



Le Bonheur and UTHSC Back-to-School Task Force COVID-19 Vaccination Process Recommendations – February 2021

- I. Eligibility
- II. Setup/location
- III. Notification/schedule
- IV. Communication / IT Support
- V. Registration
- VI. Staffing
- VII. Observation area
- VIII. Handling of vaccine
- IX. Handling Emergencies
- X. Side effects/immune response
- XI. Training/vetting of medical licensure
- XII. Follow Up
- XIII. Points of Contact
- XIV. Facility Site Plan
- XV. Addresses
- XVI. Attachments

I. Eligibility

- Need list of who is eligible and priority – to determine number of shots to prepare
- Develop survey/assessment of interest for receiving vaccine
- Consider collecting name, date of birth, interest in receiving vaccine, contact information (phone, email) and preferred contact method (call, text or email), distance to location
 - Sort by age and how long it takes to get there so can call if extra vaccines at end of the day.
 - Options: "Yes" "No" "Unsure" "I will receive the vaccine elsewhere" and "I have already begun/completed the process of getting the vaccine."
 - Consider include timeframe of availability.
 - Consider including copy of the form to fill out attached to invite email.
- Consider developing dedicated email for vaccine registration and notifications.
- Develop Sign Up Genius or other registration portal

- Silver level provides control over emails that are eligible to register to ensure that the link is only for those who have been invited – to prevent link being forwarded to those later in the priority listing
- Consider including a comment field with the sign-up sheet so individuals can list their school/role, or something else to help quickly determine eligibility and reduce risk of sign-ups from outside the school
- Maintain several back up lists to contact if vaccine becomes available at an earlier date
 - Contact toward end of day to ensure all vaccine is used
 - Ensure they can get to the site quickly
- Maintain spreadsheet of information to share with State as required
- Keep lists to determine who isn't signing up – can follow up quickly

II. Setup/location

- **Stations:**
 - Provide a location with ample space for six feet of social distancing between each station and good ventilation
 - Each station separated by pipe and drape – 9x9 or 10x10
 - Include visual cues for appropriate registration line spacing
 - Include visible numbers on each station (assign nurse to station for the day)
 - Need at least two tables with chairs for registration and might need booster for Wi-Fi
 - Portable privacy screens
- **Vaccinators:**
 - Vaccines should be able to be given in 4.5 minute window; would yield 12 vaccinations per hour for approximate total of 120 per hour.
- **Registration:**
 - Consider having 2:1 ratio of registration people to vaccinators
- **TennIS Data Entry Area:**
 - Consider dedicated personnel for this – will be time consuming
 - Schools must submit data to the state via this portal. See below for more detail.
- **Observation:**
 - Determine observation area for monitoring after shot (15 – 30 minutes)
 - Two medical professionals
 - Escorts from vaccination location to observation area
- **Other Tips:**
 - If exploring a drive-through method, will need to have an alternative location for those reliant on public/shared transportation.
 - Be prepared for walk-up for those without internet access (including paper forms)
 - Consider access to and location of bathroom facilities and supply for inside event
 - Utilize signage for directional information and to celebrate getting the vaccine to encourage others to get vaccinated.
 - Consider stickers – I am COVID-19 vaccinated
 - Consider asking Emergency Management teams for help to utilize their expertise on setup.

- Consider asking local Fire Department/EMS to be on site for emergencies (but they may be called away for emergency).

Documentation

- People should bring their photo ID
 - Information needed from driver's license plus phone number
- **TennIIS information**
 - Documentation for the teachers and staff is through TennIIS—the web based documentation system that is used by all VFC providers
 - There will be a separate account (expanded access) just for staff documentation. School districts need to contact the state immunization office to get it set up.
 - To enter vaccines into TennIIS, you must have administrator rights.
 - For more information: <https://www.tn.gov/health/cedep/immunization-program/ip/tenniis.html>
 - Local health department should provide training on this system
- Try to get as much information entered into system on front end – gathering information onsite slows down process
- Utilize unique identifier/employee number to determine accurate records of who has and hasn't received the vaccine.

Interface

- Will need Wifi and boosters to access internet for TennIIS. Ensure enough bandwidth to keep the signal strong.

III. Notification/schedule

- Separate sign up tracks with links for each dose
- On front end, develop sign up method for a 28 day return time (for Moderna vaccine) for each day of vaccinations. CDC says to get this as close to the interval as possible.

