

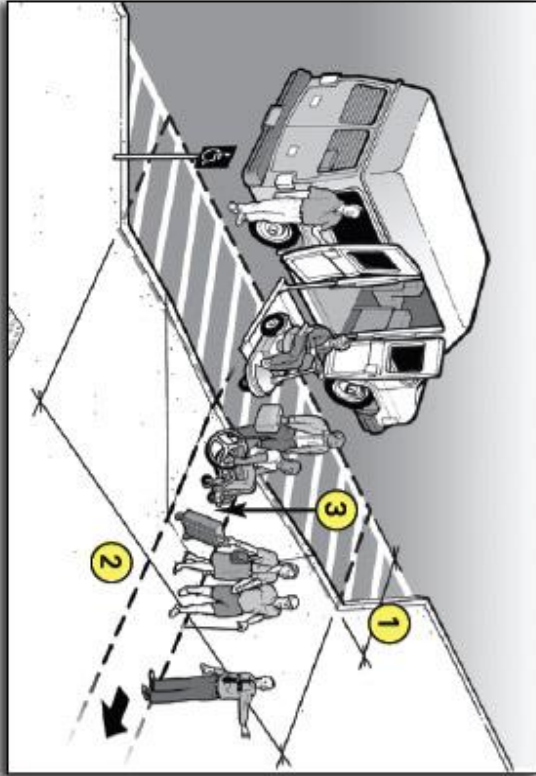
## Vaccination Site Coordination/Planning Form

Facility (school District, University, Church, other)	
Facility point of contact (Primary)	
Facility POC cell phone	
Facility point of contact (alternate)	
Facility alternate POC cell phone	
Suggested facility (building name/address)	
Square footage of room(s) used for the clinic:	
What days/times is the facility available for vaccination clinics?	
<b>Americans with Disabilities Act Requirements</b>	
Are the facility and amenities (doors/restrooms) compliant with the American with Disabilities Act, specifically:	
1. Wheel Chair Ramp/accessable?	
2. Doors 32" to 40" wide?	
3. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building?	
4. Is there a route without steps from this sidewalk to the main entrance?	
5. Is there a route without steps from the accessible entrance to all vaccination stations (check-in, registration, vaccination, scheduling, waiting)?	
6. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?	
7. Is there a route without steps from the accessible entrance to the restrooms?	
8. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a "T"-shaped turn area?	
9. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)?	

## Vaccination Site Coordination/Planning Form

### Accessible Passenger Drop Off Area

10. does the facility have an accessible passenger drop off area



1. Access aisle depth is at least 5 feet.

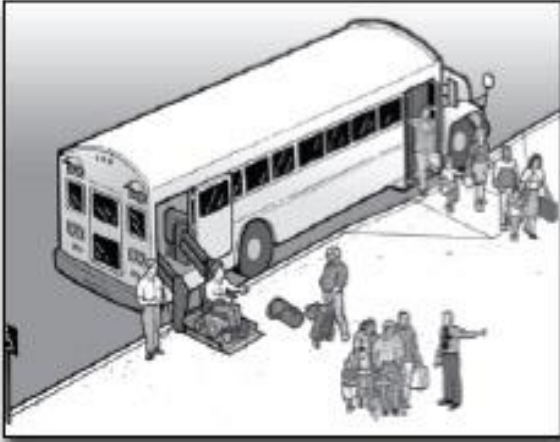
2. Access aisle length is at least 20 feet.

3. Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the vaccination center.

The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.

see below image:

## Vaccination Site Coordination/Planning Form



Is the area for the access aisle at least 5-feet wide and 20-feet long?

Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit?

Is the width of the curb ramp surface at least 36 inches (not counting the side flares)?

Does an accessible route connect the curb ramp to the shelter's accessible entrance?

### ADA Parking

11. Do accessible Parking aisles connect directly to an accessible route that leads to an accessible building entrance?

12. Are the aisles relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement?

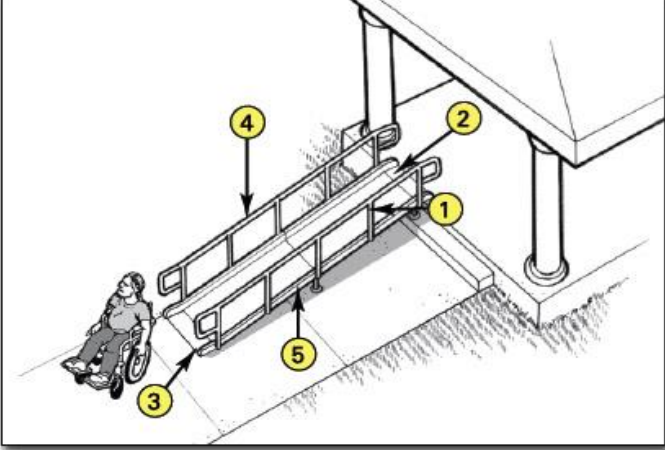

13. Do accessible routes crossing a curb, have a curb ramp/cut?

14. When parking areas are provided at the vaccination site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces? See attached "ADA Parking Requirements"

