

COVID-19 Vaccine

Readiness Checklist

It is recognized that each health authority will receive, store, and administer COVID-19 vaccines in a variety of different settings. The following information provides high-level logistical considerations intended to support the successful implementation of vaccine delivery. Any vaccination sites wishing to receive more detailed planning checklists may request them from IBCOC_Operations@phsa.ca or from their health authority vaccine logistics team.

Pre-Arrival of Vaccine

1. Ensure that tracking information for vaccine shipments has been received and communicated as appropriate. If tracking information has not been received, contact IBCOC_Operations@phsa.ca.
2. Ensure that relevant team members are aware of reporting requirements and administrative procedures:
 - [Post-Arrival Documentation & Reporting Procedures](#)
 - [Return of Materials to Manufacturers](#)
 - [Cold Chain Incident Report Process](#)
3. Confirm security assessment has been completed as required, and a site-specific plan is developed. RCMP can support security assessments – contact IBCOC_Operations@phsa.ca to request support:
 - [Security Considerations for Community Vaccination Sites](#)
 - [Security Vulnerability Assessment Tool](#)
4. Ensure that staff responsible for receiving the vaccine have been identified and are prepared to handle the vaccine safely and maintain cold chain:
 - [Pfizer Shipping, Storage, Thawing and Use Guidelines](#)
 - [Moderna Shipping, Storage, Thawing and Use Guidelines](#)
 - [AstraZeneca/Covishield Shipping, Storage and Use Guidelines](#)
 - [Dry Ice Personal Protective Equipment & Safety Considerations](#) (Pfizer only)
 - [Thermal Shipper Storage & Dry Ice Replenishment](#) (Pfizer only)
5. If relevant, ensure that site security, shipping and receiving, reception personal, etc., are aware of the arrival of the vaccine in the event that the vaccine shipment is not delivered to the right location in the facility and must be redirected.
6. Ensure administrative and ancillary supplies have been procured in sufficient quantity:
 - [Ancillary and Administrative Supplies](#)
 - [Procurement of Epinephrine](#)
 - [Procurement of Dry Ice – ROUTINE](#) (Pfizer only)
 - [Procurement of Dry Ice – RUSH](#) (Pfizer only)

7. Ensure that freezers and refrigerators have sufficient space and are in good working order, and that a temperature monitoring procedure is in place.
8. Confirm contingency plan is in place in case of power outage. BC Hydro and FortisBC are [offering expedited support](#) to resolve power outages affecting vaccine supply.

Post-Arrival of Vaccine

1. Ensure that all reporting requirements have been fulfilled:
 - [Post-arrival Documentation & Reporting Procedures](#)
 - [Cold Chain Incident Report Process](#)
2. Ensure that materials have been [returned to manufacturers](#).
3. Ensure inventory reporting has been completed as per health authority processes.

Any questions or requests for revision of this document should be sent to IBCOC_Operations@phsa.ca

List of Amendments

Date	Section	Description	Author