**Facility-Hosted Vaccine Clinic Toolkit – Cover Sheet**

Re: A toolkit for Implementing Adult Vaccination Clinics in Nursing Homes

According to the Centers for Disease Control and Prevention (CDC), getting vaccinated is one of the most convenient and safest ways to protect you and those around you from getting and spreading serious diseases. These diseases could result in poor health, missed work, costly medical bills, and the inability to conduct everyday tasks that support your family.

All adults should be up to date with routine vaccines, including COVID-19 and influenza (flu) vaccines, and Tdap, a vaccine that protects against tetanus, diphtheria, and whooping cough. Depending on the individual’s health conditions, age, life events, job, and travel plans, they may need other vaccines as well. It’s important for all adults to speak to their healthcare professionals about which vaccines are right for them and when they should receive them.

We have created this toolkit to support your efforts to protect the health and wellbeing of your staff members ,your residents, and the individuals living in the community you serve. By promoting vaccinations and hosting on-site vaccine clinics, you are helping to protect your community from exposure to unvaccinated individuals who may be carrying a vaccine-preventable disease.

Opening these events to the entire community, with a special focus on friends and family members of staff and residents, offers your nursing home an opportunity to reinforce positive relationships with the community you serve. Consider partnering with your local department of health, local pharmacies, consultant pharmacists, and community-based organizations to solidify community partnerships, serve as leaders in promoting the health and safety of your community, share educational resources across partner organizations, and offer your community convenient and easy access to essential vaccines.

This toolkit includes the following resources:

* Checklists for planning the logistics of your vaccination clinic
* Sample content for newsletter
* Sample letter inviting friends and family members to attend
* Customizable flyer to help you promote your event to the community
* Customizable press release to promote your event through local media outlets
* Customizable social media posts to promote your event on your organization’s social media platforms.

As always, our team of quality improvement professionals is available to provide individual technical assistance with program planning, and, if needed, they will assist you in convening a virtual Resident and Family Council meeting to educate family members and residents about being up to date on their vaccines and to promote your event.

We will happily answer any questions you may have as you plan your event. Please feel free to contact us at [ipronursinghometeam@ipro.org](mailto:ipronursinghometeam@ipro.org) or call us toll-free at 888-502-0566 if you have any questions or would like additional assistance.