## Vaccination Site Coordination/Planning Form

15. Does each accessible parking space have its own, or share, an adjacent access aisle that is at least 60 inches (5 feet) wide?	
16. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle?	
17. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions?	
18. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space?	
<p>19. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements:</p> <div data-bbox="224 947 862 1388" data-label="Image"> <p>The diagram illustrates a curb ramp on a grid. A thick grey arrow shows the path of the ramp, which turns 90 degrees. A dimension line indicates a width of '36" min' for the ramp section. A slope triangle is shown on the ramp surface, indicating a 1:12 slope.</p> </div> <p>Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.</p>	
20. Are the accessible parking spaces serving the vaccination site on the shortest accessible route to the accessible entrance?	
21. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance?	
22. Number of Hadicap accessible parking Spaces?	

## Vaccination Site Coordination/Planning Form

Additional ADA Requirements/Considerations	
<p>Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter?</p>	
<div style="text-align: center;">  <p><b>Accessible ramp features</b></p> </div> <p>At least 36 inches between handrails</p> <p>2. Top landing part of walk</p> <p>3. Bottom landing part of walk</p> <p>4. Handrail height 34 to 38 inches</p> <p>5. Edge protection.</p> <p>If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length?</p>	
<p>Is the door hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist?</p> <div style="text-align: center;">  </div> <p>If there is a raised door threshold, is it no higher than 3/4 inch at the door and beveled on both sides?</p>	
<p>If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch?</p>	

## Vaccination Site Coordination/Planning Form

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements?	
Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist?	
Is at least one wide toilet stall provided with an out swinging door, side and rear grab bars, and clear space next to the toilet?	
<b>Blind or Have Low Vision</b>	
The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it?	
Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route?	
Objects that overhang the pedestrian route must be at least 80 inches above the route?	
Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway?	
<b>ADA Check-in Requirements</b>	
When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.	
<b>Non-ADA Capabilities</b>	
Does vehicle traffic flow allow for <i>easy</i> access for entering and exiting parking areas?	
Are the vehicle ingress/egress the same road or are there different roads for ingress and egress?	
Number of non-handicap spaces?	
Does the facility have emergency generator power that provides power to the suggested space(s) inside the facility?	
What is the normal occupancy of the facility?	
Are there separate doors for entry and exiting?	
Does the facility have Table/Chairs? If "Yes", how many of each?	

## Vaccination Site Coordination/Planning Form

Are staff available for set-up/break down of clinic? (Tables, chairs, stanchions, parking cones, etc.)	
Will some from your organization be available on-site during the vaccination clinic?	
Is there a space outside of the main room where registration, check-in and screening can occur?	
Is Wi-Fi available (preferably non-public)?	
Is there a separate room where vaccination clinic staff can take breaks (must have the ability so social distance)	
Is your security staff available during the vaccination clinics?	
Would you want/require mention in any public relations materials, press releases, etc.? If yes, please provide a POC for public information	
Would your organization be willing to use your mass notification system(s) to inform provide information regarding vaccination clinics to your students families? If yes, please provide a POC for coordination of messaging.	
Does the Facility have a facility safety plan? can a copy be provided to the team?	

**Notes:**

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# ADA Parking Requirements

**Total Number of Parking Spaces in Each Parking Area**

**Required Minimum Number of Accessible Spaces**

**1- 25**

1 van-accessible space w/min. 96-inch-wide access aisle (van space)

**26 - 50**

1 space w/min. 60-inch-wide access aisle  
+ 1 van space

**51 - 75**

2 spaces w/min. 60-inch-wide access aisle  
+ 1 van space

**76 - 100**

3 spaces w/min. 60-inch-wide access aisle  
+ 1 van space

**101 - 150**

4 spaces w/min. 60-inch-wide access aisle  
+ 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

