

Facility COVID-19 & Influenza Vaccine Order Form

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

- **Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca**
- Allow at least 5 business days (Monday to Friday) between ordering date and 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.**
- Order doses for LTC, AL, IL residents & staff who have confirmed they will be vaccinated on site.

Facility Name:		Order Date:
Staff Immunizing ☐	Retail Pharmacy Immunizing ☐	Retail Pharmacy Name:
Facility Address:		
Facility Contact Person:		Facility email:
Facility Phone Number:		Facility Fax Number:
Immunizer Name:		Immunizer or Pharmacy email:
Requested Health Unit for pick up:		
Requested Date for pick up:		Proposed Clinic Date:
Long-Term Care Residents:	Assisted Living Residents:	Independent Living Residents:

<u>Doses Requested</u>	COVID-19 Vaccines (2026-2027)	Public Health Vaccine Management Use ONLY		
		Product (Brand)	Number of Doses	Presentation (MDV / PFS)
	LTC / AL / IL Residents			
	LTC / AL / IL Staff			
Notes:		Approved by:		
		Date:		

<u>Doses Requested</u>	Influenza Vaccines (2026-2027)	Public Health Vaccine Management Use ONLY		
		Product (Brand)	Number of Doses	Presentation (MDV / PFS)
	Residents 65 years of age and over			
	Residents Under 65 years of age			
	Staff 65 years of age and over			
	Staff Under 65 years of age			
Notes:		Approved by:		
		Date:		

- Ensure all immunizations are appropriately documented.
- Report cold chain incidents by following the guidelines under [Maintaining Vaccine Stability](#).
- Complete a Clinic Tally for each clinic day using the PDF Facility COVID-19 & Influenza Clinic Tally.
- 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 including partial vials, this must be indicated on the Clinic Tally. Transport of any vaccines require proper packing & storing as per [BCCDC Quick Reference Guide](#).

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Health Unit Use Only: BPM print form → complete at time of vaccine pick up → send original with CVP → retain a copy			
Date Picked up:		Time Picked up:	
Fridge Temp:			
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Doses Sent
ALL VACCINES MUST BE STORED BETWEEN +2°C and +8°C			
Filled By:		Picked up By:	
ImmsBC supply location:			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							☐ Yes	H: M:
From To							☐ Yes	H: M:
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 temperature is above +24°C

Monitoring Vaccine in Cooler						
Date	Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Name (print)
					☐ Yes	
					☐ Yes	
					☐ 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.