

### Closed POD Setup Process

The following instructions contain step-by-step instructions to activating our closed POD and prepare for dispensing medication to our organization's population. These setup instructions cover the following 9 steps:

1. Access and Secure the POD Site
2. Retrieve and Secure Medication
3. Notify Staff and Assign Roles
4. Gather Supplies and Setup Functional POD Areas
5. Brief and Train Staff
6. Finalize POD Setup
7. Notify Dispensing Populations
8. Medicate Staff
9. Open POD

(Some of these steps may not occur in the exact order shown below and some steps can occur simultaneously during the setup process.)

We will take several minutes to review this entire document before proceeding with actual setup. After reviewing these instructions, we will have a leadership team meeting to discuss these instructions.

<ol style="list-style-type: none"> <li>1. Access and Secure the POD Site           <ol style="list-style-type: none"> <li>A. Confirm availability of dispensing area and perform security sweep               <ul style="list-style-type: none"> <li>○ The on-site facilities personnel unlock doors need to gain access to the POD</li> <li>○ Staff perform security sweep of areas surrounding the POD</li> <li>○ Lights and heat/air conditioning are turned on as needed</li> <li>○ Review POD Layout plan.</li> </ul> </li> <li>B. Complete RedCap survey for medication request</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Retrieve and Secure Medication           <ol style="list-style-type: none"> <li>A. Pick-up medication from the Local Emergency Warehouse when notified by PDPH               <ul style="list-style-type: none"> <li>○ Assigned POD driver will sign and deliver medication to POD site</li> </ul> </li> <li>B. Medication should be placed in a secure location with controlled access</li> <li>C. When medication arrives to POD site:               <ul style="list-style-type: none"> <li>○ Count medications and document on Medication Tracking Chart</li> <li>○ Make a list of individuals who can have access the supply room for security</li> <li>○ Keep track of medication taken to dispensing areas</li> </ul> </li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>3. Notify Staff and Assign Roles           <ol style="list-style-type: none"> <li>A. Contact personnel to inform them to report to the POD site using the communication channels described in our Closed POD Plan               <ul style="list-style-type: none"> <li>○ Staff notification should include reporting location and time.</li> </ul> </li> <li>B. Register staff as they arrive.</li> <li>C. Assign staff roles amongst staff present, if not previously assigned               <ul style="list-style-type: none"> <li>○ Positions include:                   <ul style="list-style-type: none"> <li>● Closed POD Manager</li> </ul> </li> </ul> </li> </ol> </li> </ol>

<ul style="list-style-type: none"> <li>• Line Lead</li> <li>• Line Staff</li> <li>• Medication Dispensing Supervisor</li> <li>• Medication (and Express) Dispensing Staff</li> <li>• Screening Supervisor</li> <li>• Supply Supervisor</li> <li>• Runner</li> <li>• Security Manager</li> </ul>
<p>4. Gather Supplies and Setup Functional POD Areas</p> <ul style="list-style-type: none"> <li>A. Locate pre-printed POD signs and forms, download any needed forms from the HIP Resource Page.</li> <li>B. Gather POD furniture and supplies into POD dispensing area           <ul style="list-style-type: none"> <li>○ Gather POD furniture (tables, chairs, etc.) for setup into the POD dispensing area</li> <li>○ Retrieve POD supply cache</li> </ul> </li> <li>C. Setup POD site according to POD Layout plan</li> </ul>
<p>5. Brief and Train Staff</p> <ul style="list-style-type: none"> <li>A. An all-staff briefing should provide an overview of POD operations</li> <li>B. Review Job Action Sheets with assigned staff</li> <li>C. Distribute materials for staff based on their roles</li> <li>D. Staff Leads will perform Just-in-Time trainings with their staff members</li> </ul>
<p>6. Finalize POD Setup</p> <ul style="list-style-type: none"> <li>A. Closed POD Manager should review all dispensing areas have the materials needed for POD operations</li> <li>B. Closed POD Leadership perform a full walkthrough to ensure that POD setup is complete</li> <li>C. POD Leadership will confirm that POD is prepared for dispensing and notify PDPH</li> </ul>
<p>7. Notify Dispensing Population</p> <ul style="list-style-type: none"> <li>A. Contact dispensing population using the communications channels outlined in the Closed POD plan</li> <li>B. Notification messages should include dispensing time, location, and any other relevant information</li> <li>C. Dispensing populations should be notified to be aware of any allergies, current medications, pregnancy status, and ages and weights of family members</li> </ul>
<p>8. Medicate Staff</p> <ul style="list-style-type: none"> <li>A. Distribute medications to POD staff and allocations for POD staff's households</li> <li>B. POD staff will fill out Head of Household forms for themselves and their families</li> </ul>
<p>9. Open POD and Begin Dispensing</p> <ul style="list-style-type: none"> <li>A. POD should begin dispensing operations once all staff has been trained, dispensing population has been notified, and POD Leadership has been instructed to begin dispensing by PDPH</li> <li>B. POD staff should be in position as instructed and continue following operating procedures as directed</li> </ul>