



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.*
 - **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 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.
- IDPH Vaccine Transfer Program:
<https://app.smartsheet.com/b/publish?EQBCT=1d3b52a144224e3c952e7099d19952dc>
 - **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

- In most situations, Pfizer-BioNTech or Moderna COVID-19 vaccines are preferred over the J&J/Janssen COVID-19 vaccine for primary and booster vaccination due to the [risk of serious adverse events](#). **Vaccine recipients must be informed of the risks and benefits of J&J/Janssen COVID-19 vaccination.**
- The J&J/Janssen COVID-19 vaccine may be [considered in some situations](#), including for persons who:
 - Had a severe reaction after an mRNA vaccine dose or who have a severe allergy to an ingredient of Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines).
 - Would otherwise remain unvaccinated for COVID-19 due to limited access to Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines).
 - Wants to get the J&J/Janssen COVID-19 vaccine despite the safety concerns.

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	Dilute Before Use	Do Not Dilute	Dilute Before Use
Age Group	12 years and older ^{1,2}	12 years and older ³	5 through 11 years ⁴ ('Age 5y to <12y' on vial label)
Vial Cap Color			
Dose	30 mcg	30 mcg	10 mcg
Dose Volume	0.3 mL	0.3 mL	0.2 mL
Amount of Diluent Needed per Vial ¹	1.8 mL	NO DILUTION	1.3 mL
Doses per Vial	6 doses per vial (after dilution)	6 doses per vial	10 doses per vial (after dilution)
Storage Conditions			
Ultra-Low-Temperature (ULT) Freezer [-90°C to -80°C (-130°F to -76°F)]	9 months ¹	6 months ¹	6 months ¹
Freezer [-25°C to -15°C (-13°F to 5°F)]	2 weeks	DO NOT STORE	DO NOT STORE
Refrigerator [2°C to 8°C (35°F to 46°F)]	1 month	10 weeks	10 weeks
Room Temperature [8°C to 25°C (46°F to 77°F)]	2 hours prior to dilution (including any thaw time)	12 hours prior to first puncture (including any thaw time)	12 hours prior to dilution (including any thaw time)
After First Puncture [2°C to 25°C (35°F to 77°F)]	Discard after 6 hours	Discard after 12 hours	Discard after 12 hours

Image Credit: Pfizer-BioNTech, Vaccine Formulation Presentation Guide

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).**
- **For individuals who received a Pfizer-BioNTech or Moderna COVID-19 vaccine, everyone 12 or older should get a booster shot at 5 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. An mRNA vaccine is recommended for the booster(s).**
- **Additional Boosters:**
 - **People ages 12 years and older who are moderately or severely immunocompromised may choose to receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first booster dose**
 - **Adults ages 50 years and older who are not moderately or severely immunocompromised may choose to receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first booster dose**
 - **People ages 18–49 years who are not moderately or severely immunocompromised and who received Janssen COVID-19 Vaccine as both their primary series dose and booster dose may receive a second booster dose using an mRNA COVID-19 vaccine at least 4 months after the first Janssen booster dose**

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., ≥ 20 mg 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 **5 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.



Table 2. COVID-19 vaccination schedule for people who are **not** moderately or severely immunocompromised*

Primary series vaccine manufacturer	Age group	Number of doses in primary series	Number of booster doses	Interval between 1st and 2nd primary doses	Interval between primary series and booster dose
Pfizer-BioNTech	5–11 years	2	NA	3 weeks	NA
Pfizer-BioNTech	12 years and older	2	1 [†]	3-8 weeks [‡]	At least 5 months [†]
Moderna	18 years and older	2	1 [†]	4-8 weeks [‡]	At least 5 months [†]
Janssen	18 years and older	1	1 [†]	NA	At least 2 months [†]

*For the vaccination schedule for people who are moderately or severely immunocompromised, see [Table 3](#)

[†]All people ages 12 years and older should receive 1 booster dose of a COVID-19 vaccine. Some adults may receive a second booster dose:

