

COVID-19 Vaccine Pre-Planning Checklist

Boosters Doses

✓	Preparation Items
COVID-19 Vaccine Enrollment	
	Notify NDDoH Immunization Division of any changes to facility contacts.
Communication	
	Plan how to rapidly recall patients that meet the criteria for a booster dose of COVID-19 vaccine.
	Plan how to best serve older North Dakotans. Consider making phone calls to notify older individuals that they are eligible for a booster and not relying on electronic messages.
	Plan how to provide vaccination to eligible homebound individuals.
	Consider standing up a hotline to accompany your online scheduler. This ensures all North Dakotans have access to vaccine, even those not as technologically sound.
	Plan how to communicate vaccine availability. Use www.vaccines.gov as a tool.
	Update online scheduling to allow for registration for booster COVID-19 doses. Allow patients to schedule booster and routine immunizations at the same time.
Vaccine Storage and Handling	
	Ensure storage units are working well, have adequate storage space (for routine immunizations and COVID-19 vaccines) and temperatures are being monitored 24 hours a day using a digital data logger. This may include freezers. Dorm fridges are not allowable for vaccine storage.
	Designate or re-certify that 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 the vaccine storage and handling toolkit .
Clinic Education	
	Ensure all staff handling and administering COVID-19 vaccine have been trained and are able to meet the COVID-19 vaccine core competencies .
	Update standing orders to reflect COVID-19 booster doses after recommendations are available.
Vaccination Clinic Planning	
	Assess capacity for increased vaccination. Determine what needs to be done for large scale vaccination clinics to happen.
	Plan to review vaccine histories in NDIIS or electronic medical records prior to administering booster doses to ensure minimum spacing is met and patient is up-to-date on routine vaccines.

	Plan to administer routine immunizations and COVID-19 vaccines at the same time. Develop appropriate clinic models to ensure there are no vaccine errors.
	Ensure your facility is using an updated Recipient/Caregiver and Health Provider EUA Fact Sheet .
	Ensure supply of PPE is adequate for vaccination clinics.
	Identify clinic locations that allow for social distancing or drive thru vaccination settings.
	Follow-up with long term care facilities in your area to see if they need assistance with COVID-19 booster doses.

Updated 03/17/2022