

Initial COVID-19 Immunization Readiness Checklist to Support Preparations in Long-Term Care and Retirement Homes

Residence Name: _____ Date Completed: _____

Initial Phase: Vaccine being given On-Site (vaccination clinic at the home)		Complete
1.	<p>Designate an individual and back up responsible for communicating with representatives from the Government (Ministry for Seniors and Accessibility, Ministry of Long-Term Care or Ministry of Health), or regional partners (PHU, or other parties). This person(s) will attend any webinars, conference calls, be the point of contact for the home and in receipt of the documentation (templates etc.).</p> <p><i>(This may be the home's IPAC Designate, Director of Care, regional DOC, or corporate staff)</i></p>	
2.	<p>Ensure you have an up-to-date list with the following information for residents, staff, essential caregivers and support workers:</p> <ul style="list-style-type: none"> • Number of residents/staff/essential caregivers/support workers • Full names • Email and phone number • Birthdates • Substitute-Decision Maker (SDM) names, emails and phone number, if applicable <p>To note: Please advise those receiving the vaccine to have their health card number ready for their appointment</p>	
3.	<p>Invite residents/staff/essential caregivers/support workers to participate in the vaccination program.</p> <ul style="list-style-type: none"> • Have a memo prepared to post • Determine how you will reach out to those receiving the vaccine (if applicable) (e.g., phone calls, group chats, bulletin boards, etc.) • Have messaging prepared to inform unions, physicians, family and resident councils (if applicable), and others that you are preparing and/or have been invited to a clinic 	
4.	<p>Identify groups to be vaccinated, if applicable (e.g. number of residents vaccinated per day)</p>	

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5.	<p>Work with your PHU to determine roles and responsibilities for data collection and entry</p> <p>The Ministry of Health is mandating the use of a single provincial data collection application for vaccine inventory management and administration. The application is called COVax. The Ministry of Health will provide training to those responsible for data collection and data entry. In cases where the application cannot be accessed, alternative means of data collection will be available</p> <p>If applicable, establish secure storage of completed checklists and paper-based data collection until shared with regional partners.</p>	
6.	Share information and any site-specific materials on the vaccine provided by the Ministry of Health or regional partners.	
7.	<p>Complete consent forms (if applicable).</p> <ul style="list-style-type: none"> • Anyone receiving the COVID-19 vaccine will be required to provide informed consent. • Homes will be provided with copies of consent forms prior to the immunization appointment. • Consent forms will also be available on-site if needed; however, it is advisable to complete forms in advance of appointments. 	
8.	Communicate to staff the call-in process should they be unable to work post-vaccination.	
9.	Designate an individual to assess residents/staff/essential caregivers/support workers post-vaccine.	