

Facility COVID-19 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 and supply.
- We will **NOT** backfill orders.

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

Doses Requested	COVID-19 Vaccines Review COVID-19 Vaccine Eligibility prior to ordering products	Public Health Vaccine Management Use Only			
		Spikevax™ KP.2 (Moderna)	Vials	Comirnaty® KP.2 (Pfizer)	Vials
	LTC/AL/IL Residents				
	LTC/AL/IL Staff				
Once thawed, store in vaccine fridge SPIKEVAX™ (Moderna) must be used within 50 days COMIRNATY® (Pfizer) must be used within 10 weeks		Once vial is punctured, store in fridge SPIKEVAX™ (Moderna) must be used within 24 Hrs COMIRNATY® (Pfizer) must be used within 12 Hrs		Approved by: Date:	

Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca

- Ensure all immunizations are appropriately documented, in ImmsBC and 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.

Note:

- Request doses based on the number of Long-Term Care (LTC) and Assisted Living (AL) residents. Request doses for staff and Independent Living (IL) residents who confirm they will be vaccinated on site.
- A facility must submit any 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 and 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 Cooler Packed:		Time Cooler Packed:		Fridge Temp:	
Vaccine Product	Lot Number	Thaw Discard Date	Vials Sent	Doses Sent	Previous Transport Time
Filled By:		Picked up By:		ImmsBC Complete:	

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Transportation when moving vaccine

- Appropriately sized hard-sided cooler
 - Insulating material
 - Gel packs (preconditioned in fridge at +2°C to +8°C)
 - Bubble wrap
 - Packing paper
 - Frozen ice packs
- A temperature monitoring device should be used during transport whenever possible and **must** be used when vaccine will be stored in cooler for 4+ hours. [Pack and 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 and transport documentation is accessible

Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg and 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 Site to Health Unit							<input type="checkbox"/> Yes	H: M:
Vaccine Transported By:					Total Duration of Transport			H: M:

Monitoring

- **When storing vaccine in a cooler:**
 - Check temperature every 1-2 hours and each time the cooler is opened. Record the temperatures below. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs and keep lid closed, monitor temperature closely
 - If Covid-19 vaccine is exposed above +8°C this is considered room temperature, and exposure time must be subtracted from the total allowable time at room temperature:
 - Record date and time vaccine was last known to be within +2°C to +8°C on Vial Label
 - Use within time frame established by manufacturer
 - Quarantine and 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	
				<input type="checkbox"/> Yes	

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