



# Cypress-Fairbanks Independent School District

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## COVID-19 Vaccine Event Day Details

ALL must have registered through the link in the email message or here.

<https://www.signupgenius.com/go/10c0c45aeac22a1f4c43-covid199>.

- ✓ COVID Vaccine entrance signs will be posted by the parking lot entrance from Cypress North Houston. Follow the signs to the Performance Gym.
- ✓ Off campus students will enter The Performance Gym through door 16 to check in.
- ✓ On campus students will show their teacher the registration confirmation and will take the main Athletic hallway towards the Performance Gym for check in.
- ✓ Check in will be in the foyer of the Performance Gym. All registered students and staff should have their consent ready at check in.
- ✓ Upon check in, students and staff will receive a card indicating which table to report to for the vaccine. This card will also indicate if the student is connect or face to face.
- ✓ The bleachers labeled “visitors” will be the waiting area for students and staff prior to receiving the vaccine.
- ✓ Tables will be numbered and set up in the middle of the gym as vaccine stations. The nurse administering the shot will record the time of vaccine on the student or staff member’s card.
- ✓ Once the vaccine has been completed, students and staff will wait on the “home” side of the bleachers. A float nurse will be tracking the post-vaccine wait time.
- ✓ Students and staff will exit through the marked door.
- ✓ Connect students will not be allowed to enter towards the main area of the campus. They will exit through door 17 to the parking lot.
- ✓ The sign-up list will be shared with the Attendance Secretary to ensure that students receiving the vaccine are not marked tardy or absent.
- ✓ Face to face students will stop by the attendance office after their shot to make attendance aware of the time they are returning to class.