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 For information and assistance

## Planning for COVID-19 Vaccine

(Last Updated 12/3/2020, information subject to change)

Activity	Additional Resources/Information	Lead	Date Completed (tentative)
<b>ENROLLMENT/GENERAL PLANNING</b>			
Enroll your providers in your organization to be a COVID-19 Provider	For additional information: <a href="https://www.dhs.wisconsin.gov/covid-19/vaccine-program.htm">https://www.dhs.wisconsin.gov/covid-19/vaccine-program.htm</a>		
Begin Planning for Ensure your facility has submitted a signed section A and section B(s) of the <a href="#">CDC COVID-19 Vaccination Program Provider Agreement</a>	Next Steps: <ul style="list-style-type: none"> <li>• Complete the allocation survey</li> <li>• WIR training</li> <li>• Complete the storage and handling training: <a href="https://livestream.com/dhswebcast/events/9399519">https://livestream.com/dhswebcast/events/9399519</a></li> </ul>		
Review Wisconsin COVID-19 Vaccine Program: Information for Health Care Providers	<a href="#">Wisconsin COVID-19 Vaccine Program: Information for Health Care Providers</a>		
Coordinate with your local health department to vaccinate all people in your local area (i.e. group homes, county jails, home health agencies)			
Designate a minimum of two COVID-19 Vaccine Coordinators who will be trained to receive deliveries of COVID-19			



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vaccine and are available to receive phone calls from delivery personnel			
Review the education modules provided by the Public Health Foundation that has collected the Center for Disease Control and Prevention’s COVID-19 Vaccination Training Programs for Healthcare Professionals	Search for “4870” or use this link to log into TRAIN: <a href="https://www.train.org/main/training_plan/4870">https://www.train.org/main/training_plan/4870</a>		
<b>WISCONSIN IMMUNIZATION REGISTRY (WIR)</b>			
WIR ADMINISTRATORS New vaccinators should complete WIR Security and Confidentiality Agreement. Existing vaccinators should update WIR Security and Confidentiality Agreement			
Confirm the electronic health record interacts with WIR.	<p>CDC’s Guidance: COVID-19 vaccination providers must document vaccine administration in their medical record systems within 24 hours of administration, and use their best efforts to report administration data to WIR as soon as practicable and no later than 72 hours after administration.</p> <p><b>Please note:</b> vaccinating via employee health may complicate this. While documentation in the EHR may be optional and/or prohibited under HIPAA, entry into WIR is required by the Provider Agreement that vaccinating entities signed with DHS. Obtaining employee consent to input into EHR/WIR would mitigate any legal concerns in this area.</p>		
If contacted by WIR staff, submit all corrected information requested by WIR			



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staff to successfully finish provider verification.			
<b>VACCINE ADVERSE EVENTS REPORTING</b>			
Review Vaccine Adverse Events Reporting System (VAERS) reporting policy with all staff	<p><b>NOTE:</b> ACIP is planning to provide guidance on what will happen with exposure and a possible low fever within 24 hours</p> <p>Interim guidelines are available here: <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19/clinical-considerations.html">https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19/clinical-considerations.html</a></p>		
Train Staff to Enroll Patients on V-Safe	<p><b>NOTE:</b> Staff to use V-Safe a new smartphone-based opt-in bi-directional safety monitoring program through CDC</p>		
<b>TRACKING OF VACCINE/VACCINE MANAGEMENT</b>			
Develop tracking system for both the vaccine and diluent	<p>Rubber bands holding both boxes together may work well in <b>refrigerated</b> settings; this system should <b>NOT</b> be used in freezers as the diluent cannot be frozen at those temperatures.</p> <p>Consider taking daily inventory as you go with full inventory weekly to prevent exposure and potential thawing</p>		
<b>PLAN COLD STORAGE</b>			
Review your vaccine management plan and make sure it is up to date			

