COVID-19 Vaccine Deployment Workflow

Vaccine Prioritization

**Tier 1:** Caregivers, providers and contract staff in this category are at the highest risk for COVID exposure

All caregivers and providers working in or providing support in units where COVID patients are cared for.

This includes contracted services and non-employed providers.

**Tier 2:** Caregivers, providers and contract staff in this category are at a medium risk for COVID exposure

- All remaining patient-facing caregivers, students, medical staff and allied health professionals – including other DLO staff.
- Screeners
- Volunteers
- Security
- Caregiver Health Staff
- Children’s Place Staff
- Disaster Resource Pool

**Tier 3:** All remaining Integris Health Caregivers

- Non-patient facing staff
- Employees working in off-site buildings
- Employees working from home
- Board Members

Caregiver On Unit Vaccine Administration Flow

- Vaccination Team sets up in appropriate location
- Caregiver arrives at mobile vaccination station
- Caregiver & Vaccine Information recorded on paper intake form (NCR)
- Caregiver Injected
- Bracelet applied with date/time of vaccination information
- Caregiver provides yellow copy of NCR form and vaccination card with reminder of 2nd dose of vaccine to be administered in 21 days.
- Notification sent to caregivers in unit
- Caregiver returns to work / allowed to leave
- Caregiver goes to monitoring area for 15-30 minutes based on risk
- Rapid Response Team / RAT called
- Caregiver continues to work on unit for next 30 minutes
- Caregiver treated as required if serious, per FDA definition, reporting will be required.
- Caregiver returns to work / allowed to leave

Key adverse effects observed?

Yes

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- Caregiver returns to work / allowed to leave

No

- Caregiver can remove their bracelet after 30 minutes

Is Caregiver Clinical & going back to work?

Yes

- Caregiver goes to monitoring area for 15-30 minutes based on risk
- Rapid Response Team / RAT called
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- Caregiver treated as required if serious, per FDA definition, reporting will be required.
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No

- Caregiver can remove their bracelet after 30 minutes

Any adverse effects observed?

Yes

- Caregiver goes to monitoring area for 15-30 minutes based on risk
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Tier 3: All remaining Integris Health Caregivers

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Request for Repositioning From Hub Site to Another Location Cold Chain Broken

Gather ancillary supplies to be sent with vaccine:
- Syringes
- Needles
- Alcohol Pads
- Face Mask/Face Shields
- Diluent
- Vaccination Cards
- Fact Sheet for Recipients
- Instruction List/Checklist for Vaccinators
- Gloves

Quickly Remove Vaccine Needed and Shut Freezer

Place bag of vials in Cool Pack with ICE Pack in Styrofoam Container With Bag of Vials

Cold pack should be between the ice pack and the vaccine so the vaccine does not touch the ice pack.

Keep all vials in the cooler until ready to reconstitute.

Gather ancillary supplies with supplies for 50 vaccines.

Integris Staff to deliver vaccine & supplies to the individual administering facility pharmacy

Vaccinating Staff requests refrigerated vials from local pharmacy

Vial of vaccine is dated with a 6 hour expiration date when removed from refrigerator

Vaccinating staff reconstitutes vial as needed

For Vaccinating Facilities Without Approved Refrigeration

Never pick up more than you can use in 6 hours. When more doses are needed, they should be picked up from pharmacy in real time.

Employee Health Staff to pick up refrigerated vaccine & supplies

INTEGRIS Health is committed to taking all necessary actions to ensure the COVID-19 vaccines are stored and transferred in compliance with CDC, FDA, and manufacturer cold chain requirements.

Please carefully follow the instructions below.

Pfizer Vaccine

- Number of vials removed from -70°C freezer
- Date/time vials removed from -70°C freezer
- Refrigerated expiration date (5 days after removing from freezer)
- Expiration Date
- Expiration Time

Vaccine is only good for 6 hours at room temp or once reconstituted.

- Number of vials removed from -20°C freezer
- Date/time vials removed from -20°C freezer
- Refrigerated expiration date (14 days after removing from freezer)
- Expiration Date
- Expiration Time

Vaccine is only good for 6 hours at room temp or once reconstituted.

Vaccinating Staff reconstitutes vial as needed

COVID-19 Vaccine (Pfizer) EUA Master Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Received (s) or Dispensed ( )</th>
<th>No of VIALS</th>
<th>Lot No.</th>
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Vaccine Transport Label Example

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Moderna Vaccine

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%51
Obtain name of person requesting vaccine

Obtain Approval From OSDH

Gather Supplies and Equipment:
- Approved Shipping Container
- Approx. 45lbs Dry Ice

Quickly Remove Vaccine Needed and Shut Freezer

Place Vials in Shipping Container

Follow Guidance of Pfizer Documentation and OSDH Contact Assisting.

Enter Data for Dispense on the Master Inventory Log

All transfers must be completed within 10 minutes.

### COVID-19 Vaccine (Pfizer) EUA Master Log

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Receiving Vaccine Direct from Pfizer

1. Receive the Tracking Numbers by E-mail the Day Before Delivering.
2. Shipment Arrives
3. Don the Protective Gloves
4. Shipment placed in Cryo-Freezer
5. Return the Shipping Container Within Specified Time Frame.