

REQUESTING A COMMUNITY VACCINATION OR TESTING EVENT

Thank you for making a difference in your community by partnering with San Bernardino County Department of Public Health (DPH) to host a vaccination or testing event. The checklist below outlines the steps for planning a successful event. A planning period of **three weeks** is preferred.



IDENTIFY A LOCATION (INDOOR PREFERRED)

INDOOR SITE REQUIREMENTS

- Location should be ADA accessible
- Minimum of 600 square feet of space with temperature control
- Break area located away from the clinic
- Restrooms
- Non-medical waste bins
- Parking

Optional:

- Tables
- Chairs

OUTDOOR SITE REQUIREMENTS

Note: Outdoor events may be canceled due to extreme weather conditions

- Minimum 600 square feet of space
- Break area located indoors with temperature controls
- Restrooms
- Non-medical waste bins
- Parking
- Sufficient lighting

Optional:

- Tables
- Chairs

Once an area is identified, a building or event layout (e.g. picture of room/area) should be sent to DPH for initial planning of the event layout.



SCHEDULE A SITE ASSESSMENT

- A DPH representative will schedule a site assessment (in-person walkthrough) at least two weeks prior to the event.
- During the site assessment, the event layout will be finalized.



CONFIRM EVENT DETAILS

- A DPH representative will provide the event details including date and time.
- Contact information for the facility point of contact should be provided to DPH including name, cell phone number and email.



SIGN A FACILITY USE AGREEMENT

- A DPH representative will provide a Facility Use Agreement to the facility point of contact for signature.
- A Facility Use Agreement must be signed by the facility at least 14 days before the event.
- Once the facility signs, it will be routed back to DPH for completion.



PROMOTE, PROMOTE, PROMOTE

- A DPH representative will provide a digital flyer for print and promotion.
- Promotion is encouraged at least 10 days leading up to the event.
- Promotion should occur across all channels including social media, email, phone blasts and printed flyer.
- Appointments for vaccinations can be scheduled at MyTurn.CA.gov.
- Appointments for testing can be scheduled at sbccovid19.com/testing.

Questions? Email CommunityEvents@dph.sbcounty.gov