

Facilities COVID-19 & Influenza Vaccination

Quick Reference Guide



Site Immunization Plans	<ul style="list-style-type: none"> Sites require a site lead to coordinate immunization plans <p>AND</p> <ul style="list-style-type: none"> Immunizers who have been trained to provide residents with on-going vaccine maintenance or to respond to broad vaccination (surge) of all residents if announced <p>OR</p> <ul style="list-style-type: none"> A contracted community pharmacy to develop plans for maintenance and surge vaccination
Order Vaccine	<p>LTC sites are responsible for ordering the total vaccine supply needed for the immunization campaign from Public Health (allow 5 business days for orders to be processed)</p> <p>Ensure that whoever is picking up vaccine provides the name of site they are picking up for upon arrival at Health Unit.</p> <p>Forms and Resources:</p> <p>COVID-19 and Influenza Vaccine Information for Long-Term Care and Assisted Living Facilities Island Health</p> <ul style="list-style-type: none"> Site lead completes the Facility COVID & Influenza Vaccine Order Form <ul style="list-style-type: none"> Confirm quantity required for both residents and eligible staff (if staff will be immunized on site) Public Health requires at least 5 business days for approval Prior to pick-up Ensure requested date for pick up is completed on order form, and complete the checkbox indicating if immunizations are being provided by site staff <p>Once complete email to: PublicHealthVaccineManagement@islandhealth.ca</p>
Vaccine Pick-up and Storage	<p>LTC sites are responsible for picking up their vaccine order on the specified date from Public Health and transporting vaccine back to their site according to BCCDC Vaccine Storage and Handling Guide, Page 6-8.</p> <ul style="list-style-type: none"> LTC Immunizer or designate for vaccine pick-up will: <ul style="list-style-type: none"> Ensure vaccine is maintained at cold chain temperatures during transport Use an appropriately sized hard sided cooler with insulating materials (gel packs preconditioned in fridge at +2°C to +8°C, bubble wrap or

	<p>packing paper), frozen ice packs and pack vaccine according to BCCDC standards</p> <ul style="list-style-type: none"> ○ A temperature monitoring device should be used during transport whenever possible, and <u>must</u> be used when vaccine will be stored in cooler for ≥ 4 hours <ul style="list-style-type: none"> • LTC immunizer or designate (e.g. pharmacy provider) arrives at Health Unit on assigned pick-up day <ul style="list-style-type: none"> ○ Completes pick up section of order form with Health Unit staff ○ Health Unit staff to make a copy of order form, send original with vaccine retaining the copy for Health Unit records <p>Vaccine must be stored in a monitored fridge. Record the minimum, maximum and current vaccine fridge temperatures as well as the room temperature at the start and end of each day using the BCCDC Fridge Temperature Form</p> <ul style="list-style-type: none"> • If vaccine is exposed to any temperature outside $+2^{\circ}\text{C}$ to $+8^{\circ}\text{C}$, immediately: <ul style="list-style-type: none"> ○ Place vaccine in a bag and label 'QUARANTINE – DO NOT USE' ○ Store bag between $+2^{\circ}\text{C}$ to $+8^{\circ}\text{C}$ in a monitored fridge, or cooler packed according to Page 6-8 of the BCCDC Vaccine Storage and Handling Guide ○ Contact local health unit
Consent and MRP Orders	<p>LTC sites are responsible for consent and MRP orders</p> <p>Per BCCDC Manual and the associated legislation Health Care (Consent) and Care Facility (Admission) Act. [RSBC 1996]. Chapter 181</p> <ul style="list-style-type: none"> • When consent is provided by a TSDM, the legislation requires that a single dose (influenza), or series (COVID-19), must be initiated within 21 days of consent being obtained. • Consent for COVID-19 vaccination can be considered valid for 12 months, as Fall and Spring Boosters may be considered a series. • Residents who are actively unwell or actively dying at the time of booster campaigns will need to have boosters deferred until symptoms improve per BCCDC <p>Consent for Vaccine for Adults Assessed as Incapable of Giving Informed Consent</p>
Vaccine Administration	<ul style="list-style-type: none"> • Review appropriate BCCDC Immunization Manual Biological Product page for administration, vaccine handling, contraindications/precautions, special considerations etc.

