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Team Lead.
4. Familiarize yourself with POD layout and flow.
5. Set up station with all necessary forms, equipment and supplies.
6. Review vaccination protocol/standing order, emergency protocol for adverse reactions, and screening forms,

During shift:

1. Greet clients as they arrive at Vaccination Station.
2. Review screening form for contraindications and approval to administer the vaccine.
3. Verify consent of client to receive vaccine.
4. Document vaccine administration (location, dose, etc.) on appropriate forms.
5. Prepare vaccine to administer to clients.
6. Administer vaccine to clients.
7. Dispose of syringe in appropriate sharps container.
8. Assess clients for immediate adverse reactions.
9. Work alongside Vaccination Assistants to safely administer vaccine to clients.
10. Provide clients with vaccine information sheet.
11. Adhere to infection prevention procedures.
12. Answer client questions within scope of training/qualifications.
13. Report supply status to Vaccination Team Leader.
14. Direct requests for additional supplies to Runner.
15. Maintain security and proper storage of vaccine
16. Take care of your own needs by taking breaks, eating and drinking plenty of water.
17. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Clean up station and prepare for transfer to the next shift or for demobilization.
2. Ensure all supplies are fully stocked.
3. Train your replacement as necessary.
4. Debrief with Vaccination Team Leader.
5. Turn in any documentation to Vaccination Team Leader.
6. Return any supplies issued to you (vest, badge, clipboard, etc.).
7. Sign out

Vaccination Assistant

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- Single-use pens
- PPE for Vaccination Assistants (gloves, masks)
- Hand sanitizer
- Antimicrobial wipes
- Tables and Chairs
- First Aid Kit
- Vaccine Supplies (Sharps Container, Band-Aids, Syringes and Needles, Cotton Balls, Alcohol wipes/prep pads)
- Garbage can
- Vaccine and diluting solution if needed
- Vaccine Coolers
- Vaccination Record Log
- Vaccine Information Sheets

Educational Materials:

- Vaccine Information Sheets

Signage

- Vaccination Station sign
- Directional arrow signs

Document accessibility:

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Reports to:

Vaccinator Team Leader: _____

Phone: _____

Objective:

To support the vaccinator with preparing and administering vaccines.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Team Lead.
4. Familiarize yourself with POD layout and flow.
5. Assist with vaccine station set-up with all necessary forms, equipment and supplies.
6. Review vaccination protocol/standing order, emergency protocol for adverse reactions, and screening forms.

During shift:

1. Greet clients as they arrive at Vaccination Station.
2. Ensure proper handling and storage of vaccine.
3. Review screening form for contraindications and approval to administer the vaccine.
4. Verify consent of client to receive vaccine.
5. Document vaccine administration (location, dose, etc.) on appropriate forms.
6. Ensure Vaccinators have adequate supplies at hand.
7. Prep vaccine for Vaccinator.
8. Assess clients for immediate adverse reactions.
9. Provide clients with vaccine information sheet.
10. Adhere to infection prevention procedures.
11. Answer client questions within scope of training/qualifications.
12. Report supply status to Vaccination Team Leader.
13. Direct requests for additional supplies to Runner.
14. Direct client to exit vaccination station.
15. Fill in for Vaccinator as needed.
16. Take care of your own needs by taking breaks, eating and drinking plenty of water.
17. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Clean up station and prepare for transfer to the next shift, or for demobilization.
2. Ensure all supplies are fully stocked.
3. Train your replacement as necessary.
4. Debrief with Vaccination Team Leader.
5. Turn in any documentation to Vaccination Team Leader.
6. Return any supplies issued to you (vest, badge, clipboard, etc.).
7. Sign out.

Logistics Team Leader

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- JITT Packet
- PPE for Logistics Team Leader
- Document Organizer
- Single-use pens

Educational Materials:

Signage

- Directional arrow signs

Reports to:

POD Supervisor: _____

Phone: _____

Objective:

To oversee and ensure efficient and effective operations within the POD.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from POD Supervisor.
4. Familiarize yourself with POD layout and flow.
5. Review security and traffic control plan.

