



**Cook County Department of Public Health
COVID-19 Vaccination Partner Guidelines**

Approved COVID-19 Vaccine Providers

- CCDPH is able to redistribute vaccine to approved vaccine providers. An approved vaccine provider is one who has submitted the CDC COVID-19 Vaccination Provider Agreement, and has received a COVID PIN number from the Illinois Department of Public Health (IDPH). **You are expected to follow all parts of this agreement including:**
 - Organization must not sell or seek reimbursement for COVID-19 Vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides without cost to Organization.
 - Organization must administer COVID-19 Vaccine regardless of the vaccine recipient's ability to pay COVID-19 Vaccine administration fees.
 - ***You may ask for insurance for an administration fee, but you cannot require insurance in order to provide vaccination***
 - ***You cannot charge out-of-pocket fees***
 - Organizations must not ask for a social security number as COVID-19 vaccine is to be available to everyone who lives within Cook County regardless of citizenship status.
 - **You will need to report the vaccination data into I-CARE directly WITHIN 24 HOURS** if you do not have a data portal that automatically uploads that data into I-CARE.
 - **You will also need to report your inventory to Vaccine Finder every 24 hours.** ***This is critical as IDPH determines CCDPH's allocation based on this data*** Questions about Vaccine Finder can be directed here: vaccinefinder@castlighthouse.com
- Provide a copy of the above signed CDC COVID-19 Vaccination Partner Agreement to CCDPH

Vaccine Supply & Wastage

- CCDPH vaccine can be used for any Illinois resident.
- Per the state, supply is expected to meet demand going forward. All requests for vaccine are likely to be met pending any unforeseen circumstances.
- Your inventory needs to be used before an order can be placed. This is to avoid expiring doses and waste.
- CCDPH inventory depends on what the state ships (usually same day notification). CCDPH cannot guarantee supply to any partners.
- CCDPH supplies partners with 2nd doses for what was given in 1st doses. Starting 5/17/21, please treat all doses (1st and 2nd) the same and to consume doses as quickly as possible and not hold vaccine back only for first or second doses. Any dose is fine to give for first or second. There is ample supply and there is no risk on not getting second doses now.
- Try to minimize waste (standby lists, reschedule appts), but avoid all missed opportunities and do not turn anyone away – even if you puncture an extra vial for one person. You will not be penalized.
- Monitor missed second doses and send reminders by phone/email/mail/text.





- NEW IDPH Vaccine Transfer Program:
<https://app.smartsheet.com/b/publish?EQBCT=1d3b52a144224e3c952e7099d19952dc>
 - New resource available to facilitate transfer of COVID-19 vaccine** In the interest of being good stewards of the COVID-19 vaccine and preventing wastage, IDPH has made a resource available in I-CARE to facilitate the transfer of excess doses to providers in need of vaccine. Any provider with excess inventory is encouraged to list it so that those doses can be transferred to other providers before the expiration date. All enrolled COVID-19 vaccine providers outside the City of Chicago are eligible to list and request doses through this process.

Vaccine Eligibility

Age

- Only Pfizer is approved for **5 years** and older.
 - Pfizer for 5-11 years old is a **different dose and different vial**.
- Moderna and J&J are currently for 18 years and older.

Description	Current Adult/Adolescent Formulation (1170 and 450 packs)	Future Pediatric Formulation
	<i>Dilute Prior to Use</i>	<i>Dilute Prior to Use</i>
Age Group	12 years and older	5 to <12 years**
Vial Cap Color	PURPLE 	ORANGE 
Dose	30 mcg	10 mcg
Injection Volume	0.3 mL	0.2 mL
Fill Volume (before dilution)	0.45 mL	1.3 mL
Amount of Diluent* Needed per Vial	1.8 mL	1.3 mL
Doses per Vial	6 doses per vial (after dilution)	10 doses per vial (after dilution)
Storage Conditions		
ULT Freezer (-90°C to -60°C)	9 months	6 months
Freezer (-25°C to -15°C)	2 weeks	N/A
Refrigerator (2°C to 8°C)	1 month	10 weeks

Q: Can the current adult/adolescent formulation (purple cap) be used to vaccinate children 5 to <12 years old once the vaccine is authorized for this age group?

A: No. For children under 12 years of age, you cannot use the current formulation and will need to use the future pediatric (orange cap) formulation.

Purple Cap – Adult/Adolescent: Authorized only for aged 12 years and older



Orange Cap – Pediatric: Future authorization for aged 5- to 12 years. A separate vaccine formulation specific for a 10mcg dose will be introduced.