	<p>Immunizing Residents:</p> <ul style="list-style-type: none"> • Review resident record for previous doses, and refer to COVID-19 Eligibility and product pages: BCCDC Immunization Manual Part 4 • 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 <p>Immunizing Staff:</p> <ul style="list-style-type: none"> • Staff who are registered through the Get Vaccinated system will get an invite to book their vaccine appointment at a community pharmacy or community clinic site, or staff can be immunized on site (this is not a requirement). • <p>Education:</p> <ul style="list-style-type: none"> • When providing an immunization under a physician's order, there are no BCCDC education requirements, however, the immunizer should be familiar with the product they are administering and refer to the biological pages. • When providing immunizations without an order, BCCDC Immunization Courses are required. Immunizers are responsible to assess learning needs and complete initial, and annual education updates. <ul style="list-style-type: none"> ○ At Time of Immunization: <p>Refer to BCCDC Immunization Manual Part 4: Biological Products</p> <ul style="list-style-type: none"> • Review staff member's record of immunization in ImmsBC to confirm eligibility, and refer to the <i>BCCDC COVID-19 Vaccine Eligibility</i> page to determine vaccine product to administer • Use the <i>COVID-19 Vaccine Screening Checklist</i> to assess for contraindications, precautions, or special considerations to immunization • Review current BCCDC Immunization Manual Biological Product page(s) • Obtain informed consent for immunizations using HealthLinkBC Files for COVID-19 and Influenza.
<p>Documentation</p>	<p>All COVID-19 and Influenza immunizations (residents and staff) must be recorded in the provincial immunization registry (i.e. ImmsBC).</p> <ul style="list-style-type: none"> • Service Delivery Locations for LTC & AL must be used • Reason for Immunization must be used: <ul style="list-style-type: none"> ○ Choose one of the following reasons: LTC Resident, LTC Staff, AL Resident, AL Staff. ○ Do not use: "routine", "high risk", or any other reason for immunization.

For immunization provided on-site by nurse, the immunizer will:

- Record vaccine administration into ImmsBC
- Record vaccine on resident Immunization Record
- Record vaccine in resident MAR

Note: Ensure immunizers have access to ImmsBC. Users who have not logged-in within 90 days, may no longer have access

Receive Access to ImmsBC:

- **Affiliate & Private LTC Homes and Assisted Living (Non-Island Health Staff)**

- 1) Site staff immunizers: email BCVAX-Support@gov.bc.ca for **NEW** ImmsBC access, support, and onboarding instructions.

Please Note: Previous access & support for ImmsBC through your Island Health account was inactivated as of March 31, 2025.

- **Island Health Owned & Operated LTC Homes (Island Health Staff)**

- 1) Supervisor: go to [PPH Information Systems Sharepoint: ImmsBC Account Request](#) and complete the **ImmsBC-User-Account-Request Form** using the **ImmsB-User-Account-Request Workflow**.
- 2) ImmsBC User: go to [PPH Information Systems Sharepoint: ImmsBC Education](#) and complete: **Orientation-for-LTC+CHS-Provider**
- 3) **Support & Questions:** email PPH.Infosystems.Support@islandhealth.ca

For immunizations provided by a community pharmacy, the pharmacy immunizer will:

- Record vaccine administration into ImmsBC
- Provide site with a vaccine record

The MRN will:

- Transcribe vaccine administration into resident Immunization Record

Facilities COVID-19 & Influenza Vaccination

Quick Reference Guide



End of Day Clinic Tally	<p>For Island Health sites</p> <ul style="list-style-type: none"> • Site lead or designate will enter information into the online clinic tally at end of clinic <ul style="list-style-type: none"> ○ Online Clinic Tally Instructions ○ Online Clinic Tally • To request access contact: PublicHealthVaccineManagement@islandhealth.ca <p>For affiliate & private sites</p> <ul style="list-style-type: none"> • Site lead or designate (i.e. pharmacy provider) to complete paper tally sheet at end of clinic and email to: PublicHealthVaccineManagement@islandhealth.ca <ul style="list-style-type: none"> ○ Clinic Tally
Vaccine Supplies	<p>Recommended Cold Chain supplies</p> <ul style="list-style-type: none"> • Minimum/Maximum Thermometers (min/max devices) • Water Blankets (e.g. – Cryopak Flexible Reusable Ice Blanket/Pack) • Ice packs (frozen solid) • Hard-sided Cooler <p>Immunization Supplies</p> <ul style="list-style-type: none"> • COVID-19 syringes with needles: Low dead-volume (LDV) syringes with needles are preferred, but 1mL syringes can be used if LDV syringes are not available • Anaphylaxis kits • Other supplies: alcohol swabs, bandaids, cleaning supplies, cotton balls, fainting supplies (cot or mat and juice boxes), hand sanitizer, Kleenex, garbage bags, & pens <p>Note: Island Health sites can order immunization supplies through Stores</p>
Resources	<ul style="list-style-type: none"> • Page 6-8 of the BCCDC Vaccine Storage and Handling Guide • Cold Chain Management (BCCDC resource) • COVID-19 vaccination toolkit for health professionals • Immunization Communication Tool for COVID-19 • Immunization Clinical Resources