During shift:

1. Review Logistics Team roster of staff/volunteers.
2. Conduct JITT with assigned staff/volunteers.
3. Advise Logistics Team on PPE requirements, per protocol, as needed.
4. Designate stations/areas to Logistics Team Staff.
5. Delegate staff/volunteers to perform necessary tasks not specified on JAS
6. Ensure coordination among POD Logistics Team.
7. Oversee and trouble-shoot POD Logistics Team issues.
8. Maintain Logistics Team Log.
9. Provide regular reports to POD Supervisor.
10. Take care of your own needs by taking breaks, eating and drinking plenty of water.
11. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with POD Supervisor.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

Document accessibility:

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IT Staff

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for IT Staff
- JITT Packet
- Computers and printers
- Communication Devices

Educational Materials:

Signage

Reports to:

Logistics Team Leader: _____

Phone: _____

Objective:

To assist with accessing and maintaining facility, providing utility support, and other facility management tasks.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from Logistics Team Leader.
4. Familiarize yourself with POD layout and flow.

During shift:

1. Set up computers or ensure working status of on-site computer.
2. Ensure internet access and printer connections at POD site.
3. Test communication devices.
4. Assign communication devices to staff/volunteers, as appropriate.
5. Provide training on use of computers and communication devices to staff/volunteers, as needed.
6. Take care of your own needs by taking breaks, eating and drinking plenty of water.
7. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Logistics Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

Document accessibility:

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Inventory & Supply Staff

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Inventory & Supply Staff
- JITT Packet
- Inventory Record Log
- Vaccine Standing Order and SOPs

Educational Materials:

Signage

Document accessibility:

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Reports to:

Logistics Team Leader: _____

Phone: _____

Objective:

To maintain and control inventory of medical supplies, pharmaceuticals and other supplies.

Start of shift

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Logistics Team Leader.
4. Familiarize yourself with POD layout and flow.

During shift:

1. Standby for delivery of vaccine and other supplies.
2. Ensure supplies are kept in a locked, secured room.
3. Review standing orders and SOPs for type of vaccine to be dispensed, particularly instructions for storage and handling.
4. Maintain and control all supply inventories on record log.
5. Keep a running balance of inventory of each type.
6. Record supplies that are removed from inventory.
7. Record lot number, quantity issues and vaccinator that supplies were issued to.
8. Log unused supplies on Inventory Record Log.
9. Report supply inventory to Logistics Team Leader regularly.
10. Anticipate and report supply needs.
11. Work with runners to stock supplies at stations.
12. Take care of your own needs by taking breaks, eating and drinking plenty of water.
13. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Logistics Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out

Runners

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Runners
- JITT Packet

Educational Materials:

Signage

Reports to:

Logistics Team Leader: _____

Phone: _____

Objective:

To contribute to the smooth flow of POD operations by stocking supplies and running errands as needed.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Logistics Team Leader.
4. Familiarize yourself with POD layout and flow.

During shift:

1. Deliver messages to POD stations as directed.
2. Transport supplies to POD stations as directed.
3. Run errands for POD staff/volunteers, as needed.
4. Perform other duties as assigned by Logistics Team Leader.
5. Take care of your own needs by taking breaks, eating and drinking plenty of water.
6. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Logistics Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

Document accessibility:

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state.ohio.gov

Flow Monitor

Job Action Sheet

- Supplies Needed:
- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Flow Monitors
- JITT Packet

Educational Materials:

Signage

Reports to:

Logistics Team Leader: _____

Phone: _____

Objective:

To ensure efficient flow of clients through the POD and assess for bottlenecks.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Logistics Team Leader.
4. Familiarize yourself with POD layout and flow.

During shift:

1. Direct clients to appropriate entrances/exits, stations and other personnel.
2. Monitor overall flow of the POD.
3. Identify and trouble-shoot bottlenecks, as needed.
4. Alert Logistics Team Leader, Security, or Behavioral Health staff to clients who may need additional support, as appropriate.
5. Perform other duties as assigned by Logistics Team Leader.
6. Take care of your own needs by taking breaks, eating and drinking plenty of water.
7. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Logistics Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

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Facility Team Leader

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- JITT Packet
- PPE for Facility Team Leader
- Document organizer
- Single-use pens

Educational Materials:

Signage

- Directional arrow signs

Reports to:

POD Supervisor: _____

Phone: _____

Objective:

To oversee on-site internal and external security, facility and traffic control issues at the POD.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from POD Supervisor.
4. Familiarize yourself with POD layout and flow.
5. Review security and traffic control plan.