Verbiage for scheduling email:

- Please be sure to pre-register for the vaccination (using this link). Make sure to answer every question; these questions are required to report vaccine data to the state, as mandated by the CDC. This data will only be shared with the state, as required.
- YOU MUST BE OBSERVED FOR 15 MINUTES POST VACCINATION. Please allow yourself ample time.
- If someone forwarded you this email, please email to confirm that you are eligible before signing up.
- Bring your ID. Please remember to social distance and avoid gathering at the vaccination site. Thank you!

IV. Communication/IT Support

- **Communication:**
 - Develop signup method for separate first and second dose tracks
- **1st dose only:**
 - All teachers and school staff who want first dose of the COVID-19 vaccine can (link to sign up) now. Please be prepared to fill out paperwork when you arrive.
- **2nd dose only:**
 - (Link to sign up) for your second dose as close as possible to **28 days (for Moderna or 21 days for Pfizer)** from your first. The CDC recommends that you receive your second dose as close as possible to that interval.
 - If you have had COVID since your first dose, you can receive your second dose as long as you are out of your 10-day quarantine period. If you are still in your 10-day quarantine period when your second dose is due, you should wait until that period is over and then get the second dose.
 - Only sign up for one slot. Notify (contact person) at (email) if you need to cancel.
 - If you didn't receive an email but need to get your vaccine, (click here) to sign up.
- You will receive a vaccine card with your first dose. Please **bring the vaccine card** for your second dose. You will be provided information on follow up care.
- **IT Support**
 - Use laptops for TennIIS data entry
 - One per registration station
 - Internet connectivity – verify requirements for TennIIS site
 - Obtain Wifi booster for bandwidth
 - Consider walkie talkie or phones for communication among areas
 - Develop electronic sign-up method (SignUp Genius Silver Level)

v. Registration

- Try to have the process be digital for speed of registration. Collect information required by State.
- Questions to ask:
 - Have you already received a COVID-19 vaccine?
 - Yes/No
 - Review card for date and manufacturer/lot number
 - Have you had plasma or antibodies for treatment for COVID within 90 days?
 - Yes/No
 - Must wait 90 days to receive vaccine
 - Have you had any vaccine within two weeks?
 - Yes/No
 - Must wait two weeks to receive the COVID-19 vaccine
 - Are you breastfeeding or pregnant?
 - Yes/No
 - Ok to receive vaccine and need to discuss with personal physician
 - Have you had COVID within 10 days?
 - Yes/No
 - Need to wait until illness runs its course - 10 day window
 - Have you ever had severe anaphylaxis to medication or vaccination?
 - Yes/No
 - If yes, will need 30 minutes of observation instead of 15 minutes.

VI. Staffing

- Separate into five roles
 - Registration – non-medical
 - Vaccination – RN/medical staff
 - Observation – medical staff
 - Data entry – non-medical
 - Runners/escorts – non-medical
- Flex staff based on number registered
 - Between two and four registration people and corresponding number of vaccinators
 - Consider having two registration people for every one nurse giving vaccines
- Other staff:
 - Security
 - Nurse supervisor
 - Greeters/escorts

VII. Observation area

- Staffed by nurse or other medical professional
 - 15 minutes for most people
 - 30 minutes for those with history of anaphylaxis
- Staff verbally give instructions to people to set their timers on their phones and notify them of any symptoms
 - Weakness, dizziness, flushed
- Consider wall clock or other visible timers
- Have signage for photos
- Stickers – Proud to be COVID-19 vaccinated

VIII. Handling of vaccine

- Should be handled for schools by local health departments.
- For informational purposes:
 - The Moderna vaccine is stored in a regular freezer with an expiration date listed on the vial.
 - Once moved to a refrigerator, vials can be stored for up to 30 days.
 - Once removed from the refrigerator, vials must be used within 12 hours.
 - Once the vial is punctured in a non-sterile area, it has to be used within 1 hour.
- Moderna information
 - <https://www.modernatx.com/covid19vaccine-eua/providers/storage-handling>
- Pfizer information:
 - <https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html>
- Ensure correct number of people to use all doses
 - 10 per vial of Moderna/ six per vial for Pfizer
- Recommend that the individual preparing the vaccine dose be different from the person administering the dose. This provides an additional safety check to ensure the dose is accurate.

