

# City of Toronto Vaccination Strategy for Homebound Persons Walkthrough Checklist

This document was created as a part of the Homebound Vaccination Strategy Documentation. This document provides the Vaccine Team information pre-, during and post- vaccination day. This includes preconditioning, in-home vaccination, documentation, and unused doses. Please refer the *Clinical Training* document if you require more information.

**NOTE:** In this document



- *Vaccination Team* refers to the team that will be conducting the in-home vaccination (can be team from primary care providers (PCPs) or teams, Family Health Teams (FHTs), home-based primary care or community services, or Toronto Paramedic Services [TPS])
- *Vaccine Recipients* refer to the individuals being vaccinated, such as patients/clients and essential caregivers (ECGs)
- *Vaccine Hub* refers to an organization, institute, or group (can be a hospital, FHT, Ontario Health Team (OHT), PCP group or team, or TPS) that has access to vaccine supply and potential ancillary equipment (which may or may not including coolers, syringes etc.) and is able to store vaccine and allocate to PCP's or home-based services
- *Syringe Depot* refers to an organization, institute, or group (can be a hospital, FHT, OHT, or PCP group or team) that will draw syringes and allocate to PCP's or home-based services for smaller quantity recipient lists (e.g., <10)

## Pre-Vaccination (at least 1-2 Days Prior)

### Schedule Recipients and Supply

- Vaccination Team contacts recipients and schedules based on the optimal geographical cluster per day (e.g., by neighborhood)
  - Identify eligible ECGs for a standby list and obtain consent
    - Homebound clients are priority:
      - Homebound individuals 18+ years of age identified by Ontario Health, their Primary Care Provider, or other Most Responsible Care Providers
      - Caregivers living in the home 70+ years of age (adjust in line with TPH phases)
    - If unused doses may remain on vaccination day due to cluster location, the Vaccination Team to follow the “no dose wasted prioritization” for:
      - Caregivers living in the home 65+ years of age
      - Any other caregiver living/working in the home
  - In a collaborative model with a PCP team or TPS, determine a mutual cluster location per day; each Vaccination Team will schedule their own recipient list
- Finalize the number of vials and/or doses required with your Vaccine Hub based on agreed schedule and confirm pick-up/delivery logistics (should be ordered 1 week ahead and confirmed the day prior by 3pm)
- Vaccination Team enter recipients into COVax under the relevant vaccination event



**NOTE:** Reminder to give to vaccine recipients and/or ECGs:

- Dress in clothing that makes it easy to administer vaccine (e.g., short sleeves, or stretchy fabric that is easy to pull up to expose upper arm)
- Wear a mask during visit and perform hand hygiene

### Prepare Equipment and Resources

- Place coolers and ice blankets in fridge to precondition to +2°C to +8°C (ideal is to refrigerate overnight)
- Prepare/charge tablet/laptop, smartphone for double identification (devices needs to have internet access), and portable printer for receipts

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- If no printer, will need to write and provide receipts for vaccine recipients or SDMs/ECGs
- Print extra copies of blank vaccine receipts, in case of network connectivity issues
- Assemble information packages to give to recipients (e.g., after-care and FAQ sheets)
- Print copies of the blank [COVID-19 Vaccine Consent Form](#) in case of network connectivity issues and for anyone who may consent on the day of vaccination (e.g., standby list)
- Please refer to the appendix for vaccination kits preparation and links to supporting documents*
- Prepare labels for vials and syringes

Example of Vial Label:

<b>Moderna COVID-19 Vaccine</b> Volume: 0.5 ML Lot: 300042460 Discard by:
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## Vaccination

### Obtain Vaccine Vials or Syringes

- Pick up or receive delivery of syringes or vials from a Vaccine Hub
  - In a collaboration model with a PC team or TPS acting as a Syringe Depot, the Syringe Depot draws small quantity of syringes (e.g., less than 10 recipients) and provides to PC or home-care service team at the scheduled date, time, and location
- Confirm 6-hour administration window (syringes must be administered within 6 hours from vial puncture)
  - Please refer to the *Homebound Vaccination Clinical Training Document*

#### IMPORTANT:

- Do not jostle or shake vaccine. If the vaccine is shaken, discard the vial or syringe.
- If temperature is breached per guidance from Vaccine Hub, discard the vaccine.



#### Moderna Shelf-Life During Transport

- Un-punctured, frozen-to-fridge vials maintained at +2°C to +8°C last **30 days from being removed from a freezer that was -20°C**
- Syringes in preconditioned cooler at +2°C to +8°C last **6 hours from puncture**

### In-Home Vaccination

- Take only the necessarily number of syringes **in the UV protection sleeves** into the recipients' home
- Vaccinator confirms consent to administer vaccine to Homebound recipient
  - Homebound patients/clients are priority; ensure doses go to homebound patients/clients
  - Where unused doses are available/scheduled, follow the “no dose wasted prioritization”
- Administer vaccine and observe recipient for the mandatory **15 minute** period following vaccination
  - Have anaphylaxis kit on hand, if needed
  - If an adverse event occurs: complete the [AEFI Reporting Form](#), document in your health record, and follow local procedures
- Document dosage information in COVax (including lot number, dose amount and number, where vaccine was given, date and time given and information from person who administered the dose)



#### NOTE:

- Vehicle transporting frozen vials or syringes must be secured in an anti-theft mode
- Coolers and/or Credo Boxes in the transporting vehicle must be away from direct sunlight or heat sources

