

COVID-19 Vaccine Pre-Planning Checklist

✓	Preparation Items
COVID-19 Vaccine Enrollment	
	Ensure your facility has submitted a COVID-19 vaccine enrollment agreement and provider profile. www.health.nd.gov/immunization-guidance-healthcare-providers
	Sent signed version of enrollment agreement to covidvaccine@nd.gov .
	Staff have participated in or watched an archived version of a one-hour education webinar presented by the Division of Immunizations (October 5 th , 6 th or 7 th)
	Staff have participated in or watched an archived version of the October Lunch and Learn (October 14 th at noon) on SIRVA and safe vaccine administration.
	Facility has completed the COVID-19 Provider Enrollment Training Survey attesting to completion of all required trainings. www.health.nd.gov/immunization-guidance-healthcare-providers
North Dakota Immunization Information System (NDIIS) Tasks	
	Update and/or complete NDIIS provider agreement.
	Request user access for individuals at your facility who may administer COVID-19 vaccine or need to look up vaccination records.
	Verify that your electronic medical record (EMR) is set up to document COVID-19 vaccine doses and whether it can send doses to NDIIS automatically. If not, establish a process for reporting doses to the NDIIS within 24 hours.
Vaccine Storage and Handling	
	Ensure storage units are working well, have adequate storage space and temperatures are being monitored 24 hours a day using a digital data logger. This may include freezers. Providers are not advised to purchase ultra-low cold chain storage. Dorm fridges are not allowable for vaccine storage.
	An alternate delivery site should be designated if your site is unable to receive vaccine after routine clinic hours.
	Designate a minimum of two employees who will be trained to receive deliveries of COVID-19 vaccine and are available to receive phone calls from delivery personnel.
	Ensure staff review CDC's vaccine storage and handling toolkit .
Clinic Protocol and Education	
	Update current facility vaccination protocols. Assure there are standing orders for the COVID-19 vaccine.

	Have discussions with other providers in your area to see if A) they need help vaccinating their staff and patients and B) they could assist in vaccinating your staff or your patients. (i.e., group homes, county jails, home health agencies)
	Review the VAERS website and when a report is necessary.
Vaccination Clinic Planning	
	Plan how to communicate vaccine availability, priority groups and safety/efficacy to patients. Try using vaccinefinder.org for other vaccines.
	Estimate number of patients and staff in priority groups that you plan on vaccinating with COVID-19 vaccine.
	Determine the backup group to be vaccinated if the current group doesn't show up or the number of patients is less than you have planned. All vaccine should be administered, and wastage of vaccine should be minimal.
	Establish a process to rapidly obtain consent COVID-19 vaccination
	Update vaccination plans to include COVID-19 infection prevention and social distancing. See CDC guidance .
	Practice clinics for COVID-19 vaccine using influenza vaccine this fall.
	Ensure supply of PPE is adequate for vaccination clinics.
	Identify clinic locations that allow for social distancing or drive thru vaccination settings.
	Determine who will provide the vaccination record card and encourage the use of v-safe (a smartphone-based tool) while providing the v-safe information sheet.
Second COVID-19 Vaccine Dose Planning	
	Develop a reminder/recall system for the second dose of COVID-19. Use the reminder/recall module of NDIIS or one that works with your EMR. What will you use email, letter, postcard, etc.?