IX. Handling emergencies

- Develop plan and supplies to handle any reaction.
 - Needs: medication bag, list of who to call for help, where to keep someone with issues, EpiPen, juices, high carb snacks (but people shouldn't consume on site if possible due to mask removal)
 - Consider Benadryl for small allergic response – will need standing order protocol signed by medical provider before administering medication
 - EpiPen – severs anaphylaxis – must be trained how to administer. Standing order protocol should be in place signed off by medical provider. If needed, people should bring their own EpiPen with them.
 - Expect to have a few with reactions
 - Common reactions: weak, flushed, dizziness

X. Side effects/immune response

- Ensure vaccine recipients understand potential side effects and immune response and what is or is not an expected reaction.
- These mRNA vaccines are expected to produce mild side effects after vaccination, especially after the second dose.
 - This is your immune system responding to the vaccine and it is normal.
 - Expected reactions may include:
 - Fever
 - Headache
 - Muscle aches
 - Fatigue
 - Soreness in arm
- No significant safety concerns were identified in the clinical trials.
- If you have unexpected side effects, please contact (contact name and number).

XI. Training/vetting of medical licensure

- Vaccination staff must be vetted for licensure prior to reporting for duty. Provide a copy of licensure to local health department as requested.
- Tennessee Department of Health license verification link - <https://apps.health.tn.gov/Licensure/default.aspx>
- Virtual protocol training should be provided by local health department with mandatory participation

XII. Follow up

- Provide post vaccination card provided by CDC and state
- Provide what to expect document (Le Bonheur example attached)
- Include information on follow up process – how to contact them and make sure they come back for second dose – include blank for date
- Share information about CDC's VSafe Check-in – QR code

XIII. Points of Contact

- Consider providing information
 - After hours contact person and information
 - Administration contact and information
 - Facilities contact and information
 - Security contact and information

XIV. Facility Site Plan

- Consider having a site plan of vaccination site

XV. Addresses

- Consider providing information
 - Where deliveries should come
 - Where people should come



Vaccine Database Registration

First Name: _____ **Last Name:** _____

Maiden Name: _____ **DOB:** _____
(mm/dd/yyyy)

Street address: _____ **City:** _____

Zip: _____

Phone: () - _____

Race:

- ☐ White
- ☐ Black/African American
- ☐ Asian
- ☐ American Indian or Alaskan Native
- ☐ Other
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Unknown

Ethnicity:

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino
- ☐ Unknown

Sex:

- ☐ Female
- ☐ Male
- ☐ Other
- ☐ Unknown

COVID-19 VACCINE Recipient Fact Sheet

As you receive the COVID vaccine, there is some important information to keep in mind:

- This vaccine was approved for use through an Emergency Use Authorization (EUA). We encourage you to read the detailed EUA, which is available in the COVID vaccine section on MOLLI.
- After you receive your vaccine, we ask that you stay at the vaccine administration site for 15 minutes for observation. The observation period is 30 minutes for anyone who is currently pregnant or lactating, and for anyone who has had a previous adverse reaction to a vaccine, or any injectable medication.
- It is not uncommon to experience localized redness, muscle aches, soreness, fatigue, or a headache after receiving the COVID-19 vaccination. You can use Tylenol for relief if you are not allergic and your healthcare provider has not advised you to avoid Tylenol.
- If any symptoms persist for more than 48 hours and/or are not improved with Tylenol, please contact the **MLH Hotline** at **901-516-0033**. The hotline will capture that information and provide guidance.
- If you believe you are experiencing an adverse reaction to the COVID-19 vaccine make sure you report your symptoms to the **MLH Hotline (901-516-0033)** and to the **Vaccine Adverse Event Reporting System (VAERS)**. We ask that you report to VAERS at <https://vaers.hhs.gov/>
- It is important that you utilize the **v-safe** system to help provide feedback about the vaccine, report any side effects, and to receive reminders about receiving the second vaccine dose. **You can simply scan the QR code to the right** or on the v-safe information sheet and then follow the prompts to create an account. You will then receive v-safe texts to check on any side effects and to remind you of the appropriate timing for your second dose.
- Even with the vaccine, it is still important for you to continue to follow the proven infection best practices: mask wearing, social distancing and hand hygiene.



The availability of the COVID vaccine is a game changer in the course of this pandemic, so thank you for participating as one of the first to receive the vaccine. You are taking a step that will help keep you safe, and you are part of an historic vaccination initiative that can turn the tide of this marathon public health crisis. **Thanks for your leadership, and thanks for all you are doing for the patients we serve.**