- Adults ages 18-49 years: Those who received Janssen COVID-19 Vaccine as both their primary series dose and booster dose may receive an mRNA COVID-19 booster dose at least 4 months after the Janssen booster dose.
- Adults ages 50 years and older: A second mRNA booster dose could benefit people ages 50 years and older, as they are at increased risk for severe COVID-19. People ages 50 years and older may choose to receive a second booster dose, if it has been at least 4 months after the first booster

[‡]An **8-week** interval may be optimal for some people ages 12 years and older, especially for males ages 12 to 39 years. A **shorter interval** (3 weeks for Pfizer-BioNTech; 4 weeks for Moderna) between the first and second doses remains the recommended interval for people who are moderately to severely immunocompromised; adults ages 65 years and older; and in situations in which there is increased concern about [COVID-19 community levels](#) or an individual's higher risk of severe disease.



COVID-19 vaccination schedule for people who are moderately or severely immunocompromised

Vaccine	0 month	1 month	2 month	3 month	4 month	5 month	6 month	7 month	8 month	9 month
Pfizer-BioNTech (ages 5–11 years)	1 st dose	2 nd dose (3 weeks after 1 st dose)	3 rd dose (at least 4 weeks after 2 nd dose)							
Pfizer-BioNTech (ages 12 years and older)	1 st dose	2 nd dose (3 weeks after 1 st dose)	3 rd dose (at least 4 weeks after 2 nd dose)			Booster dose* (at least 3 months after 3 rd dose)			See footnote [§]	
Moderna (ages 18 years and older)	1 st dose	2 nd dose (4 weeks after 1 st dose)	3 rd dose (at least 4 weeks after 2 nd dose)			Booster dose* (at least 3 months after 3 rd dose)				See footnote [§]
Janssen (ages 18 years and older)	1 st dose	2 nd (additional) dose [†] using an mRNA COVID-19 vaccine (at least 4 weeks after 1 st dose)		Booster dose* (at least 2 months after additional dose)				See footnote [§]		

[View Larger](#)

Note: Timeline is approximate. Intervals of 3 months or fewer are converted into weeks per the formula “1 month = 4 weeks”. Intervals of 4 months or more are converted into calendar months.

*An mRNA COVID-19 vaccine is preferred over the Janssen COVID-19 Vaccine for booster vaccination of people ages 18 years and older. For people ages 12–17 years, only Pfizer-BioNTech can be used. A booster dose is not authorized for people ages 5–11 years.

†Only Pfizer-BioNTech or Moderna COVID-19 Vaccine should be used. See [Appendix D](#) for more information on vaccinating people who are moderately or severely immunocompromised and who received Janssen COVID-19 Vaccine for the primary series.

§People ages 12 years and older may choose to receive a second booster dose using an mRNA COVID-19 vaccine if it has been at least 4 months after the first booster dose. For people ages 12–17 years, only Pfizer-BioNTech can be used.

<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html>

Vaccine Scheduling

- Walk-in clinics, in addition to scheduled appointments, are **encouraged** at this time.
- Per IDPH, opening up appointments and scheduling appointments in advance 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/>
 - **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.
Residents who need a ride should call the COVID-19 vaccine hotline at 833-308-1988, M-F, 8am-8pm.
- 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 300. Moderna, J&J, and Pediatric Pfizer direct ship are in increments of 100.**
 - 2nd doses from direct ship must now be ordered by providers as well (through I-CARE) - they are no longer automatically be shipped to providers.
- In regards to smaller Pfizer, Moderna, and J&J orders that are PICK UP from Oak Forest, we will continue orders the same way as usual.
- 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:
 - 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 **every other Wednesday**.
 - CCDPH will assign pickup times based on CCDPH's biweekly redistribution schedule.
 - If you need to request vaccine from CCDPH, please fill out this survey BIWEEKLY 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.
 - 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.
- For any questions, please email: COVID-19VaccineDistribution@cookcountyhhs.org