



COUNTY OF ERIE

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COMMISSIONER OF HEALTH

COVID – 19 VACCINE FOR PROVIDERS

Requesting COVID-19 Vaccines from the Erie County Health Department

Providers can become eligible to administer the COVID-19 vaccine by enrolling in the New York State COVID-19 Vaccination Program. Please refer to the **2/12/21 New York State Department of Health (NYSDOH) Provider letter for enrollment instructions**. The letter includes links to instructions on how to complete the vaccine program enrollment application and instructions for requesting a Health Commerce Account for NYSIIS access.

Providers who are enrolled in the New York State COVID-19 Vaccination Program may fill out a **COVID-19 Vaccine Request Form** (attached) to request available COVID-19 vaccines. A request form may be filled out at any time with at least 24 hours of notice before the requested pick up time. Ancillary supplies, such as diluent (if necessary), syringes, vaccination cards, and vaccine EUA paperwork will be supplied with the vaccine, if requested.

Providers can return completed COVID-19 Vaccine Request Forms to Sarah Hopseker, PharmD (Sarah.Hopseker@erie.gov) and Melissa Calhoun (Melissa.Calhoun@erie.gov). Additional questions about pick up, storage, transfer, or administration of COVID-19 vaccine can be directed to Sarah Hopseker, PharmD (716-339-0238).

Each facility should provide their own cooler, temperature probe, and thermometer to pick up the requested vaccine. Intact Styrofoam/polystyrene coolers and hard-sided coolers are acceptable for vaccine transport. Soft-sided or collapsible coolers should NOT be used for vaccine transport.

Vaccines may be picked up from the ECDOH at **500 Commerce Dr. Amherst, NY 14228 Suite 1**. Providers or designees may park in the front parking lot and call 716-406-7545 upon arrival. A member of the vaccine distribution team will meet you at the front door. Pick-ups may be scheduled Monday through Friday between 8:30 AM and 4:30 PM.

There is no minimum or maximum requirement for the number of vials a provider can request. Facilities may request any quantity of vials that they will be able to use by the beyond use date. While in its frozen state, COVID-19 vaccine remains stable until the expiration date; however, as soon as the vaccine begins to thaw, it must be used by the beyond use date. Once the Pfizer and Moderna vaccines begin to thaw, they must be used within 31 and 30 days, respectively. Janssen vaccine, which is stored refrigerated after being shipped, remains stable thawed until its expiration date.

Vaccine transported at refrigerated temperatures (2°C -8°C /36°F -46°F) should be placed in the refrigerator upon arrival at its destination. Vaccine transported frozen may be placed in the freezer (25°C —15°C) as long as the vaccine remains frozen throughout the entire transportation. Thawed vaccine should NEVER be refrozen.

COVID-19 vaccine should be thawed and brought to room temperature prior to administration. Prior to drawing up doses, Pfizer vaccine must be reconstituted. Diluent will be provided by Erie County and instructions for reconstitution are attached. Moderna and Janssen vaccines do not require reconstitution. Dosing information and product availability are as follows:

	Pfizer	Moderna	Johnson & Johnson
Product Available	Multi-dose: 6 doses per vial	Multi-dose: 10 doses per vial or 14 doses per vial	Multi-dose: 5 doses per vial
Dosing	0.3 mL administered IM 2 dose series - 2nd dose @ day 21	0.5 mL administered IM 2 dose series - 2nd dose @ day 28	0.5 mL – single dose administered IM

All individuals receiving the COVID-19 vaccine must complete the New York State COVID-19 Vaccine Form (<https://forms.ny.gov/s3/vaccine>) for the first dose, and attest that they are eligible to be vaccinated. In addition, for all vaccine doses, the COVID-19 Immunization Screening and Consent Form questions should be completed and entered into NYSIIS. They may be found at <https://coronavirus.health.ny.gov/system/files/documents/2021/04/vaccine-consent-form-4.29.21-1919.pdf>.

Facilities following best practices for using COVID-19 vaccine will not be penalized for responsible wastage. Examples of best practices for utilizing vaccine include:

- Consider establishing and promoting standing vaccination days or half-days to increase likelihood of larger numbers of people presenting for vaccination on the same day.
- Vaccinate family members or friends who accompany patients to medical visits even if they are not established patients at the vaccinating practice.
- Vaccine providers should attempt to contact additional persons (i.e., from a standby list or through personal contacts of persons being vaccinated) to use as many vaccine doses as possible. PCPs – ability to order small quantity, penalties for wastage, etc, but those barriers have been removed. I would move the section on removal of penalties to this cover letter.