

Planning for COVID-19 Vaccine Administration within your Organization

Delaware Division of Public Health

MARCH 2021



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health



Planning for COVID-19 vaccine administration within your organization

Although the state's supply of vaccine is increasing, it is still not enough to meet the demand of everyone who meets the eligibility criteria and wants to be vaccinated.

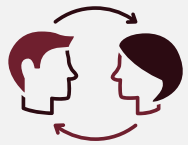
We want to ensure that your organization is prepared when vaccine supply is ready for you.

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

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

COVID-19 vaccine allocation: Considerations for triaging eligible staff members within your organization

Role considerations



High exposure risk: Is the individual unable to social distance, or required to work in close contact to other people?



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

Individual characteristics



Interest: Does the individual want to be vaccinated?



Not recently tested COVID-19 positive: Has the individual gone the past 90 days *without* testing positive for COVID-19?

————— If supply limited, recommend first offering vaccine to those —————
who meet one or more of these criteria

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.
- ✓ **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.



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health