During shift:

1. Allow POD personnel into facility early, as needed.
2. Review Facility Team roster of staff/volunteers.
3. Conduct JITT with assigned staff/volunteers.
4. Advise Facility Team on PPE requirements, per protocol, as needed.
5. Designate stations/areas to Facility Team Staff.
6. Delegate staff/volunteers to perform necessary tasks not specified on JAS.
7. Oversee staff responsible for security, traffic control and facility.
8. Ensure the security of POD staff and supplies.
9. Continually assess/solve security and traffic needs.
10. Direct clients to locations.
11. Watch for problems and bottle-necks in traffic flow.
12. Monitor and report number of clients waiting.
13. Maintain Facility Team Log.
14. Provide regular reports to POD Supervisor.
15. Take care of your own needs by taking breaks, eating and drinking plenty of water.
16. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE

End of shift:

1. Debrief with POD Supervisor.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

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Traffic Controller

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Traffic Controller

Educational Materials:

Signage

- Directional Arrows

Reports to:

Facility Team Leader: _____

Phone: _____

Objective:

To control and monitor the flow of pedestrian and vehicular traffic outside of the POD.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing, and position training from Facility Team Leader.
4. Familiarize yourself with POD layout and flow.
5. Review security and traffic control plan.

During shift:

1. Set up traffic flow patten for outside of the site.
2. Perform duties as assigned, which may include:
3. Directing vehicular traffic;
4. Directing clients to appropriate entrances/exits;
5. Monitoring and resolving traffic flow problems;
6. Monitoring and resolving parking issues.
7. Record and report traffic control incidents to Facility Team Leader.
8. Take care of your own needs by taking breaks, eating and drinking plenty of water.
9. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Facility Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out

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Security Staff

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Security Staff

Educational Materials:

Signage

- Directional arrow signs

Reports to:

Facility Team Leader: _____

Phone: _____

Objective:

To coordinate on-site internal and external security and pedestrian and vehicle traffic control activities.

Start of shift:

1. Sign in, go through symptoms screener, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Facility Team Leader
4. Familiarize yourself with POD layout and flow.
5. Ensure you have all necessary forms, equipment and supplies.

During shift:

1. Confirm identification of POD staff and allow them into POD facility.
2. Secure POD supplies, entrances and exits.
3. Standby for vaccine delivery/chain of custody.
4. Ensure the safety and security of staff and supplies.
5. Continually assess/solve security needs and perform security site duties:
6. Direct clients to locations.
7. Watch for problems and bottle-necks in traffic flows.
8. Monitor and report number of waiting clients.
9. Watch and assist with any disruptive behaviors.
10. Call for back-up, alert 9-1-1 if needed.
11. Manage media and direct to designated PIO or Supervisor.
12. Report concerning incidents or behavior to unit leader.
13. Manage parking issues, as directed.
14. Take care of your own needs by taking breaks, eating and drinking plenty of water.
15. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE.

End of shift:

1. Debrief with Facility Team Leader.
2. Brief or train your replacement as necessary.
3. Turn in any documentation, as necessary.
4. Return any supplies issued to you (vest, badge, clipboard, etc.).
5. Sign out.

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Facility Staff

Job Action Sheet

Supplies Needed:

- Pocket Communicator
- List of Interpretation Resources (phone numbers, on-site interpreters, etc.)
- PPE for Facility Staff

Educational Materials:

Signage

Reports to:

Facility Team Leader: _____

Phone: _____

Objective:

To assist with accessing and maintaining facility, providing utility support, and other facility management tasks.

Start of shift:

1. Sign in, go through symptom screening, and don vest and PPE.
2. Read through the JITT packet.
3. Receive orientation, safety briefing and position training from Facility Team Leader
4. Familiarize yourself with POD layout and flow.

During shift:

1. Unlock POD site, if necessary.
2. Provide access to facility to appropriate staff.
3. Assist with setup of equipment, as necessary.
4. Ensure continual facility use.
5. Maintain facility and provide utility support, as needed.
6. Work with Security staff to ensure safety of facility and grounds.
7. Follow medical waste management protocols for removal of medical waste.
8. Take care of your own needs by taking breaks, eating and drinking plenty of water.
9. Maintain physical distancing and follow all other safety protocols; safely don/doff PPE

End of shift:

1. Debrief with Facility Team Leader
2. Brief or train your replacement as necessary
3. Turn in any documentation, as necessary
4. Return any supplies issued to you (vest, badge, clipboard, etc.)
5. Sign out

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POCKET COMMUNICATOR

I SPEAK...

ASL American Sign Language	Русском Russian
اللغة العربية Arabic	Soomaali Somali
普通话 Chinese	español Spanish
日本語 Japanese	Tagalog Tagalog
ភាសាខ្មែរ Khmer	Українською Ukrainian
한국어 Korean	Tiếng Việt Vietnamese
Română Romanian	



https://crinorthwest.org/uploads/1/0/7/2/107224813/pocket_communicator_2019.pdf

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