NOTE: Use of the current adult/adolescent formulation (purple cap) to prepare doses for children 5 to <12 years would result in an injection volume for the 10mcg dose of 0.1mL, which is both generally considered too small for typical IM injections and has not been studied.

Boosters

- Boosters are now approved for Pfizer, Moderna, and J&J. Note that the booster for Pfizer is the same dose as the 1st and 2nd doses. The booster for J&J is the same as the 1st dose. **The booster for Moderna is HALF the dose and HALF the volume of the 1st and 2nd dose (but same vial is used).**



Vaccine	Primary series/dose			Additional dose in immunocompromised ⁺			Booster dose [*]		
	Dose (volume)	N doses (interval)	Age (y)	Dose (volume)	N doses (interval since primary series)	Age (y)	Dose (volume)	N doses (interval since primary series) ^f	Age (y)
Pfizer-BioNTech	30 µg (0.3 ml)	2 (21 d)	≥12	30 µg (0.3 ml)	1 (≥28 d)	≥12	30 µg (0.3 ml)	1 (≥6 m)	≥18 [§]
Moderna	100 µg (0.5 ml)	2 (28 d)	≥18	100 µg (0.5 ml)	1 (≥28 d)	≥18	50 µg (0.25 ml)	1 (≥6 m)	≥18 [§]
Janssen	5 × 10 ¹⁰ VP (0.5 ml)	1 (N/A)	≥18	(see booster dose)			5 × 10 ¹⁰ VP (0.5 ml)	1 (≥2 m)	≥18

N = number, y = years, ml = milliliters, m = months, d = days, µg = micrograms, VP = viral particles

⁺ Moderately to severely immunocompromised people

[§] Minimum authorized age group

^f Booster interval based on homologous dosing (booster product is the same as primary series). Heterologous (mix-and-match) booster interval is dependent on the recommendation for the primary series



- For individuals who received a Pfizer-BioNTech or Moderna COVID-19 vaccine, everyone 18 or older should get a booster shot at 6 months or more after their initial series
- For people who got the Johnson & Johnson COVID-19 vaccine, booster shots are recommended for those who are 18 and older and who were vaccinated two or more months ago.
- There are now booster recommendations for all three available COVID-19 vaccines in the United States. Eligible individuals may choose which vaccine they receive as a booster dose. Some people may have a preference for the vaccine type that they originally received, and others may prefer to get a different booster. CDC's recommendations now allow for this type of mix and match dosing for booster shots.
- CDC updated its **clinical considerations** allowing an additional primary dose of the COVID-19 vaccine by Pfizer-BioNTech in certain immunocompromised persons aged 12 years and older, and/or a single booster dose of Pfizer-BioNTech COVID-19 vaccine in certain adults 18 years and older who completed their primary vaccination with a WHO-approved COVID-19 vaccine.

Additional Doses

- CDC recommends that moderately to severely immunocompromised people receive an additional 3rd dose of Pfizer or Moderna, if it has been at least 28 days since their 2nd dose. This includes people who have:
 - Active treatment for solid tumor and hematologic malignancies
 - Receipt of solid-organ transplant and taking immunosuppressive therapy
 - Receipt of CAR-T-cell or hematopoietic stem cell transplant (within 2 years of transplantation or taking immunosuppression therapy)
 - Moderate or severe primary immunodeficiency (e.g., DiGeorge, Wiskott-Aldrich syndromes) ▪ Advanced or untreated HIV infection
 - Active treatment with high-dose corticosteroids (i.e., ≥20mg prednisone or equivalent per day), alkylating agents, antimetabolites, transplant-related immunosuppressive drugs, cancer chemotherapeutic agents classified as severely immunosuppressive, TNF blockers, and other biologic agents that are immunosuppressive or immunomodulatory



- Moderately to severely immunocompromised people ages 18 years and older who completed their Moderna vaccine primary series **should** plan to get an additional primary dose 28 days after receiving their second shot.
- Moderately to severely immunocompromised people ages 12 years and older who completed their Pfizer-BioNTech vaccine primary series **should** plan to get an additional primary dose 28 days after receiving their second shot.
- Moderately to severely immunocompromised people ages 18 years and older who received Johnson & Johnson's Janssen (J&J/Janssen) COVID-19 vaccine **should not** receive an additional primary dose. However, they should get a booster shot (you may choose the type of COVID-19 vaccine for your booster shot) at least 2 months after their single-dose J&J/Janssen primary shot.
- Additional Information:
 - All COVID-19 vaccine providers should provide boosters.
 - Providers should require an attestation from the individual that they are in one of these categories. No "proof" should be required.
 - People should talk to their healthcare provider about their medical condition, and whether getting an additional dose is appropriate for them. Anyone who is uncertain whether or not they should receive a booster at this time should talk to their doctor.
 - CCDPH will continue to prioritize those individuals who have not received their primary series (first and second doses), as we know these individuals are at highest risk of severe COVID-19, hospitalization, and death. CCDPH's hyperlocal program focuses on communities with the lowest vaccination rates in suburban Cook County.

