

Site Immunization Plans	<ul style="list-style-type: none"> • Sites will designate a Site Lead to coordinate immunization plans AND • Identify and ensure COVID-19 mRNA vaccine immunizers have been trained in order to provide residents with on-going vaccine maintenance or to respond to broad vaccination (surge) of all residents if announced OR • Work with their community pharmacy to develop plans for maintenance and surge vaccination • Planning your clinics: <ul style="list-style-type: none"> ○ For site-based campaign planning, boosters may be administered over a series of days provided storage requirements are met ○ Plan for staffing levels to support booster campaign plan dates (i.e. immunizers, observers, porters, etc.) ○ LTC sites must ensure they have immunizers who have completed the required Education and Guidelines if LTC staff are providing immunizations ○ As required, email massimmsclinic@islandhealth.ca with details about your site's plan for booster dose clinics as per Island Health direction (memos)
Vaccine Maintenance List	<p>Resident vaccination status will be reviewed on admission and on-going</p> <ul style="list-style-type: none"> • Site leads are responsible for keeping an active list of residents who require COVID-19 mRNA vaccination • Once threshold met to immunize residents eligible for mRNA vaccine in a timely manner, the site lead is responsible for ordering the amount of doses required, determining the date of vaccine pick-up and date of immunization administration
Order Vaccine	<p>LTC sites are responsible for ordering the total vaccine supply needed for booster campaign from Public Health (allow 5 business days for orders to be processed)</p> <ul style="list-style-type: none"> • Site lead completes the COVID-19 Vaccine Order Form (including LTC) <ul style="list-style-type: none"> ○ Confirm which product and quantity of mRNA vaccine required ○ Public Health requires at least 5 business days for pick-up ○ Ensure date of pick-up and person picking up vaccine has completed on order form <p>Once complete email to: PublicHealthVaccineManagement@islandhealth.ca</p> <ul style="list-style-type: none"> • Site lead ensures that an assigned Immunizer (if not self) will pick up vaccine on date requested • Local health unit Biological Product Monitor (BPM) will confirm pick-up arrangements 2 days prior to pick-up day
Pick-up Vaccine	<p>LTC sites are responsible for picking up their vaccine order on the specified date from Public Health and transportation back to their site according to BCCDC direction for packing of insulated coolers:</p> <ul style="list-style-type: none"> • LTC Immunizer or alternate designated for vaccine pick-up will: <ul style="list-style-type: none"> ○ Follow correct cold chain management ○ Use hard-sided cooler with frozen ice packs, gel/water blankets and pack vaccine according to BCCDC standards ○ If transport time greater than hour a temperature monitoring device (ie – datalogger or min/max thermometer) will be used • LTC designated staff or alternate arrives at local Health Unit on assigned pick-up day and time <ul style="list-style-type: none"> ○ Completes tracking form with Health Unit staff • Health Unit staff to fax/email tracking form to PublicHealthVaccineManagement@islandhealth.ca

Consent and MRP Orders	<p>LTC sites are responsible for consent and MRP orders</p> <ul style="list-style-type: none"> • Informed consent and provider's order are valid for 12 months; however, consent can be revoked at any time. Please ensure orders are still valid, and obtain new orders as needed. • New residents or those who consented to a single COVID-19 booster previously will need informed consent signed and provider's orders. • Residents who are actively unwell or actively dying at the time of booster campaigns will need to have boosters deferred until symptoms improve per BC CDC
Vaccine Administration	<ul style="list-style-type: none"> • Clinic Lead to review Safety Huddle with immunizing staff prior to start of clinic • Review appropriate BCCDC Immunization Manual Biological Product page (ie – Moderna Spikevax® Original/Omicron BA.4/5) for administration, vaccine handling, contraindications, precautions, special considerations etc • Review resident record for previous doses and eligibility • Ensure consent and provider's order on file are valid • Assess for contraindications and precautions (e.g. allergies) • Provide vaccine to residents according to BCCDC guidelines
Documentation	<p>Immunizations must be recorded in ImmsBC and client record</p> <p>For immunization provided on-site by nurse. The COVID-19 Immunizer will:</p> <ul style="list-style-type: none"> • Record vaccine administration into ImmsBC • Record vaccine on Resident Immunization Record • Record vaccine in Resident MAR <p>Note: Ensure immunizers have access to ImmsBC. Users who have not logged-in within 90 days, may no longer have access.</p> <ul style="list-style-type: none"> ○ Ensure immunizers have access to ImmsBC. Users who have not logged-in within 90 days, may no longer have access. ○ If access is required; see ImmsBC-Account-Request-Workflow . Access requests can take up to 1 week <p>For documentation support email PublicHealthInformatics@islandhealth.ca ImmsBC will be transitioning to a new interface Spring 2023. Ensure you are checking your Island Health email accounts for important updates.</p> <p>For immunizations provided by a community pharmacy. The pharmacy COVID-19 Immunizer will:</p> <ul style="list-style-type: none"> • Record vaccine administration into ImmsBC • Provide site with COVID vaccine record <p>The MRN will:</p> <ul style="list-style-type: none"> • Transcribe vaccine administration into Resident Immunization Record
End of Day Clinic Tally	<p>For Island Health Sites</p> <ul style="list-style-type: none"> • Site lead or designate will fill out the end of day tally <ul style="list-style-type: none"> ○ Instructions on completion of form • By end of shift enter information into the online tally sheet <ul style="list-style-type: none"> ○ COVID-19 Vaccine Tracker • Ensure you have access to this page, if not contact PublicHealthVaccineManagement@islandhealth.ca to grant you access

	<p>For Affiliate & Private Sites (Paper Clinic Tally - Fillable)</p> <ul style="list-style-type: none"> • Site lead or designate will complete tally sheet and email PublicHealthVaccineManagement@islandhealth.ca with the information listed below by end of shift: <ul style="list-style-type: none"> ○ Lot number(s) ○ How many doses administered ○ How many doses wasted
Vaccine Supplies	<p>Cold Chain supplies</p> <ul style="list-style-type: none"> • Minimum/Maximum Thermometers (min/max devices) (e.g. – VWR® Traceable® Sentry Min/Max Memory Thermometer) • Water Blankets (e.g. – Cryopak Flexible Reusable Ice Blanket/Pack) • Ice packs • Hard-sided Cooler <p>Immunization Supplies</p> <ul style="list-style-type: none"> • Syringes with needles: Low dead-volume (LDV) syringes with needles are preferred, but 3mL syringes can be used if LDV syringes are not available. Most LTC sites received a shipment of LDV syringes from PHSA during the fall COVID-19 booster campaign, which contained extra supply for future maintenance doses • Anaphylaxis kits • Other supplies: alcohol swabs, bandaids, cleaning supplies, cotton balls, fainting supplies (cot or mat and juice boxes), garbage bags, hand sanitizer, Kleenex, garbage bags, pens, PPE for staff/masks for residents <p>Note: Island Health sites can order immunization supplies through Stores</p>
Resources	<ul style="list-style-type: none"> • Cooler packing requirements • Storing, Monitoring and Transporting the Vaccine (internal link) • Cold Chain Management (BCCDC resource) • COVID-19 vaccination toolkit for health professionals • LTC COVID-19 Immunizer Self-Assessment <p>To keep up to date with the BCCDC Immunization Manual, sign up for their COVID-19 email distribution here: BCCDC Automated Email updates (enter email address in 'Get email updates' section on bottom right hand side of page)</p> <p>* If you have any questions or concerns that are not addressed in the resources listed above, please reach out to appropriate contact as per: COVID-19 Resources for Vaccine Providers</p>