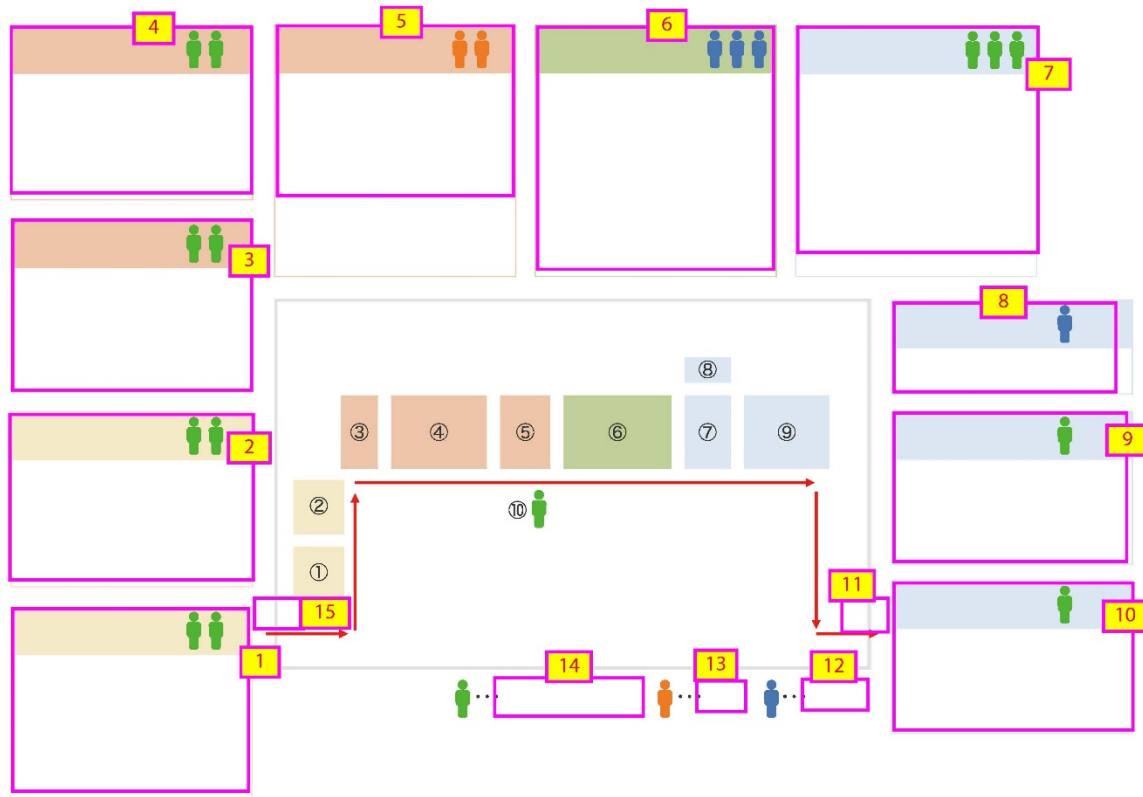


Layout of the Vaccination Venue at the Tokyo Head Office



1) Temperature check and hand sanitization

- Check the identity of the person wishing to get vaccinated.
- Ensure the person is wearing a face mask. Have the person sanitize their hands.
- Measure body temperature.
- Tell the person to have their prevaccination screening questionnaire and other necessary documents at hand.

2) Reception and identification

- Check data on the reservation system against an identification document with a face photo.
- Enter a visit on the reservation system.
- Prepare blank forms (e.g. prevaccination screening questionnaire).

3) Prevaccination screening questionnaire check

- Tell the person to enter their body temperature on the vaccination pre-examination form.
- Show a filled sample of prevaccination screening questionnaire and vaccination records and check for any omissions.

4) Preliminary examination guide

- Tell the person to have a seat. Encourage people to move forward.
- *The pre-examination guide should stand in a position where he or she can see both the observation area and the pre-examination booth.

5) Preliminary examination

- The physician judges whether the person can be vaccinated and signs a form.
- If the person must be observed for 30 minutes, the physician should write "30 minutes" in the column for physician's use on the prevaccination screening questionnaire.

6) Vaccination

- Check that both the physician and the person being vaccinated have signed a form.
- Ensure safe and smooth injection of the vaccine.
- Inform the first aid room if someone feels unwell after their injection.
- When the vaccine lot number changes, inform the vaccine confirmation and prevaccination screening questionnaire collection and sorting station.

7) Vaccine completion proceedings

- Collect the prevaccination screening questionnaire and vaccination record. Affix the lot number sticker to the vaccination record.
- Affix a seal to the vaccination record, record the time and date of the vaccination, and return it to the vaccinated person. Collect the prevaccination screening questionnaire.
- Write a note indicating the time the vaccinee person must wait and give it to them.
- Tell the person to have a seat near the nurse if he or she must wait for 30 minutes.

8) First aid

- Check symptoms. Provide necessary first aid.

9) Observation

- Observe the people who have been vaccinated to see if anyone feels unwell.
- Check the time stated in the notes held by the people leaving the venue to make sure their observation period has elapsed.

10) Operational oversight officer

- Supervise the entire venue. Deal with unexpected problems.
- Identify issues. Consider measures for improvement and to increase efficiency.

11) Exit

12) Nurse

13) Physician

14) Volunteer employee

15) Entrance