

## COVID-19 Vaccine Pre-Planning Checklist

### Pediatric Pfizer (<5)

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| ✓                                   | <b>Preparation Items</b>  |
| <b>COVID-19 Vaccine Enrollment</b>  |   |
|                                     | Notify Immunization Division of any changes to facility contacts.   |
| <b>Communication</b>                |   |
|                                     | Consider standing up a hotline to accompany your online scheduler. This ensures all North Dakotans have access to vaccine, even those who do not use online technology.   |
|                                     | Plan how to communicate vaccine availability.   |
|                                     | Host a virtual townhall, press conference and/or event to promote pediatric COVID-19 vaccine.   |
| <b>Vaccine Storage and Handling</b> |   |
|                                     | 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.  |
|                                     | Designate or recertify a minimum of two employees are trained to receive deliveries of COVID-19 vaccine and are available to receive phone calls from delivery personnel.   |
|                                     | Ensure all staff review <a href="#">vaccine storage and handling toolkit</a> .  |
|                                     | Develop protocols to ensure there are no vaccine errors; this includes ensuring correct age-based formulation is administered to patients and avoiding administration of expired vaccine.   |
| <b>Clinic Education</b>             |   |
|                                     | Ensure all staff handling and administering COVID-19 vaccine have been trained and are able to meet the <a href="#">COVID-19 vaccine core competencies</a> .  |
|                                     | Ensure all clinic staff are trained in frequently asked questions on pediatric COVID-19 vaccine and are prepared to discuss the benefits and risks of COVID-19 vaccine with all parents.  |
| <b>Vaccination Clinic Planning</b>  |   |
|                                     | Prior to any clinics make sure you have made changes to your electronic health record (EHR) and are using the correct CVX and NDC codes. Educate staff on selecting the correct vaccine type in your EHR system, PrepMod, and the North Dakota Immunization Information System (NDIIS). |
|                                     | Plan for initial large-scale vaccination clinics to rapidly vaccinate children whose parents are urgently wanting vaccination.  |
|                                     | Determine plan to offer convenient clinics for parents. Consider hosting evening and weekend clinics. Consider off-site clinics at other locations, including family events, preschools and childcares.   |
|                                     | Offer COVID-19 vaccine at routine well-child visits.  |

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|  | Identify children at highest risk (i.e., diabetes, asthma, immunocompromised, or obese) for severe COVID-19 and contact parents to schedule vaccination.  |
|  | Plan to administer routine vaccines and COVID-19 vaccine at the same time. Develop a process for identifying past due vaccines. Use the NDHS forecaster to identify routine vaccines that patient is due for. |
|  | Determine a process to schedule second doses immediately after receipt of first dose.   |
|  | Ensure your facility is using an updated Recipient/Caregiver and Health Provider EUA <a href="#">Fact Sheet</a> .   |
|  | Ensure supply of PPE is adequate for vaccination clinics.   |
|  | Identify clinic locations that allow for social distancing or drive thru vaccination settings.  |
|  | Conduct reminder/recall using the NDHS or electronic medical records. Contact patients who are due for other vaccines and offer COVID-19 vaccine at the same time.  |
|  | Discuss COVID-19 vaccine at other opportunities, including home visits, WIC appointments, etc.  |

**Updated 02/09/2022**