

Ministry of Long-Term Care

Office of the Deputy Minister

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January 1, 2021

MEMORANDUM TO: Toronto Public Health Unit Long-Term Care Homes
Peel Public Health Unit Long-Term Care Homes
Region of York Public Health Services Long-Term Care Homes
Windsor-Essex County Health Unit Long-Term Care Homes

FROM: Richard Steele
Deputy Minister
Ministry of Long-Term Care

SUBJECT: **Moderna COVID-19 Vaccine Administration**

Representing another turning point in our fight against COVID-19, the Moderna COVID-19 Vaccine has been approved and will soon be available to Long-Term Care Home residents, staff and essential caregivers in the above-noted regions, with a target for completion of the first round of vaccinations by January 18, 2021.

As such, it will be important to ensure that all homes are prepared for the administration of the Moderna COVID-19 vaccine.

The Moderna COVID-19 vaccination program will be targeted to Long-Term Care Home residents, staff, essential caregivers and support workers who have regular interaction with residents. The vaccine will be administered on-site in Long-Term Care Homes. While long-term care staff and essential caregivers will be offered the Moderna vaccine as part of in-home clinics, homes are encouraged to continue registering staff for hospital clinics in the meantime to maximize speed and impact of all available vaccines.

Successful delivery of the vaccination program will be dependent on the readiness of homes. Your local Public Health Unit will be in contact with you to partner and with specific details to support the successful implementation of the Moderna COVID-19 vaccination program. For further support, the Ministry of Long-Term Care, with the Ministry of Health and the Ministry for Seniors and Accessibility, have developed an assessment checklist (Attachment 1) to provide guidance and to help Long-Term Care Homes' in planning and preparation.

As a part of that planning, the following steps should also be taken:

- **Consent Forms:** A critical component of the vaccination program is to continue obtaining consent from residents or, if applicable, their Substitute Decision Makers. Consent must be secured for vaccinations to be given. As such, it is essential that

Long-Term Care Home operators start as soon as possible in securing completed consent forms from those wishing to be vaccinated. It is also important to record who declined vaccination. For your use, please find attached the COVID-19 Vaccine Screening and Consent Form (Attachment 2).

- **IT Readiness:** In partnership with your local Public Health Unit, ensure there are IT protocols in place that define and confirm staff roles and responsibilities in data collection and reporting. As well as ensuring staff are appropriately trained in their assigned roles within the on-site Long-Term Care Home vaccination clinics.
- **Communications Protocol:** To prioritize the safety and health of residents, media events on-site at Long-Term Care Homes should not be planned. Establish communication plans for media protocols and escalation protocols, as well as other contingency planning, as needed, with your local Public Health Unit.

I want to thank you for your continued commitment and partnership in keeping our most vulnerable Ontarians safe during the COVID-19 pandemic.

Sincerely,

original signed by

Richard Steele
Deputy Minister

- c: Sheila Bristo, Assistant Deputy Minister, Long-Term Care Operations Division,
Ministry of Long-Term Care
Dr. David Williams, Chief Medical Officer of Health
Dr. Barbara Yaffe, Associate Chief Medical Officer of Health
Dr. Eileen deVilla, Medical Officer of Health, City of Toronto
Dr. Wajid Ahmed, Medical Officer of Health, Windsor- Essex County Health Unit
Dr. Lawrence Loh, Medical Officer of Health, Region of Peel
Dr. Karim Kurji, Medical Officer of Health, York Region
Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association
Monika Turner, Association of Municipalities of Ontario
Michael Jacek, Association of Municipalities of Ontario

Attachment 1: Initial COVID-19 Immunization Readiness Checklist to Support Preparations for Moderna Pilots in Long-Term Care and Retirement Homes

Attachment 2: COVID-19 Vaccine Screening and Consent Form