



Vaccine Provider Administration Site Checklist

This checklist assumes that the vaccine provider organization is enrolled with the Delaware Public Health (DPH) Immunization Program. Vaccine provider organizations not enrolled are not eligible to receive vaccines. *See Table 1 for vaccine-specific requirements.*

Vaccine Ordering

- Follow DPH Immunization Program instructions

Prepare to Receive the Vaccine

- Storage solution or vaccine packaging retained for use (if needed) as per manufacturer's instructions and Division of Public Health guidance
- Read Emergency Use Authorization and/or Division of Public Health guidance for safe storage, handling, and administration of the vaccine
- Ancillary supply kits received from the Division of Public Health
 - Needles
 - 25-gauge, 1" (if vaccination indicated for pediatric population)
 - 22–25-gauge, 1-1.5" (adult)
 - Syringes
 - Vaccine needle guide detailing the appropriate length/gauge for injections based on route, age (for children), gender, and weight (for adult)
 - Alcohol prep pads
 - Surgical masks
 - Face shields
 - Vaccination record cards
 - Emergency Use Authorization information form for each client

Preparing the Vaccination Site

The following items are site provided and should be placed at each vaccinator station:

- Gloves in appropriate sizes for vaccinator staff
- Small adhesive bandages
- Alcohol-based hand sanitizer
- Sharps container
- Provide training to vaccinator staff
 - Paperwork/DelVAX process
 - Personal protective equipment required
 - Vaccine manufacturer's and DPH guidance for storage and use of vaccine
 - Drawing vaccine
 - Administering vaccine
 - Observing for vaccine adverse events
- Set up queue line and vaccination rooms/areas to maintain social distancing requirements
- Assure that the site can use ALL vaccine prior to dilution and reconstitution



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

- Print copies of registration forms, Emergency Use Authorization (EUA) Fact Sheet for Recipients, and Vaccine Information Sheet for clients (as required)
- Prepare to provide emergency medical care for severe allergic reactions/anaphylaxis, i.e., diphenhydramine, epinephrine auto-injectors (site provided)
- Set up area for post-vaccine administration observation (vaccine adverse event reporting)

Staff Safety

- Brief staff on infection prevention and safety procedures
- Brief staff on personal protective equipment (PPE) optimization techniques (when PPE resource availability is limited)
- Provide staff with PPE
 - Visually inspect all vaccinators to assure PPE is worn appropriately
 - Regularly inspect PPE to assure integrity
- Assure that social distancing practices are communicated in queue line and throughout process

Administering Vaccine

- Clients complete registration form (DelVAX required data)
- Provide adequate supplies (ancillary kit + gloves) at each vaccination station
- Provide information sheets on vaccine to clients prior to administration
- Provide counseling to the client as required by the U.S. Department of Health and Human Services and/or DPH
- Practice PPE optimization techniques such as using an alcohol-based hand rub to sanitize gloves between vaccinations (as required)
- Administer vaccines
- Dispose of syringes in accordance with established work practice controls
- Provide vaccination record card
- Direct client to post-vaccination observation area

Post-Administration Observation

- Post-vaccination observation
- Provide emergency medical care for severe allergic reactions
- Schedule follow-up visit for second vaccine dose (as required)
- Report reactions through the Vaccine Adverse Event Reporting System (VAERS) as needed

Vaccine Reporting

- Report daily vaccinations to DelVAX within 24 hours of vaccine administration
- Report vaccine availability to VaccineFinder daily
- Immediately report any unconstituted vaccine vials that will not be used by the site to the Division of Public Health Immunization Program



Table 1 – Vaccine-specific Requirements

For Pfizer Vaccine Only	For Moderna Vaccine Only
<ul style="list-style-type: none"><input type="checkbox"/> Ultra-cold storage solution or vaccine packaging retained for use<input type="checkbox"/> Plan for second dose administration 21 days (range 17 to 21 days) following first dose or as soon as possible thereafter<input type="checkbox"/> Receive mixing kit from the Division of Public Health<ul style="list-style-type: none"><input type="checkbox"/> Diluent<input type="checkbox"/> Needles<input type="checkbox"/> Syringes<input type="checkbox"/> Alcohol prep pads<input type="checkbox"/> Follow manufacturer’s instructions on reconstituting vaccine for just-in-time use<input type="checkbox"/> Provide copy of Table 2 - <i>Triage of persons presenting for Pfizer-BioNTech COVID-19 vaccination</i> at each vaccination station<input type="checkbox"/> Post-vaccination observation<ul style="list-style-type: none"><input type="checkbox"/> 30 minutes for persons that had previous anaphylaxis<input type="checkbox"/> 15 minutes for all others	<ul style="list-style-type: none"><input type="checkbox"/> Refrigerated solution for short-term vaccine storage<input type="checkbox"/> Plan for second dose administration 28 days (range to be determined) following first dose or as soon as possible thereafter<input type="checkbox"/> No mixing/diluent required, however, vaccinators must <i>gently swirl vial prior to withdrawing each dose</i>



Table 2: Triage of persons presenting for Pfizer-BioNTech COVID-19 vaccination

	MAY PROCEED WITH VACCINATION	PRECAUTION TO VACCINATION	CONTRAINDICATION TO VACCINATION
CONDITIONS	<p>CONDITIONS</p> <ul style="list-style-type: none"> Immunocompromising conditions Pregnancy Lactation <p>ACTIONS</p> <ul style="list-style-type: none"> 15 minute observation period 	<p>CONDITIONS</p> <ul style="list-style-type: none"> Moderate/severe acute illness <p>ACTIONS</p> <ul style="list-style-type: none"> Risk assessment Potential deferral of vaccination 15 minute observation period if vaccinated 	<p>CONDITIONS</p> <ul style="list-style-type: none"> None <p>ACTIONS</p> <ul style="list-style-type: none"> N/A
ALLERGIES	<p>ALLERGIES</p> <ul style="list-style-type: none"> History of food, pet, insect, venom, environmental, latex, or other allergies not related to vaccines or injectable therapies History of allergy to oral medications (including the oral equivalent of an injectable medication) Non-serious allergy to vaccines or other injectables (e.g., no anaphylaxis) Family history of anaphylaxis Any other history of anaphylaxis that is not related to a vaccine or injectable therapy <p>ACTIONS</p> <ul style="list-style-type: none"> 30 minute observation period: Persons with a history of severe allergic reaction (e.g., anaphylaxis) due to any cause 15 minute observation period: Persons with allergic reaction, but not anaphylaxis 	<p>ALLERGIES</p> <ul style="list-style-type: none"> History of severe allergic reaction (e.g., anaphylaxis) to another vaccine (not including Pfizer-BioNTech vaccine) History of severe allergic reaction (e.g., anaphylaxis) to an injectable therapy <p>ACTIONS:</p> <ul style="list-style-type: none"> Risk assessment Potential deferral of vaccination 30 minute observation period if vaccinated 	<p>ALLERGIES</p> <ul style="list-style-type: none"> History of severe allergic reaction (e.g., anaphylaxis) to any component of the Pfizer-BioNTech vaccine <p>ACTIONS</p> <ul style="list-style-type: none"> Do not vaccinate