

Facility COVID-19 Vaccine Order Form

Long-Term Care (LTC), Assisted Living (AL) and Independent Living (IL) Facilities



- Order vaccine at least 5 business days prior to requested pick up date.
- **Orders will only be available for pick up once they have been approved.**
- Vaccine will be distributed based on available products and supply.
- We will **NOT** backfill orders.

| | | | |
|-----------------------------|------|---|--------------------------|
| Site Name: | | Are immunizations being provided by site staff? Y N | |
| Order Date: | | ImmsBC Supply Location (name): | |
| Address: | | | |
| Contact Person: | | E-mail: | |
| Phone Number: | Ext: | Fax Number: | |
| Site Immunizer: | | Requested Health Unit for pick up: | |
| Requested Date for pick up: | | Proposed Clinic Date: | |
| Long-Term Care beds: | | Assisted Living beds: | Independent Living beds: |

| # of Doses Requested | COVID-19 Vaccines Review COVID-19 Vaccine Eligibility prior to ordering products. | Public Health Vaccine Management Use Only | |
|--|--|--|---------|
| | | # Doses | # Vials |
| | SPIKEVAX™ XBB.1.5 (Moderna) 12y+: 0.5mL (50 mcg) | | |
| | COMIRNATY® XBB.1.5 (Pfizer) 12y+: 0.3mL (30 mcg) | | |
| Once thawed, store in vaccine fridge SPIKEVAX™ (Moderna) must be used within 30 days COMIRNATY® (Pfizer) must be used within 10 weeks | | Once vial is punctured, store in fridge SPIKEVAX™ (Moderna) must be used within 24 Hrs COMIRNATY® (Pfizer) must be used within 12 Hrs | |
| | | Approved by: | |
| | | Date: | |

Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca

- Ensure all immunizations are appropriately documented, in ImmsBC and any other site-specific location(s).
- Report cold chain incidents by following the [Maintain Vaccine Stability](#)
- Complete Clinic Tally where required ([paper clinic tally](#) **or** for those with access, the [online tally](#)).

Note:

- Request doses based on the number of long-term care (LTC) and assisted living (AL) residents. Request doses for staff and independent living residents (IL) who confirm they will be vaccinated on site. IL facilities without LTC or AL beds should order vaccine using the Vaccine Order Form for Community Vaccine Providers (COVID-19).
- Facilities that contract pharmacists to administer vaccines **must place their own vaccine order**.
- If unable to store vaccine on site, return any remaining vaccine to the local health unit under cold chain conditions once clinics are complete. Use Transportation section on Page 2. **It cannot go into another providers supply (e.g. pharmacy or other facility).**

Local Health Unit: print form → complete at time of vaccine pick up → send original with CVP → retain a copy.

| Date Cooler Packed: | | Time Cooler Packed: | | Fridge Temp: | |
|---------------------|------------|----------------------------------|------------|---------------------------|-------------------------|
| Vaccine Product | Lot Number | MFG. Expiry or Thaw Discard Date | Vials Sent | Doses Sent | Previous Transport Time |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Filled By: | | Picked up By: | | ImmsBC Transfer Complete: | |

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Long-Term Care (LTC), Assisted Living (AL) and Independent Living (IL) Facilities



Transportation

- Hard-sided cooler with ice packs and insulating material (gel packs, bubble wrap, packing paper) when picking up vaccine.
- A temperature monitoring device should be used during transport whenever possible, and **must** be used when vaccine will be stored in cooler for 4+ hours. [Pack and store](#) vaccine according to [BCCDC standards](#).
- Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times.
- Store this form with vaccine (in fridge) to ensure temperature monitoring and transport documentation is accessible.

| Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg and when transferring vaccine | | | | | | | | |
|---|------------------------|-------------|--------------|--------------|-----------------------------|----------|------------------------------|-----------------------|
| Transport to/from | Date | Depart Time | Arrival Time | Current Temp | Min Temp | Max Temp | Reset Min/Max | Duration of Transport |
| Previous Transport Time | (from pick up section) | | | | | | | H: M: |
| From Health Unit to Site | | | | | | | <input type="checkbox"/> Yes | H: M: |
| From Site to Health Unit | | | | | | | <input type="checkbox"/> Yes | H: M: |
| Vaccine Transported By: | | | | | Total Duration of Transport | | | H: M: |

Monitoring

When storing vaccine in a cooler:

- Check temperature every 1-2 hours and each time the cooler is opened. Record the temperatures below. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs and keep lid closed, monitor temperature closely.
- If Covid-19 vaccine is exposed above +8°C, this is considered room temperature, and exposure time must be subtracted from the total allowable time at room temperature:
 - Record date and time vaccine was last known to be within +2°C to +8°C on Vial Label.
 - Use within time frame established by manufacturer.
 - Quarantine and report as a cold chain if temperatures is above +24°C.

| Monitoring Vaccine in Cooler | | | | | |
|------------------------------|---------------|-----------|-----------|------------------------------|--------------|
| Time | Current Temp. | Min Temp. | Max Temp. | Reset Min/Max | Name (print) |
| | | | | <input type="checkbox"/> Yes | |
| | | | | <input type="checkbox"/> Yes | |
| | | | | <input type="checkbox"/> Yes | |
| | | | | <input type="checkbox"/> Yes | |

When storing in a vaccine fridge:

- Store vaccine between +2°C and +8°C, in the original packaging to protect from light.
- Twice daily (start and end of workday), record the temperatures (current, min and max) on the [BCCDC Refrigerator Temperature Form](#). Store temperature log with vaccine fridge, and retain logs for 3 years. After recording temperatures, reset min/max thermometer.