<p>Have a written cold chain plan and procedures in place for receiving, storing, and handling vaccine. Train all relevant staff on routine and emergency storage and handling</p>	<p>Storage and handling training providers are required to complete through DHS. You can complete this while your application has been approved:  <a href="https://livestream.com/dhswebcast/events/9399519">https://livestream.com/dhswebcast/events/9399519</a>  <a href="https://www.cdc.gov/vaccines/hcp/admin/storage-handling.html">https://www.cdc.gov/vaccines/hcp/admin/storage-handling.html</a></p>		
<p>Review Storage and Handling Guidance and Tips:</p>	<p>Resources: <a href="https://www.immunize.org">Immunize.org</a>          COVID-19 information will be released here:  <a href="https://www.cdc.gov/vaccines/covid-19/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fcovid-19%2Fvaccination-resources.html">https://www.cdc.gov/vaccines/covid-19/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fvaccines%2Fcovid-19%2Fvaccination-resources.html</a></p>		
<p>Review current policy for “What happens if the temperature in my storage unit goes out of range?” and plan of action:</p>	<p>Resource:  <a href="https://www.immunize.org/experts/storage-handling">Ask the Experts: Storage and Handling (immunize.org)</a></p>		
<p>Review temperature monitoring practices for <a href="#">frozen</a> and <a href="#">refrigerated</a> vaccines</p>			
<p>Develop plan for cold-storage for specific vaccines</p>	<ul style="list-style-type: none"> <li>• Be prepared for several vaccine candidates in the next several months Johnson and Johnson and AstraZeneca vaccines are also in phase three</li> <li>• <b>The vaccines are not interchangeable</b></li> <li>• It is <b>not</b> recommended to purchase ultra-cold storage</li> <li>• Wisconsin DHS is working on a HUB and SPOKE model for onsite cold-storage; work with your HERC regional coordinator for more information</li> </ul>		
<p>Pfizer Vaccine</p>	<ul style="list-style-type: none"> <li>• Storage is needed only for the first doses. CDC will store the second doses until the 2<sup>nd</sup> dose is ready to be administered</li> <li>• If <b>not</b> using ultra-cold storage:</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Stable thawed in a refrigerator for 120 hours or 5 days</li> <li>○ Thermal shipper can hold with re-icing up to 30 days</li> <li>○ First dry ice recharge will be shipped along with Pfizer vaccine, CDC is anticipated to ship dry ice PPE</li> <li>○ Dry ice contacts may be available via CDC or Pfizer recharge at minimum every 5 days</li> <li>○ Thermal shipper should only be opened twice a day for 1 minute</li> <li>○ Recommend opening shipper at the end of each day and removing vaccine for the next day to the refrigerator</li> <li>○ Vaccine takes 3 hours to defrost in the refrigerator, making it ready to use in the morning/30 minutes at room temperature</li> <li>● Using the ultra-cold freezer:             <ul style="list-style-type: none"> <li>○ Temperature (-70C)</li> </ul> </li> </ul> <p>These storage requirements are what was submitted to the FDA for EUA. They are subject to changes once Emergency Use Authorization (EUA) is granted and/or if more data is collected post-EUA</p>		
<p>Moderna Vaccine</p>	<ul style="list-style-type: none"> <li>● Refrigerated conditions of 2° to 8°C (36° to 46°F) for up to 30 days</li> <li>● Room temperature stable for 12 hours</li> <li>● If freezing the vaccine, the vaccine must be stored in a freezer approved for vaccine use. It must maintain (-20 C) and MUST NOT have a thaw cycle</li> <li>● Vaccine is stable in the freezer for up to 6 months 30 days</li> <li>● Ensure adequate space in appropriate vaccine freezer for 100 doses or in refrigerated temperature</li> </ul> <p>The vaccine will not require onsite dilution <a href="https://investors.modernatx.com/news-releases/news-release-details/moderna-announces-longer-shelf-life-its-covid-19-vaccine">https://investors.modernatx.com/news-releases/news-release-details/moderna-announces-longer-shelf-life-its-covid-19-vaccine</a></p>		



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Coming soon	<p>The CDC will be releasing vaccine product specific resources</p> <ul style="list-style-type: none"> <li>• A fact sheet on storage and handling</li> <li>• One on vaccine administration</li> <li>• Once the vaccine is authorized by the FDA it will have a sheet similar to a vaccine information statement (VIS). Your staff <b>MUST</b> provide it to patients and/or their caregivers. This will be “informed consent.”</li> </ul>		
<b>ADMINISTRATION OF VACCINE</b>			
Identify who will be administering vaccine in your healthcare organization: Provider, RN, LPN, MA, Pharmacist			
Review Vaccine Skills	See Example of <a href="#">COVID-19 Vaccine Administration Skills Checklist (IM administration in arm)</a>		
Provide education on COVID-19 vaccine specifics	<ul style="list-style-type: none"> <li>• Possibility of a strong immune reaction with low fever, fatigue and sore arm, particularly after a second dose</li> <li>• NSAIDs are helpful in mitigating these reactions</li> <li>• Example: Pfizer will have 6 hours post-reconstitution and Moderna is 6 hours after the vial is punctured</li> <li>• Recommendation from the CDC is to stagger unit staff vaccine in case of strong reactions.</li> <li>• <b>EUA Fact Sheets before administration and consent – these will not be available until the FDA’s Vaccine and Related Biologic Advisory Committee (VRBPAC) meeting (Dec 10/Dec 17)</b></li> </ul>		

