

Harvard Board of Health Meeting Minutes
Zoom Meeting
Tuesday, December 14, 2020
1:00 PM
Approved: January 11, 2021

Board of Health Members present: Sharon McCarthy, Chair; Chris Mitchell; Libby Levison.

Attending: Alison Flynn, Clerk, Harvard Board of Health (“BOH”); Ira Grossman, Health Agent, Nashoba Associated Boards of Health (“NABH”); Jamie Terry, Public Health Emergency Preparedness Planner, PHEP Region 2; Chief Rick Sicard and Lieutenant Andrew Perry, Harvard Fire; Chief Ed Denmark, Harvard Police; Pat Natoli, CERT Director; Tim Kilhart, DPW Director; Mary Wilson, Library Director; Linda Dwight, Superintendent of Harvard Schools; Jason Cotting, Harvard EMS Director.

Ms. McCarthy called the meeting to order at 2:00 p.m.

Ms. Flynn read aloud the Remote Meeting Preamble.

PUBLIC COMMENT- Dr. Dwight shared that other towns have included municipal employees in their weekly COVID-19 testing of students and school staff, and asked whether Harvard might want to expand the program to include municipal employees. She indicated that they have received five responses to the RFP to date.

NEW BUSINESS

a. Discussion regarding Emergency Dispensing Site (EDS) drive-thru plan- Mr. Grossman explained that the existing EDS plan includes a traffic pattern for a drive-through set up, but the purpose of the meeting is to consider whether the existing plan needs modifications and what equipment and volunteers might be needed to put the plan in place. Chiefs Sicard and Denmark indicated that they like the flow of the existing plan but suggest staging people down Warren Road; Ms. Levison agreed. Mr. Kilhart confirmed that road closed signs and barricades are available to close off Pond Road, and the DPW has the ability to assist with setting up of signage. Ms. Terry stated while the plan describes alphabetical inoculation over two days, she would strongly recommend preregistration for appointments with scheduling 10-15 minutes apart and stated that the scheduling could also be first-come-first-serve. Ms. Terry suggested window markers noting the time of administration can assist those monitoring the 20 minute wait time. Ms. Terry indicated flu clinics run through “MySignUp.com”, a free, user-friendly program, allows organizers to set appointments, send reminders and cancellations. Ms. Terry suggested the plan include six vaccination stations, but scheduling allowed for five stations to account for staff breaks. Ms. Terry advised that the dates of the clinic will need to be determined by the dates of expected delivery, with appointments from 7 a.m. to 7 p.m. She indicated that if they are school days, the students will need to learn remotely, but expects Harvard would not be holding a drive-through clinic until mass inoculation in April or May. Ms. Terry confirmed that the processing capacity will be 100 people/hour with 4-6 stations.

For staffing, Ms. Terry suggested Harvard could count on maybe 2 nurses from MRC, and may need to have an ambulance on site for possible reaction. She advised that the line of traffic

best flows if you have the ability to have a nurse go to each of three cars in a row, inoculate, then all move on at once. Ms. Terry explained that there will be triage immediately upon pulling in so that those who should not receive the vaccine can exit and the others will pass on to administrative volunteers at registration & check-in, before moving to medical screening, treatment, then to the holding area. Ms. Terry indicated that the holding area should be big enough to hold 60 cars at any given time with volunteers walking through the aisles to spot reaction symptoms. The group agreed to the flow: have cars from Warren Avenue enter triage in the Student Parking lot (below the Library); those not getting the vaccine at that time can exit the wrong way through the library parking lot, out to Pond Road, and up to Mass Ave. It was further agreed that registration will be right after the downhill from the library with vaccines administered next to the school, and a point of control directing those vaccinated to the teachers/visitors parking lot/hold area.

Mr. Grossman stated that it is critical that a list of volunteers be organized and expressed concern that relying on MRC would not be sufficient especially if multiple clinics are being held at the same time. Ms. Terry indicated that she will request an updated list of MRC volunteers for Harvard, and suggested that Harvard reach out to nursing schools who may be able to assist. Chief Sicard expressed concern regarding ensuring residents receive the correct vaccine, the correct number of days apart; Ms. Terry advised that vaccination cards will be issued and suggested that residents be assisted in signing up for their second dose during the hold period.

Ms. Terry also advised that Harvard should consider whether they have the signage, such as “wear a mask”, “drive slowly”, “put your car in park”, color/symbol/number signs for stations, needed for an outdoor clinic. She also indicated that other towns have identified a need for weighted easy-up tents, additional cones and barriers, markers for marking car windows, and lighted wand sticks. Ms. Terry stated that it is better to do electronic record keeping if the internet connection is good; Chief Sicard confirmed it is. Ms. Terry suggested a walk-through of the site be performed using radios, and offered to do this at the walk-through drill for scheduling prior to February 1st. Mr. Grossman will work with Ms. Flynn to schedule the same.

Ms. Natoli offered to help with any just-in-time training for volunteers, and suggested that high school seniors, national honor society students, and scouts looking for community service hours may be able to assist with traffic and the 20 minute hold observation.

Mr. Cotting indicated ambulatory coverage will need to be investigated, including whether staging epinephrine is an option in the event the ambulance is in service. Ms. Natoli suggested that residents at high-risk for an allergic reaction be advised to bring their own epi-pen; Ms. Terry also indicated that Harvard could consider not serving the high-risk allergy population if not fully equipped.

Ms. McCarthy suggested that the BOH prepare a list of tasks before the next meeting for all to then sign-up based on expertise. Mr. Grossman will begin coordinating a list of what equipment needs to be purchased; Ms. Terry will e-mail him a suggested list.

ADJOURNMENT- Ms. Levison made the motion to adjourn at 1:59 p.m.; Mr. Mitchell seconded. All members were in favor by roll call vote.

Respectfully submitted,

Alison Flynn, Clerk

Documents Referenced:

- Agenda
- EDS drive-through traffic/flow site plan (6/22/17)