

How to request on-site/mobile vaccination clinic

Employers in local health jurisdictions (includes most employers and agriculture)

- **Step 1: Reach out to LHJs**
 - Coordinate with Local Health Jurisdictions (LHJ) to make arrangements for specific sites that require a mobile vaccine team, volunteers, or other support.
 - Information needed:
 - Preferred Clinic Dates
 - # of individuals
 - Make sure that the LHJ and the Local Emergency Management (EM) are all involved in initial planning.

- **Step 2: LHJ and DOH Coordination**
 - LHJ reviews request.
 - If LHJ would like or needs DOH support, LHJ Emergency Planner places a request on WebEOC for mobile teams, nurse teams, & vaccinators support. LHJs may request support for mobile/on-site clinics at specific sites within your jurisdiction.
 - For volunteer support:
 - LHJs to reach out to waserv@doh.wa.gov and provide the positions that are needed and how many volunteers
 - FAQs around Volunteers: [Emergency Volunteer Health Practitioners :: Washington State Department of Health](#)
 - For mobile teams:
 - Contact the site point of contact and coordinate a walk-through visit for familiarity with the facility and clinic set up. Obtain the required planning information, including the number of residents and staff being vaccinated. The level of support being provided by the facility and the support being provided by the LHJ or LEM.
 - If not previously done, schedule the clinic and coordinate with the LHJ, LEM, Branch Director, and copy the DOH-LOFR by email, phone, or teams. Unless the LHJ is providing vaccine, coordinate with the COVID Vaccine Team for an appropriate allocation of vaccine.
 - For National Guard: Update the 'team up' calendar with all site visits and clinics.
 - Need a way to track needs – that LHJs can see as well. This can be posted on Basecamp

- **Step 3: Request vaccine**
 - Reach out to LHJs for immediate vaccine needs
 - Providers contracted to do work: Request their own vaccine
 - LHJs who requested additional resources (e.g. mobile teams) request their vaccines needed
 - State responsible for state run teams
 - Mass Vax
 - National Guard

Seafood Employers (& employers that do not work in a local health jurisdiction)

- **Step 1: For an On-site/Mobile clinic complete request in WA DOH Jobber**
 - [Go to Jobber](#) and complete a request.
 - **In the box for more details please include:**
 1. Date (or time window) Requested for Mobile/On-Site Vaccination Clinic
 2. Race/Ethnicity of employees to be vaccinated (this is so that we can have culturally centered health educators and information)
 3. Languages spoken by employees (this is so that we can have culturally and linguistically centered health educators and information for those being vaccinated)
 4. Numbers of employees wanting to be vaccinated
 5. Any special considerations on the type of vaccines or on the clinic (i.e., religious needs, employees 16/17)
 - a. If requesting 2-dose series please include whether employees will still be in Washington 21-28 days later, or if not where they will be located.

For assistance with Jobber request please reach out to darius.bazemore@doh.wa.gov.

- **Step 2: You will be contacted by a mobile team who will coordinate your vaccination clinic.**
- **Step 3: You may also have your workers sign up individually using the WA DOH [vaccine finder tool](#) as well.**

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.