

Richland Public Health
555 Lexington Ave., Mansfield, OH 44907
419-774-4500 www.richlandhealth.org

Memorandum of Understanding

Between
Richland Public Health (RPH)
And
Pioneer Career and Technology Center
Re: RPH Point of Dispensing Operations

Purpose and Scope:

A Point of Dispensing (POD) is a location where vaccines, antibiotics or other medication may be quickly dispensed to a large group of people during a public health emergency to prevent illness and/or to preserve life.

Acronyms:

1. RPH: Richland Public Health
2. SNS: Strategic National Stockpile
3. VMI: Vendor Managed Inventory
4. PODS: Point of Dispensing Sites
5. PCTC: Pioneer Career and Technology Center
6. USDHHS The United States Department of Health and Human Services
7. MOU: Memorandum of Understanding

Pioneer Career and Technology Center hereby acknowledges that it will serve as a Point of Dispensing (POD): Mass Dispensing / Vaccination Site in the event that mass prophylaxis/immunization is necessary to address such a large-scale public health emergency. This agreement, hereinafter referred to as MOU, by and between Richland Public Health hereinafter referred to as RPH, 555 Lexington Ave. and Pioneer Career and Technology Center,

27 Ryan Road, hereinafter referred to as PCTC, is entered into upon signature by the Health Commissioner of RPH Julie Chaya, M.A., M.Ed., Ph.D. and Gregory D. Nickoli of the PCTC.

This MOU is in effect for 2 years from the signature date, at which time both parties will review it, add any proper updates, and renew it.

Authority:

WHEREAS, the United States Department of Health and Human Services and the Centers for Disease Control and Prevention (CDC) have established the Strategic National Stockpile (SNS) and Vendor Managed Inventory (VMI) to assist in the event of a catastrophic biological incident or an incident requiring the use of medical materiel maintained in the SNS or other providers in the VMI system ; and

WHEREAS, RPH will function as the lead agency in events where medical materiel are deployed or in instances where an incident requires such operation and the use of public points of dispensing site; and

WHEREAS, The Department of Health and Human Services through the Ohio Department of Health and the State of Ohio, will provide the SNS or VMI which includes medications, vaccine, and medical supplies, to the RPH; and

WHEREAS, the need for mass dispensing / mass vaccination operations, the RPH will have need of large venues to provide these mass dispensing operations to Richland County residents.

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

Limitations

The provision of Mutual aid is strictly voluntary.

Roles and Responsibilities

RPH will provide staff, technical equipment, supplies, and administrative supervision technologist during the interim time that PCTC is being used.

1. Provide a point of contact person to answer questions that PCTC may have about these arrangements.
2. See approval and coordinate access with the business / organization to approved / available facilities in advance of public notice.
3. Assure the replacement or reimbursement to the business / organization for any used supplies (including telephone charges, faxes, copying supplies, etc.), damages, or claims as a result of RPH Operations.

4. Assure health and security professionals will, to the best of their ability, prevent contagious people from entering the building.
5. Provide and coordinate the necessary security personnel.
6. Assure that any post-event cleanup that may be needed is performed including but not limited to sweeping, returning furniture to correct place, decontamination procedures, etc.).
7. Provide training for business / organization personnel who may provide support at the dispensing clinic. For example; setting up tables, tents barriers, operating facility equipment, etc.
8. Store, organize, setup, and keep pharmaceutical and medical materials delivered through the SNS, VMI, or other modality for use at the dispensing / vaccination site.
9. Ensure facilities are restored to original/pre-event conditions.

PCTC will provide:

1. Immediate use of the agreed facilities and/or properties during an event;
2. Periodic access to the facilities and/or properties prior to an event for inspection and exercises;
3. 24/7 Contact information:
 - a. An **Administrative** point of contact, who will serve as the primary point of contact. This person should have authority over properties associated with the Business / Organization.
 - b. A **Facilities** point of contact, who will work with RPH personnel to coordinate the access and maintenance of the facilities and/or properties.
4. Office equipment, including telephones, copy machines, computers, fax machines (where available);
5. Tables, chairs, desks, cots, wheelchairs (where available);
6. Refrigerators; (where available);
7. Parking areas;
8. Driveways / Access Roads;
9. Accessible Automated External Defibrillator;
10. Internet Access;
11. Maintenance Support (where available);
12. Reliable logistical support, services, and infrastructure systems, including electricity, backup power source, heating, cooling, water, and sewer.
13. Food Preparation area;
14. Consideration for health, safety, and emotional well-being of personnel;

In addition, PCTC will:

1. Comply with confidentiality needs at the time of the event

2. Allow facility to be visited by members of RPH, local law enforcement, and, if applicable, local, state, and federal officials for the development and maintenance of a site dispensing / vaccination plan.
3. Allow facility to be listed in a confidential annex to local and state plans.

General Terms and Conditions:

This agreement will go into effect when:

- 1) The Health Commissioner of Richland Public Health or the Richland County Board of Health declares that the activation of a POD.
- 2) RPH schedules drills or exercises with permission of PCTC.

Liability, Immunity, and Indemnity:

Each party shall assume full liability for its own risk associated with the activities undertaken pursuant to this MOU. The work performed pursuant to this MOU will be performed on a best efforts basis.

Effective Date, Term of Agreement, and Withdrawal

This agreement is in effect until either party terminates. Both parties will give the other a 30 day notice of the need to terminate. This agreement will be updated, as needed, due to:

- 1) This agreement may be cancelled or terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation.
- 2) All amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

Signatories

This MOU shall be effective upon the signature of **Party A and Party B** authorized officials.
Signatures and dates



Julie Chaya, M.A., M. Ed, Ph.D., Health
Commissioner

[Insert name of Party B signatory]

8/13/25

Date

Date