Vaccine Scheduling

- Walk-in clinics, in addition to scheduled appointments, are **encouraged** at this time.
- Per IDPH, opening up appointments and scheduling appointments in advanced is encouraged at this time, as supply is expected to meet demand.
- Partners are expected to provide their own registration and appointment system.
 - This ideally includes both an online link and telephone number to ensure accessibility.
 - This is ideally available in multiple languages, especially Spanish.
- If second doses are not scheduled at the time of first dose scheduling, ideally have all second doses scheduled prior to the patient leaving their first dose appointment.
- Have a plan to deal with extra vaccination left at the end of clinic (e.g. Standby list)
- Extra efforts should be made to promote vaccine uptake among residents of communities with lower rates of vaccine uptake to date.
- Please consider promoting your partnership with CCDPH and posting language such as "Vaccine provided through partnership with CCDPH."
- Considerations to improve vaccination rates:
 - Implement standing orders in your outpatient clinic or Emergency Department and Hospital Discharge order set.
 - Open clinics for walk-in vaccination and start EHR reminders to vaccinate at routine visits.
 - Use non-traditional hours and locations trusted by your community with high traffic.
 - Open clinics at non-traditional hours.



- Theme days. (e.g., *Donuts and Shots*: Chew your way to protection and go on that vacation already)
- Text and social media reminders for vaccine.
- Create incentives to get parents/guardians in the office for routine pediatric vaccination by offering vaccine to them too or a Reach Out and Read book if they come to the visit.
- **CCDPH strongly recommends co-administering the influenza vaccine with the COVID-19 vaccine!** *CDC states that COVID-19 vaccines may be administered without regard to timing of other vaccines. Vaccines administered at the same visit should be given at different sites (separated by an inch or more, if possible). If COVID-19 vaccines are given with vaccines that might be more likely to cause a local reaction (e.g., high-dose or adjuvanted influenza vaccines), administer in separate limbs, if possible. See CDC slides for more information:*
https://emergency.cdc.gov/coca/ppt/2021/090921_slide.pdf

EQUITY GUIDELINES

- CCDPH encourages a focus on the following individuals or groups:
 - **Municipalities with LOW vaccination rates.** Please visit our vaccination coverage map on our Shinyapp: Click link, go to "Maps" Tab (top right), and then click on "Vaccine Coverage" on the left: <https://ccdphcd.shinyapps.io/covid19/> CCDPH currently has a special focus on:
 - Burnham
 - Calumet City
 - Dixmoor
 - Dolton
 - Ford Heights
 - Harvey
 - Markham
 - Phoenix
 - Riverdale
 - Robbins
 - Sauk Village
 - **Vulnerable, high risk, or hard to reach groups (including but not limited to):**
 - *Racial and ethnic minorities*
 - *Undocumented, refugees, immigrants*
 - *Housing insecure*
 - *Seniors*
 - *Disabilities*
 - *Limited or non-English speaking*
 - *Low income or low wage workers*
 - *Homebound*
 - *Congregate settings*
 - *Uninsured*
 - *Behavioral health challenges*
 - *Justice-involved*



