COVID-19 Vaccination Distribution
Implementation Program

Guidance for Community and
Faith-Based Organizations

Prepared by: Wisconsin COVID-19 Vaccine Task Force

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COVID-19 vaccinations are one of the best ways that Wisconsinites can protect themselves, their family, and their community from COVID-19. As trusted messengers, community and faith-based organizations can serve an important role in protecting their members and community, by providing education and awareness of the importance of COVID-19 vaccines, and connecting individuals to vaccination options. This document is intended to serve as a resource for community and faith-based organizations about COVID-19 vaccine and how to increase access in the community.

Now that everyone 16 and older is eligible for the vaccine, it is the ideal time to support your members and community.

- Let your members know they are eligible.
- Provide education on vaccine safety and why it is important to get vaccinated.
  - Leverage different delivery methods for the information such as including information in your bulletins, e-newsletters, podcasts, social media, etc.
  - Host Q and A sessions for membership. Consider inviting clinical experts to answer questions about the vaccine and trust leaders in your community to encourage confidence.
- Consider hosting a COVID-19 vaccination clinic in coordination with an approved vaccinator: [DHS can help connect you with an approved vaccinator](#).
- Sign up for the Wisconsin Department of Health Services (DHS) [newsletter](#) for weekly updates and resources on the COVID-19 vaccination program.
- Sign up for the DHS [Friday webinar series](#) for stakeholders.

DHS has materials translated in different languages available to print and share with your members and community. These materials and more can be found at [www.dhs.wisconsin.gov/covid-19/vaccine-resources.htm](#). In addition, the Centers for Disease Control also has a Community-Based Organizations COVID-19 Vaccine Toolkit that can be found at [Community-Based Organizations COVID-19 Vaccine Toolkit | CDC](#).

Help your members get vaccinated.

Local and tribal health departments (LTHD) are coordinating local vaccination efforts. Because of this, each community’s vaccination options may be different. However, options throughout Wisconsin include pharmacies, health care providers, community-based vaccination clinics, etc. You can provide your members with the following information about where they can get the vaccine:

- DHS hotline at (844) 684-1064 for vaccine-related questions and appointment support for those who do not have access to internet or prefer to access information through non-digital communications.
- Vaccine.gov: The online CDC map that helps people find the latest information on COVID-19 vaccine availability: [https://Vaccine.gov](#).
- Wisconsin COVID-19 Vaccine Registry: The Vaccine Registry allows Wisconsin residents to register for and schedule COVID-19 vaccination appointments locally as vaccine becomes available. Note: The vaccine registry is *not* a comprehensive resource for all vaccination options. Individuals can access a list of participating vaccine providers and the vaccine registry at [www.dhs.wisconsin.gov/covid-19/vaccine-get.htm](#).
- Additional information about where to find vaccine can be found at [COVID-19: Where you can get vaccinated](#).
If you know of several open clinics or vaccine providers in your area, collaborate with those providers to create your own community map.

Leverage social media to connect membership to local vaccine providers or groups that are promoting assistance with locating available vaccination appointments.

**Consider hosting your own, on-site, COVID-19 vaccination clinic.**

If you have a number of individuals within your organization and/or your community who are interested in becoming vaccinated, hosting your own COVID-19 vaccination clinic may be an option to consider. This option provides the community access to the COVID-19 vaccine from trusted partners, at familiar, convenient locations in their neighborhood. Hosting these clinics can be incorporated as part of the community’s plan to safely transition to in-person gatherings.

In hosting a clinic, you will be expected to provide the space for the clinic and may be asked to provide additional resources including staffing, operational planning, and storage for vaccinator supplies, etc. These logistical details are decided in the partnership between the vaccine provider and your organization, and will look different for each partnership. The first step is to communicate your interest to host a vaccination clinic with your local or tribal health department (LTHD). Your LTHD can be found here: [https://www.dhs.wisconsin.gov/lh-depts/counties.htm](https://www.dhs.wisconsin.gov/lh-depts/counties.htm). Although LTHDs are not usually the vaccine provider for community organization clinics, they often play a key coordinating role and a line of communication is strongly encouraged.

