

King George's Medical University

SOP for COVID Vaccination in KGMU on 22/01/21

1. Seven session sites for carrying out vaccination have been set up. Each session site will cater to 100 beneficiaries.
2. All these 7 session sites have been set up on Floor 4 of Kalam centre of KGMU
3. Each session site is divided into 3 zones:
 - a. Waiting area
 - b. Vaccination area
 - c. Observation area

The location of these areas for the 7 sites is as follows

| Session Site Name | Located on Floor | Waiting area for this site | Vaccination Site Location | Observation room for this site |
|--------------------------|-------------------------|-----------------------------------|----------------------------------|---------------------------------------|
| 4/A | 4 | Room no 403 | Room no 405 | 408 |
| 4/B | 4 | Room no 410 | Gallery in front of 410 | 408 |
| 4/C | 4 | Room no 410 | Gallery in front of 410 | 408 |
| 4/D | 4 | Room no 411 | Gallery in-front of 411 | 408 |
| 4/E | 4 | Room no 413 | Gallery in-front of 413 | 419 |
| 4/F | 4 | Room no 418 | Gallery in-front of 418 | 419 |
| 4/G | 4 | Room no 418 | Gallery in-front of 418 | 419 |

4. Approximately 700 beneficiaries will be vaccinated on 22/01/21.
5. The beneficiaries will be informed through SMS by the CMO (Chief Medical Officer), Lucknow one day in advance. The SMS would mention their name, date of vaccination, session site where the vaccine will be administered and the name of vaccinator.
6. A list depicting the location of all the session sites has been displayed outside the Kalam centre, so that beneficiaries can move to their respective sites.
7. Police constables will be posted at the entry points. The beneficiaries will show the SMS and the constable will match the name of beneficiary from their list and then guide them to their session site.
8. 7 waiting areas have been earmarked on Floor 4 of Kalam Centre. Way finders will be placed and volunteers will be there to guide beneficiaries to their designated waiting area.
9. A verification officer will be posted in each waiting area. The responsibility of verification officer will be to verify the identity of beneficiary from the list provided for his/her session site. The beneficiary will have to show a photo ID to the verifier.

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10. 7 vaccination points have been developed near respective waiting areas. Beneficiaries will move one by one from the waiting area to their designated vaccination point. Two vaccinators have been provided by the CMO office for each vaccination point. One vaccinator will enter the data of the beneficiary on the COWIN portal and also fill the vaccination card. After data entry, the beneficiary will proceed to the 2nd vaccinator who will then administer the vaccine. After the vaccine is administered, the 1st vaccinator will again enter on the COWIN portal about successful vaccination. The vaccination card will be handed over to the beneficiary after the vaccine is successfully administered.
11. After receiving the vaccine, the beneficiary will move to his/her designated observation area on same floor. The beneficiary will wait in the observation area for 30 minutes. Observation area will be manned by consultants and residents from Clinical Departments to monitor for any adverse event following immunization.
12. An 'Anaphylaxis kit' has been placed at all the vaccination points and observation areas to manage any immediate allergic/anaphylactic reaction.

Responsibilities of the Beneficiaries

1. Wear mask and maintain social distancing at all places.
2. Bring photo-ID card for verification purpose
3. Show SMS at the entry point
4. Follow signages to reach their waiting area
5. Wait for their turn for vaccination in the waiting area
6. Wear loose clothing to facilitate administration of vaccine. Vaccine will be administered over deltoid (below shoulder region).
7. After taking the vaccine, wait in the observation area for 30 minutes.
8. Leave the Kalam Centre only from the doors marked as 'EXIT'
9. Cooperate with the vaccination staff