- *Low technical literacy*
- **Individuals who have not received their first or second dose.**
- **Tactics to Reach the Above:**
 - **Multilingual staff/personnel/access to interpreters**
 - **Flexible hours of operation including weekend and evening hours**
 - **Scheduling of appointments**
 - Phone option to call in
 - **Walk-in clinics**
 - **Mobile/pop-up community sites**
 - **Outreach and education in collaboration with Community Based Organizations**
 - Outreach via phone calls or door-to-door efforts
 - Outreach via community organizations
 - Outreach starting prior to site launch if mobile site
 - Multilingual recruiting efforts
 - Note that vaccine is free of charge and IDs and insurance NOT required to get vaccine
 - **Community feedback**
 - Listen and learn through CBOs
 - **Waiting list** for remaining vaccine at the end of the day
 - **Verification of identity/phase**
 - As of April 12, 2021, NO proof of phase should be required
 - Do NOT ask for SSN (if you need to for HRSA, please explain this is not required)
 - Consider avoiding use of ID – Bringing an ID only applies to people who have one. Anyone without an ID can still get the COVID-19 vaccine.
 - Do not require insurance
 - You may ask for insurance, but please relay that it is not a requirement
 - If you are receiving vaccine from the federal supply or another county, we ask that you keep CCDPH updated on your activities to ensure that we are aware and coordinating efforts effectively and equitably.
 - Provide **transportation** to and from appointments
 - Free transportation is provided to and from vaccinations sites in Cook County.
 - Though advanced scheduling is preferred, residents can call for a ride and one should arrive between 30 and 60 minutes, depending on time of day and fleet availability.
- **ICARE Race and Ethnicity Reporting**
 - Ensure that race/ethnicity data (mandatory field in ICARE) is complete for each vaccine appointment for accurate reporting of vaccination demographic data.
 - Follow your own race and ethnicity data.

CCDPH COVID-19 Vaccine Requests

- All approved providers must now order DIRECT SHIP of Pfizer, Moderna, and J&J directly via ICARE. See instructions here: https://icare.dph.illinois.gov/pdf/IDPH_COVID19_Provider_Ordering.pdf
 - **For Pfizer, currently direct ship is available in increments of 450 or 1170. Moderna direct ship is in increments of 100 or 140.**
 - 2nd doses from direct ship must now be ordered by providers as well (through I-CARE) - they will no longer automatically be shipped to providers.



- In regards to smaller Pfizer and Moderna orders that are PICK UP from Oak Forest, we will continue orders the same way as usual.
- J&J direct ships and pickups must still be ordered through CCDPH. First check the IDPH Transfer Program.
- Of note, there is no ordering deadline for orders being placed in I-CARE directly -- it is a rolling process so you can put orders in as you need them. Something to be aware of is that orders that are directly placed are dependent on some quality checks that are outlined in the document link above (temperature logs are uploaded, I-CARE inventory reflects actual inventory, etc.) so you need to double check those before placing the order or it will be kicked back to you.
- **All vaccine requests to CCDPH need to be completed by Monday at 5pm for the following week here: <https://forms.office.com/r/HEpd9jqFF9>**
- **All vaccine recipients are required to report all vaccinations administered within 24 hours to I-CARE and to CDC Vaccine Finder.**
- Direct Shipment from the Manufacturer:
 - Direct shipment can only occur if CCDPH is able to allocate in increments of 450 or 1170 for Pfizer, 100 or 140 for Moderna, and 100 for J&J.
 - Please note direct shipment from the manufacturer does not involve CCDPH and you will be expected to be present to receive a shipment when it arrives, which is not always predictable.
 - In addition, any second doses due to you from first dose pickup will still need to be picked up at CCDPH.
- Please see the information below if you require redistribution of vaccine from CCDPH (if you would like pick up in Oak Forest and/or cannot order in the increments above):
 - Pickups for vaccine redistribution occur on Wednesdays.
 - CCDPH will assign pickup times based on CCDPH's weekly redistribution schedule.
 - If you need to request vaccine from CCDPH, please fill out this survey WEEKLY by 5pm Monday for the following week: <https://forms.office.com/r/HEpd9jqFF9>
 - Once your request is approved, you will need to pick up the vaccine from the CCDPH Oak Forest location.
 - Coordination of transfer/pick up of vaccine will need to occur with CCDPH.
 - Ancillary supplies will be provided in the exact number for the vaccine amount you will be receiving.
 - You will need to provide vaccine transport materials (cooler for refrigerated vaccine, thermometer data logger (2 - 8 degrees C), cold packs, small ziplock bags for vaccine vials, and a box for ancillary supplies.
 - Depending on the vaccine that is being transported, CCDPH has coolers and ice packs you may borrow.
 - If transferring Pfizer, we have coolers and ice packs you can borrow. You will need to provide your own thermometer data logger.
 - If transferring Moderna, you will need to bring your own coolers, as the ones we have are only for transporting from ultra-cold to refrigerated temperatures. You can borrow the ice packs.



COVID-19 Vaccination Partner Guidelines

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- Any vaccine transport items borrowed must be returned to CCDPH within 48 hours. The return of items will require coordination to ensure someone is available at the Oak Forest pharmacy to receive the items.
 - Security will need to be coordinated for the escort of the vaccine back to the home location; CCDPH can assist with coordinating this security escort, if assistance is needed.
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- For any questions, please email: COVID-19VaccineDistribution@cookcountyhhs.org