VERMONT
DEPARTMENT OF HEALTH
healthvermont.gov

Guidance for Off-site Influenza and COVID19 Vaccine Clinics for 2020-21
Vermont Immunization Program

Definition: Off-site clinics are conducted in a community location by any Vermont Vaccine Program (VVP) enrolled practice using state supplied vaccine. Vaccine must be made available to all eligible community members, including those who are not patients of the practice. Collaboration between primary care practices, community partners and the Health Department is essential in planning. Practices should notify the Immunization Program in advance when planning an off-site vaccine clinic to ensure an adequate and timely vaccine supply.

Requirements (when using state-supplied vaccine)

✓ Complete and submit an annual VVP Enrollment form addendum

✓ Offer vaccine to **all** eligible community members

✓ Order vaccine from the Immunization Program

✓ Adhere to all VVP Storage and Handling guidance

✓ Those < 19 years of age must be screened and documented for Vaccine for Children (VFC) eligibility.

✓ All vaccinations must be entered in the Vermont Immunization Registry (within 7 days).

✓ The charge for administration of vaccine to any non-Medicaid VFC eligible child may not exceed $21.22. Patient accounts cannot be sent to collections due to inability to pay the administration fee and vaccine cannot be denied.

✓ A VAERS report must be completed for any adverse event.

Vaccine Storage and Handling

Vaccine Management

Refrigerated vaccines must always be stored at temperatures between 2°C and 8°C in their original packaging with the box tops closed until ready for administration. Utilize the packing vaccines during off-site clinic guidance to prevent reduced vaccine potency or vaccine failure. For the safe transport and storage of vaccines, proper supplies are essential. Do not transport vaccine unless all conditions are met.

Supplies needed:

• Hard-sided insulated or Styrofoam container(s). Do not use soft-sided coolers. Most commercially available soft-sided coolers are poorly insulated and likely to be affected by room or outdoor temperatures, and they can allow the vaccine to shift, coming into contact with coolants.
• Coolant materials: frozen 16.9- or 8-ounce water bottles that can be conditioned to appropriate temperatures prior to packing

• Insulating materials such as bubble wrap and corrugated cardboard—enough to form two layers per container

• A digital data logger thermometer (LogTag Analyzer) for each container. These are provided by the Vermont Immunization Program for use in off-site clinics. Each VVP enrolled practice should already have one backup data logger. If additional data loggers are needed, contact the Immunization Program before the clinic.

Packing Vaccine

- Condition the data logger glycol bottle to the appropriate temperature by placing it in the refrigerator prior to packing.
- Once the cooler is in range package the vaccine according to the instructions provided
- If the data logger goes out of range at any time (during transport or at the clinic), you MUST contact the Immunization Program for guidance.

Temperature Monitoring

Vaccine should be transported directly from the practice to the off-site clinic location. Any unused vaccine must be returned to the practice the same day. The temperature in the cooler should always be monitored by a data logger and documented. Temperature data is recorded on the Hourly Temperature Log during the clinic and upon return. Vaccine may not be stored in an on-site refrigerator.

Submit the data logger information and hourly temperature log to the Immunization Program *only* if the vaccine has been exposed to an out of range temperature.

Temperature Excursions

If the vaccine is exposed to an out of range temperature, immediately contact the Immunization Program at 1-802-863-7638. Vaccine exposed to temperature excursions must be labeled “Do Not Use” until more information can be gathered from the Immunization Program.