

# Facility COVID-19 & Influenza Vaccine Order Form

Long-Term Care (LTC), Assisted Living (AL) and Independent Living (IL) Facilities



- Order vaccine at least 5 business days prior to requested pick up date.
- **Orders will only be available for pick up once they have been approved.**
- Vaccine will be distributed based on available products & supply.
- We will **NOT** backfill orders.

Site Name:		Are immunizations being provided by site staff?      Y      N	
Order Date:	ImmsBC Supply Location:		
Address:			
Contact Person:		E-mail:	
Phone Number:		Fax Number:	
Immunizer:		Requested Health Unit for pick up:	
Requested Date for pick up:		Proposed Clinic Date:	
Long-Term Care Residents:	Assisted Living Residents:	Independent Living Residents:	

Doses Requested	COVID-19 Vaccines (2025-2026)	Public Health Vaccine Management Use Only		
		Product (Brand)	Number of Doses	Presentation
	LTC / AL / IL Residents			
	LTC / AL / IL Staff			
<b>Once thawed, store in vaccine fridge</b> SPIKEVAX™ (Moderna) must be used within <b>50 days</b> COMIRNATY® (Pfizer) must be used within <b>10 weeks</b>		<b>Once vial is punctured, store in fridge</b> SPIKEVAX™ (Moderna) must be used within <b>24 Hrs</b> COMIRNATY® (Pfizer) must be used within <b>12 Hrs</b>		
		Approved by:		
		Date:		

Doses Requested	Influenza Vaccines (2025-2026)	Public Health Vaccine Management Use Only		
		Product (Brand)	Number of Doses	Presentation (MDV/PFS)
	Resident 65 years of age and over			
	Staff 65 years of age and over			
	Residents Under 65 years of age			
	Staff Under 65 years of age			
<b>*FLUAD:</b> If unavailable, FLUVIRAL or FLUZONE should be used. <b>**FLUVIRAL:</b> multi-dose vials must be discarded <b>28 days after first puncture</b> . <b>***FLUZONE:</b> multi-dose vials once punctured can be used <b>up to the expiry date on the label</b> .		Approved by:		
		Date:		

**Submit completed form by email to [PublicHealthVaccineManagement@islandhealth.ca](mailto:PublicHealthVaccineManagement@islandhealth.ca)**

- Ensure all immunizations are appropriately documented, in ImmsBC & any other site-specific location(s).
- Report cold chain incidents by following the guidelines under [Maintaining Vaccine Stability](#).
- Complete a [Clinic Tally](#) for each clinic day using the Online Clinic Tally Form or PDF Facility Clinic Tally.

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## Note:

- Order doses for the number of LTC & AL residents. Order doses for staff & IL residents who confirm they will be vaccinated on site.
- A facility must submit all vaccine orders, including those that contract pharmacists to administer vaccines.
- Once all immunization clinics have been completed. Contract pharmacies may take remaining doses for in pharmacy use. Transport of any vaccines require proper packing & storing as per [BCCDC Quick Reference Guide](#). (Partial vials at the end of a clinic day can be taken for use by a pharmacy provided the vaccine meets BCCDC usability standards)

**Local Health Unit:** print form → complete at time of vaccine pick up → send original with CVP → retain a copy.

Date Picked up:		Time Picked up:		Fridge Temp:	
<b>Vaccine Product</b>	<b>Lot Number</b>	<b>MFG. Expiry or Thaw Discard Date</b>		<b>Doses Sent</b>	
Filled By:		Picked up By:		ImmsBC Complete:	

## Transportation when moving vaccine

- Appropriately sized hard-sided cooler, insulating material: gel packs (preconditioned to +2°C to +8°C), bubble wrap, packing paper & frozen ice packs. A temperature monitoring device should be used during transport whenever possible & **must** be used when vaccine will be stored in cooler for 4+ hours.
- [Pack & store](#) vaccine according to [BCCDC standards](#). Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times
- Store this form with vaccine (in fridge) to ensure temperature monitoring & transport documentation is accessible

**Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg & when transferring vaccine**

Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time	(from pick up section)							H: M:
From Health Unit to Site							<input type="checkbox"/> Yes	H: M:
From To							<input type="checkbox"/> Yes	H: M:
Vaccine Transported By:					Total Duration of Transport			H: M:

## Monitoring - When storing vaccine in a cooler:

- Check & document temperature every 1-2 hours & each time the cooler is opened. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs & keep lid closed, monitor temperature closely
- If Covid-19 vaccine is exposed above +8°C this is considered room temperature, & exposure time must be subtracted from the total allowable time at room temperature:
  - Record date & time vaccine was last known to be within +2°C to +8°C on Vial Label
  - Use within time frame established by manufacturer
  - Quarantine & report as a cold chain incident if temperatures is above +24°C

## Monitoring Vaccine in Cooler

Time	Current Temp.	Min Temp.	Max Temp.	Reset Min/Max	Name (print)
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	

## When storing in a vaccine fridge:

- Store vaccine between +2°C & +8°C, in the original packaging to protect from light.
- Twice daily (start & end of workday), record the temperatures (current, min & max) on the [BCCDC Refrigerator Temperature Form](#). Store temperature log with vaccine fridge & retain logs for 3 years. After recording temperatures, reset min/max thermometer.