	<ul style="list-style-type: none"> <li>• Screening, education, preparing vaccine, administering vaccine, and documenting vaccine, PPE</li> <li>• COVID-19 vaccination record cards will be provided as part of vaccine ancillary kits. Vaccination providers must complete these cards with accurate vaccine information (i.e., vaccine manufacturer, lot number, date of first dose administration, and second dose due date), and give them to each patient who receives vaccine to ensure a basic vaccination record is provided <b>in addition</b> to WIR reporting</li> <li>• Implement <a href="#">COVID-19 infection prevention control measures</a> in clinics for vaccine.</li> <li>• Ensure your staff can <a href="#">recommend COVID-19 vaccine confidently</a></li> <li>• Help staff understand new COVID-19 vaccines             <ul style="list-style-type: none"> <li>○ <b>mRNA vaccines are NOT live vaccines:</b> <a href="https://www.cdc.gov/vaccines/covid-19/hcp/mrna-vaccine-basics.html">https://www.cdc.gov/vaccines/covid-19/hcp/mrna-vaccine-basics.html</a></li> </ul> </li> </ul>		
Identify first group of employees willing to get vaccine	<ul style="list-style-type: none"> <li>• Refer to draft: <a href="#">SDMAC Draft Phase 1A allocation</a> for help prioritizing staff internally             <ul style="list-style-type: none"> <li>○ <i>CDC will be releasing a toolkit for these workers in the early part of December</i></li> <li>○ Review <i>Interim Guidance for Vaccinating Health Care Personnel:</i> <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19/clinical-considerations.html">https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19/clinical-considerations.html</a></li> </ul> </li> </ul>		
Develop a reminder system for 2 <sup>nd</sup> dose of vaccine if applicable (Pfizer recall at 21 days; Moderna 28)	<ul style="list-style-type: none"> <li>• Reminder card will be included in the ancillary kit supplies</li> <li>• Reminder call</li> <li>• Scheduling appointment before they leave</li> </ul>		
Identify Location for Vaccinating Healthcare Personnel	<ul style="list-style-type: none"> <li>• Consider if planning on sending employees to a central vaccine clinic, or bringing vaccine to staff?</li> </ul>		

	<ul style="list-style-type: none"> <li>• Mass vaccination of healthcare personnel, or several days?</li> <li>• Set up reminders: <ul style="list-style-type: none"> <li>○ Maintain 6 foot distancing with areas marked off</li> <li>○ Masks</li> <li>○ Schedule vaccination appointments in a timely manner to use vaccine in the period that is needed</li> <li>○ Have a backup plan in case vaccine does not come on the day anticipated</li> </ul> </li> </ul>		
Develop Plan for Vaccinating Later Phases (1b, 1c, and 2)	<ul style="list-style-type: none"> <li>• Plan how to communicate vaccine availability to patients. You can plan to use <a href="http://vaccinefinder.org">vaccinefinder.org</a> to help patients understand your vaccine availability</li> <li>• Estimate number of patients at increased risk for severe COVID-19 illness (including people 65 years of age or older)</li> </ul>		
<b>PAYMENT</b>			
Review newly released CPT Codes	<a href="http://www.aama-assn.org">American Medical Association</a>		
<b>STAFF EDUCATION</b>			
IMPORTANT: PLAN FOR JUST IN TIME TRAINING	<ul style="list-style-type: none"> <li>• Vaccine Fact Sheets and Training Programs are part of the just in time training conducted immediately after the FDA approves the vaccine</li> <li>• The FDA will meet for Pfizer on Dec. 10 and Moderna Dec. 17, 2020</li> <li>• Please plan for just in time staff training in the next days no later than within the next several working days for training on these vaccines</li> </ul>		
Begin to train staff on frequently asked questions and concerns	<ul style="list-style-type: none"> <li>• <a href="#">10 Things Healthcare Professionals Need to Know about U.S. COVID-19 Vaccination Plans</a></li> <li>• <a href="#">Talking to Patients about COVID-19 Vaccines</a>: materials include communication strategies and tips for effectively setting expectations and addressing questions from patients</li> </ul>		





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	<ul style="list-style-type: none"> <li>• <a href="#">Engaging in Effective COVID-19 Vaccine Conversations</a>: techniques and resources that provide support for discussing vaccination with patients before COVID-19 vaccines are widely available in the U.S.</li> <li>• <a href="#">Answering Patients' Questions</a>: outlines some vaccine topics patients ask about most and tips for how to answer their questions</li> <li>• <a href="#">Preparing to Provide COVID-19 Vaccines to Your Patients</a>: offers training for healthcare providers and information for identifying vaccine providers, tracking COVID-19 vaccines, storage and handling, and safe vaccination guidance</li> </ul>		
CDC Provider Education Resource	<ul style="list-style-type: none"> <li>• <a href="https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-Clinical-Training-and-Resources-for-HCPs.pdf">https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-Clinical-Training-and-Resources-for-HCPs.pdf</a></li> </ul>		
<b>COMING SOON</b>			
Standing orders for COVID-19 vaccine are anticipated to be created at the CDC			
CDC will provide guidance on How to manage Employee Systemic Reactions with the COVID-19	Will include information on what to do if an employee presents with a low-grade fever after vaccination		
FAQ from the CDC			