**The first step** is to communicate your interest to host a vaccination clinic with your local or tribal health department (LTHD). Your LTHD can be found here: [https://www.dhs.wisconsin.gov/lh-depts/counties.htm](https://www.dhs.wisconsin.gov/lh-depts/counties.htm). Although LTHDs are not usually the vaccine provider for community organization clinics, they are the key coordinators in the vaccination effort. Your LTHD may refer you to local health care providers, pharmacies, or other vaccinators.

If you are unable to identify a vaccine provider to partner with, **the second step** is to communicate your interest with DHS through the community-based organization clinic interest survey found on the [DHS COVID-19 Vaccine Partner webpage](https://www.dhs.wisconsin.gov/covid-19/vaccine-partner). DHS will help match you with an interested vaccinator.

**There are two options for on-site clinics:**

1. **Coordinate with an approved vaccine provider:** Coordinate with an approved vaccine provider to schedule a closed vaccination clinic specifically for your members, or a clinic open to the community. A good first step in finding a vaccine provider partner is to contact your LTHD. They may be able to direct you to approved vaccine providers in the area willing to partner on a clinic. These providers will likely include the following:
   - Local and tribal health departments themselves
   - Pharmacies
   - Health care providers
   - Commercial vaccinators who regularly offers flu shots on-site

2. **Mobile vaccine team (MVT):** This is coordinated through your LTHD. If agreed upon with your LTHD, they can request a MVT from the state. M VTs are run by third-party vaccine providers and brought to the organization. This requires substantial resources and time on the part of LTHDs and may not be an option in every community.
If you are interested in setting up a COVID-19 vaccination clinic, please review the DHS Community-Based Vaccination Clinic Checklist.

**Consider coordinating an off-site COVID-19 vaccination clinic.**

If your organization does not have a dedicated space to host a COVID-19 vaccination clinic, you may be able to partner with an enrolled vaccine provider or a local community-based vaccination clinic (CBVC) to hold an off-site ‘community organization vaccination day.’ In this example, the vaccine provider or CBVC hosts the clinic at their own location and coordinates the operations of the clinic. The community organization collaborates with the vaccine provider or CBVC to schedule a designated date/time(s) for their members or congregation to be vaccinated. Community and faith-based organizations should consider the following vaccine providers in their communities as potential partners for off-site clinics:

- Local and tribal health departments
- Pharmacies
- Health care providers
- Commercial vaccinators
- Community-based vaccination clinics (CBVC)
  - State-sponsored sites (in partnership with DHS contractor AMI Expeditionary Healthcare)
  - Federally-sponsored sites (for example, FEMA, Department of Defense)
  - Locally-sponsored sites
- Community organizations through mobile vaccine teams. These teams are coordinated through the LTHD.

**Follow the same steps outlined above for on-site clinics to be connected with a vaccine provider.**

Once you have coordinated with an enrolled vaccine provider to schedule a community clinic, the vaccine provider will submit a request for vaccine.

**You can keep your members safe and healthy.**

The vaccine is just one of the many tools available to protect from COVID-19. That is why DHS recommends that your members and congregation continue to follow these public health practices to help stop the spread of the virus:

- Mask up
- Stay physically distant
- Wash your hands often
- Avoid crowds
- View activity guidance for fully vaccinated individuals on the DHS COVID-19 After You Get the Vaccine webpage.

By continuing to follow these important public health practices, you can help protect your community. Provide education to your membership on these key practices. In addition, share key facts to fight vaccine hesitancy:

- The vaccine is safe and effective.
- The vaccine is free. It does not matter if you have insurance or not.
People who live, work, or study in Wisconsin are eligible and may get the COVID-19 vaccine in Wisconsin.

DHS is committed to administering the COVID-19 vaccine to everyone as equitably, quickly, and safely as possible. We thank you for your continued partnership.

To stay up-to-date with COVID-19 vaccine information, frequently asked questions, and more, please visit [www.dhs.wisconsin.gov/covid-19/vaccine.htm](http://www.dhs.wisconsin.gov/covid-19/vaccine.htm).