



Pre-Orientation Instructions – CA Vaccination Campaign

Futuro Health Vaccination Pod L

Moscone Center, 747 Howard Street, San Francisco

Futuro Health welcomes students, faculty and licensed alumni to staff this vaccination site and contribute to the recovery of our nation.

Please review the content below to be ready for your shift(s). You will also find more FAQs answered [here](#).

Contacts

If you have a last minute issue or scheduling emergency before you get to the site, text or call the Futuro Health Project Manager. You **MUST** call if you are unable to participate in your shift.
Samantha Collazo (626) 905-2037 scollazo@futurahealth.org

A shift manager will be onsite everyday from 6:30am - 7pm. If you get lost on-site, text your shift manager:

Brian McKeown - On-Site Shift Manager (415) 426-8221 brianmckeown2@gmail.com

Ramal Kelley - On-Site Shift Manager (510) 693-9691 rrkelley50@icloud.com

Nicola Weiskopf - On-Site Backup Shift Manager (650) 619-3765 nicolaweiskopf@gmail.com

Location and Parking

Moscone Center **South Entrance**, 747 Howard Street, San Francisco.

Closest BART stations are Powell and Montgomery Street.

Be aware when walking to the site and keep your phone in your pocket to avoid snatch and grab crime.

Park in the garage located at the intersection of 5th Street and Mission Street. Enter on Minna Street.

Map to parking - <http://www.fifthandmission.com/map.htm>.

Take a ticket and bring ticket with you to the Moscone center.

Parking in the garage is FREE if you validate your ticket at Moscone South before or after your shift (validation is good all day.)

In the staff lounge, stick your ticket into the validation machine with the bar code face up. The small notch in the ticket goes into the machine. (There will be an extra small bar code when your ticket is validated.)

When you arrive back at the garage, go to the ticket kiosk. In the middle of the kiosk there is a slot that says "Validation". Insert your ticket bar code up into that machine to confirm your validation.

Exit the garage normally in your car and insert your ticket into the exit machine.

Please DO NOT leave valuables in your car.

Arriving at Moscone Center South

For the morning (7am-1pm) or the all-day (7am-7pm) shift:

- Arrive on time to the Moscone Center **South Entrance employee entrance** at 7am.
- Enter the building and look for signage to Pod L, it's on the same floor as the entry
- You'll meet with your **Futuro Health Shift Manager at Pod L** to check in.
- Those that have not yet been trained for their role will train from 7-8am

For the afternoon shift (12-7pm or 1-7pm)

- If you have already been trained in your role, arrive and proceed to Pod L to check in for your shift. Be ready to start work at 1pm.
- If you have not yet been trained in your role **you must arrive at 12pm for training between 12pm and 1pm.**
- Enter the building and look for signage to Pod L, it's on the same floor as the entry
- You'll meet with your **Futuro Health Shift Manager at Pod L** to check in and begin the orientation and training.

NOTE: Many other staff members will be arriving at the 7am time slot, however *ONLY Futuro Health Pod L staff for the afternoon shift will be arriving at the 12pm and 1pm time slots.* For the afternoon arrivals, you will have to go through the same doors as those with vaccination appointments.

As you enter the building, you'll be heat scanned to check for temperature.

They may ask for your name at the entrance. State that you are reporting to work in the Futuro Health Pod L.

What to Bring

1. Bring a printout of this instruction page or make sure you can access it quickly while onsite
2. Wear your uniform/scrubs, closed toe shoes, and school or employer badge/identification.
3. Bring ID and a physical copy of your professional license information to be verified onsite
4. Avoid bringing purses and valuables. No purses or bags will be allowed into the vaccination area and must stay in the staff lounge.
5. A limited number of lockers are available. Bring your own lock (larger Master Lock type, not the small luggage type).

Food and Breaks

Snacks, coffee, water, and meals will be provided in the staff lounge area. There is also a lactation room.

Break schedules will be covered in orientation. You will need to sign in and out for breaks.

Waitlist

If you would like to sign up for more days/shifts that are currently full, please sign up on the [waitlist](#) and you'll be added to a shift if an opening occurs. We'll notify you when that happens.

Please be aware, all roles are dependent upon the number of vaccines available.

We'll see you soon.

Thank you for being part of this effort to get California vaccinated!

Futuro Health is a non-profit whose mission is to improve the health and wealth of communities by growing the largest network of credentialed allied health workers in the nation, starting in California. Kaiser Permanente and Service Employees International Union-United Healthcare Workers West (SEIU-UHW) partnered to establish Futuro Health in January 2020. More on Futuro Health at www.futurohealth.org.