



DEPARTMENT OF  
**PUBLIC HEALTH  
AND WELLNESS**

Volunteers,

Thank you for the overwhelming support you have provided our community's vaccination efforts. We project to hit 5,000 vaccinations early on Thursday morning. That is 2,000 more than we anticipated we could accomplish in the first two weeks! You are amazing. Everything you do on the site has contributed to this success. I know you all can do more than we ask you to do on-site, thank you for doing you're assigned role and making this operation run. We cannot do it without you.

We want to reach out about a couple of things that have come up regarding vaccinations.

First, our site leadership reserves the right to bar anyone from the site for any reason, period. The fastest way to end your volunteer experience with us is to subvert the integrity of the vaccination process including unauthorized handling of the vaccine. Please act with integrity around the vaccine. We know there is angst around when it will be your turn to receive it. We are doing our best to get our community vaccinated within the guidelines set by the federal government and state. If our staff deems that your presence on our site may lead to issues with our vaccine management, we will end your volunteer service and your hours will be zeroed out.

Second, you will receive your vaccine after completing forty service hours on-site even if you are an injector on the floor. We will either vaccinate you at the end of the day with doses left over in the last vial (more on end of the day process later) or add you to the list of eligible people to schedule their vaccine appointment for Broadbent Arena. When you are added to the eligible pool, you will receive communication from us via email and/or phone on how to schedule your appointment. If you are having issues finding a time, please reach out to us and we will get you taken care of. Again, if you complete your service, you will receive the vaccine, stay in touch if you have issues.

Third, we have an end of day vaccination policy. Due to people not showing up for appointments, we MAY have a handful of leftover doses each day (not guaranteed). If there are extra doses, it will always be less than 10. We will not crack a new vial of 10 unless it is for a scheduled vaccination.

So, we are clear, there is a process we follow to determine who receives the vaccine.

It is as follows:

Priority Order

1. Volunteers completed 40 hours by age
2. Metro staff working on-site that have not received vaccination
3. Volunteers with under 40 hours by age

Volunteers who received their first dose at a location other than the LouVax site may receive their second dose onsite if the following criteria is met:

- The first dose received was a Moderna vaccine
- It has been 28 days since the first dose was administered
- An appointment has been secured through the scheduling link