

DPH Guidelines for Vaccine Planning and Allocation

Delaware Division of Public Health

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DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health



Planning for Phase 1 COVID- 19 vaccine administration within your organization

Initially, a limited supply of vaccine will become available - but will not be enough to meet the demand of everyone who meets the eligibility criteria within Phase 1 and wants to be vaccinated.

We want to ensure that **your organization is prepared** when vaccine supply is ready for you.

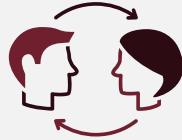
To **support your decision-making on triaging** your staff for who should be vaccinated first, we have compiled a set factors for consideration.

These consideration factors are **intended as guidance only**; each organization should make decisions based on their own needs and operating context.

COVID-19 vaccine allocation: Consideration factors for triaging Phase 1 eligible staff members within your organization



Interest: Does the individual want to be vaccinated?



High exposure risk: Is the individual involved in direct caregiving, or works in close contact to other people?



Comorbid conditions: Does the individual have a high- or medium-risk chronic medical condition?¹



65 or older: Is the individual age 65 or older?



Critical role: Does the individual have a critical or scarce role (e.g., highly essential or one of a kind in organization?)



Positive COVID-19 test: Has the individual tested positive for COVID-19 within the last 90 days? If so, deprioritize initially, due to potential antibodies

————— ● If supply limited, recommend allocating to staff members based on these consideration factors ————— ●

1. As defined by CDC; an updated list of conditions is located at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Implementation considerations

- ✓ **Plan ahead** - Think about vaccine allocation within your organization in advance, as there may be limited time between when you are notified about an upcoming supply and when it is made available.
- ✓ **Understand demand** - May consider administering a survey to staff, to identify who would be interested in being vaccinated.
- ✓ **Consult with HR** - To identify factors such as age and chronic conditions, work closely with HR to support anyone who discloses this information and expresses interest in the vaccine.
- ✓ **Stagger vaccinations** - Consider rotating vaccination of staff versus doing all in one unit at one time to reduce potential impact if someone calls out the next day due to feeling unwell.
- ✓ **Use these materials as guidelines** - They are intended to be used flexibly by organizations to meet their individual needs and circumstances.



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