



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Vaccine Planning Checklist

This checklist provides key vaccine planning considerations to ensure organizations are prepared for participation in the Delaware Public Health (DPH) Immunization Program.

Vaccine Delivery Classification

- Provider: My organization has licensed, credentialed, and competent staff to provide vaccinations to the appropriate groups as identified by the DPH.
 - DelVAX enrolled (<https://delvax.dhss.delaware.gov/delvax/login.aspx>)
 - Not enrolled
- Partner: My organization requires a partnership with a provider to vaccinate my members/staff.
 - Our DelVAX-enrolled partner provider is: _____
 - My organization requires assistance with vaccination coordination.

Vaccine Storage

Vaccine storage capabilities (per manufacturer, Centers for Disease Control and Prevention [CDC] and/or DPH requirements) – Check all that apply

- Ultra-cold storage solution or vaccine packaging retained for use (if needed)
- Frozen
- Refrigerated

Vaccine storage and handling planning considerations:

- Temperature monitoring process
- Inventory management and transportation plan developed
- Staff training and handling (including roles and responsibilities) developed
- Emergency storage/equipment failure procedures developed

Vaccination Planning Operation Considerations

Internal allocation framework:

- Identify Phase 1 and Phase 2 groups consistent with DPH guidance (<https://coronavirus.delaware.gov/vaccine/vaccine-planning-for-agencies-organizations-businesses/>)
- Identify sub-groups when supply and/or logistics prevent vaccination of an entire group
- Determine vaccine acceptance using tools such as surveys, polls and/or direct questioning.
- Determine total # of individuals to be vaccinated: _____

Vaccine throughput: Ensure capacity for vaccine allotment including storage capabilities and expiration timelines. Considerations should include:

- Homebound logistics - vaccine administration door-to-door vs. transporting to closed Points of Dispensing (POD) location
- Staff vacation and leave schedules
- Staff scheduling to allow for call-offs due to vaccine side effects



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- Consider modification of quarantine policies for those who have been vaccinated
- Vaccination for limited/single resource personnel

Barriers to vaccination such as:

- Transportation for individuals who work/life away from vaccination site
- Cultural/language barriers to vaccine acceptance

Public information and education including:

- Recipient education on risk, side effects, and adverse event reporting
- Public information on vaccine allocation process and rationale (transparency)

Training and education

- Ensure staff education and competency for vaccine administration (per manufacturer, CDC, and/or DPH)
- Vaccine risk/benefit potential recipient education (barriers to vaccination acceptance)
- Vaccine storage and handling education (including roles/responsibilities)
- Vaccinator and recipient adverse reaction education
 - Emergency protocols
- Vaccine storage, handling and temperature monitoring (including roles and responsibilities)
- Emergency storage/equipment failure procedures
- Documentation/recordkeeping procedures developed (for provider organizations) consistent with DPH requirements