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## Post-Vaccination

### *End of Day – Documentation and Reporting*

- Vaccination Team completes and documents counts onto *Vaccination Team – Homebound Counts Form*:
  - All empty vials are disposed of in sharps disposal container by Vaccination Team
  - Any un-punctured, refrigerated vials are labelled: “Discard by d/m/y time” which is calculated by adding 30 days from time removed from freezer/Credo box
  - Any drawn syringes that have expired must be noted as wasted in COVax
- Vaccine Team to document the following information for Toronto Public Health tracking:
  - Identification of the Homebound vaccination team
  - Vaccine dose (dose 1 or 2)
  - Number of patients/clients vaccinated
  - Number of ECGs vaccinated
  - Date
  - Number of doses wasted

### *End of Day – Unused Doses*

- Vaccination Team returns all unused frozen vials back to the Vaccine Hub if Credo box was used to transport frozen vaccine
- Vaccination team discards any drawn syringes that have expired



#### **IMPORTANT:**

- Only vaccine that is **still** in a frozen state and has been in a Credo box the entire time can be sent back to Hub
- Please return any loaned equipment back to the Vaccine Hub

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## Homebound Team Vaccine Documentation

Consent and Screening	
<a href="#">COVID-19 Vaccine Consent Form</a> (Please use this hyperlink to access the consent form so that you are using the most up to date version)	Also available in: <a href="#">Arabic</a> , <a href="#">Chinese (Simplified)</a> , <a href="#">Chinese (Traditional)</a> , <a href="#">Farsi</a> , <a href="#">Greek</a> , <a href="#">Hungarian</a> , <a href="#">Portuguese</a> , <a href="#">Russian</a> , <a href="#">Spanish</a> , <a href="#">Vietnamese</a> (library can be accessed here: <a href="#">Library</a> ) <i>Note: Translated forms are intended to support the understanding and completion of the official consent form; the translated document is not to be completed/submitted.</i>
<b>Screening Tools and Resources</b>	<ul style="list-style-type: none"> <li>City of Toronto <a href="#">Screening Tool</a> for Moderna vaccine</li> <li>Ministry of Health <a href="#">Pre-Screening Guide for Healthcare Workers</a></li> <li>City of Toronto <a href="#">Confirmation Form</a> to receive the COVID-19 Vaccine</li> </ul>
<a href="#">COVID-19 Vaccine Obtaining Informed Consent Script</a>	A script for Healthcare Providers when obtaining Informed Consent
Dose 1 Documentation	
<b>Client Load Template</b>	A template to document consenting patient/client and standby recipient demographic information and, once vaccinated, dosage information (to use if a bulk upload prior to vaccination can be completed)
Other Documentation	
<b>Vaccine Data Entry Form</b>	To use if necessary to manually fill out the bottom portion of the form to provide proof of vaccination to people
<b>Vaccine Data Entry Form – Receipt*</b>	This version includes two copies of the printable ‘receipt’ portion of the form to use during your vaccination day
<b>Homebound Vaccination Team – Counts Form</b>	This document is a tracking form used by the Vaccination team for each vaccination day, capturing the team, roles they played, and vaccine information
<a href="#">AEFI Reporting Form</a>	The Adverse Event Following Immunization (AEFI) form should be used if there is an adverse event while vaccinating; the form will need to be sent to your local Public Health Unit by a secure means
<a href="#">Adverse Event Following Immunization Reporting</a>	This Public Health Ontario provides information on the types of Adverse Events to report
<b>Mobile Team Vaccine - COVax Guide: Client Load Template</b>	This document includes detailed information on submitting your completed COVax spreadsheet through a secure site
Documentation for Vaccine Recipients	
<a href="#">After Care Sheet for COVID-19 Vaccine</a>	A document to provide to vaccine recipients information on what to expect after their vaccination

\* To view please [click here](#) and go to the **Supporting Document Section** to download the word version to the Vaccine Data Entry Form Receipt

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## Appendix: Guidance for Vaccination Kit Preparation

### Supply Preparation

- Pack in advance to have the following supplies available:

<u>PPE</u>	<u>Needle Supplies</u>
<ul style="list-style-type: none"><li>□ <b>Gloves:</b><ul style="list-style-type: none"><li>○ Pack a variety of sizes, formulations (i.e. latex, latex-free) and suitable quantities for team, along with 1-2 extra boxes</li><li>○ Recommend bringing 1 size up from what people normally wear to make it easier to remove/put on between vaccinations</li></ul></li><li>□ <b>Face shields</b> – 10 on average, pack last on top of isolation gowns and visor masks</li><li>□ <b>Visor Mask Box</b> – replace with a new box if down to 5-6</li><li>□ <b>Hand Sanitizer</b> – 4 bottles, if less than half in bottle combine together</li><li>□ <b>Baggies of level 3 masks</b> – replenish if less than 15 masks</li><li>□ <b>Wipes</b> – take 2 containers approved disinfecting wipes and put in top side pocket</li></ul>	<ul style="list-style-type: none"><li>□ <b>Blue Pads</b> – 2 bags of pads (total 20)</li><li>□ <b>Anaphylaxis Kit &amp; Epi Pen</b> – check expiry before packing</li><li>□ <b>Alcohol Swabs</b> – At least 2 boxes</li><li>□ <b>Cotton Balls</b> – 1 biohazard bag full of cotton balls, replenish if needed</li><li>□ <b>Band-Aids</b> – 1 box of Band-Aids, replenish if needed</li><li>□ <b>Tissue Boxes</b> – 4 boxes, not needed but some prefer having</li><li>□ <b>Sharps Containers</b></li><li>□ <b>Trays</b> – to put vaccinations on</li><li>□ <b>Blank Consent and Receipt forms</b> – in case of network connectivity issues</li><li>□ <b>Syringes (if carrying vials)</b> – At minimum, match the number of doses in the vials</li></ul>