COVID-19 Vaccine Event Playbook for Community Partners

Kentucky Department for Public Health
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Kentucky Public Health
Prevent. Promote. Protect.

TEAM KENTUCKY

KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES

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Purpose and Goals of the Playbook

This Vaccine Event Playbook provides guidance to community partners and local organizations who are hosting a COVID-19 vaccine event in their community. While there are different things to consider when planning a vaccine event, the information in this Playbook provides best practices and helpful tips to plan a successful vaccine event.

In addition to the guidance for hosting a vaccine event, you will find printable handouts to provide to individuals in the Appendix.

If you have any questions or concerns about this Playbook, please contact the Kentucky Department for Public Health.

Nothing herein is intended to be a substitute for professional medical advice. For specific and personal medical questions, please contact your health care provider.

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Finding a Vaccine Provider

Community partners planning a vaccine event will need to partner with an enrolled vaccine provider who is eligible to order and administer vaccines. Vaccine providers are able to provide the following services:

- Clinical staff and immunizers
- Vaccines and immunization supplies
- Supplies for vaccine storage and medical waste
- Required KYIR data and reporting needs
- Expertise on immunizations and vaccine clinics

There are over 1,500 enrolled vaccine providers in Kentucky. Consider reaching out to one of them to discuss the potential for collaboration.

Local Health Departments

Kentucky's 61 Local Health Departments (LHDs) have expertise in hosting vaccine clinics and pop-up vaccine events, as well as a deep understanding of the local community. To find and contact your county's LHD, click here to see the listing of all LHD locations.

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Finding a Vaccine Provider

Federally Qualified Health Centers

Federally Qualified Health Centers (FQHCs) are able to order, administer, and report vaccines. To find an FQHC in your area, search "FQHC" on the Kentucky Primary Care Association's website here.

Local Pharmacies

Local pharmacies are often trusted places in the community, and many are enrolled vaccine providers. To find a pharmacy near you with vaccine in stock, search by zip code at vaccines.gov.

Private Providers

Wild Health and Ethos have partnered with the Commonwealth to provide vaccination services. You can find more information about working with them here and here, respectively.

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Resources Checklist

1. Space and Location

Space considerations include areas for registration; screening; post-vaccination monitoring; vaccine storage and preparation; and accessibility standards. Consider hosting the vaccine event in a well-known community center or location that is familiar to and/or frequented by the individuals you are trying to reach.

Spaces and Location Checklist

- ❑ Registration space
- ❑ Waiting space
- ❑ Vaccination stations
- ❑ Post-vaccination monitoring space
- ❑ Power outlets and electricity for clinical equipment
- ❑ Directional signage (in multiple languages, if applicable)
- ❑ ADA accessibility (including the facility's entrances, exits, and interior)
- ❑ Parking, as necessary, for staff and attendees
- ❑ Proximity to public transit lines

Suggestion:

View the CDC's guidance for mobile and satellite vaccine clinics, from planning and administration to storage and handling, online here.

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Resources Checklist

2. Vaccine Event Scheduling

Facilities hosting vaccine events should plan for site setup and breakdown before and after the event. If a vaccine event requires scheduled appointments, event hosts should work with the vaccine provider to determine the appointment schedule.

Vaccine Event Scheduling Checklist

- ❑ Determine the hours and operation times of the vaccine event. Consider evening hours and weekends.
- ❑ Reserve time for facility setup and breakdown before and after the vaccine event.
- ❑ If using a scheduling system, ensure the online or phone-based system is working and ADA-accessible before appointments are released to individuals.
- ❑ If accepting walk-ins, determine the expected attendance of the vaccine event to ensure adequate space and time per individual.
- ❑ Make sure to properly advertise your vaccine event as *appointment-only* or *accepting walk-ins*.

Suggestion:

When developing the event schedule, minimize wait times to the extent possible so individuals are not discouraged by long wait times.

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Resources Checklist

3. Nonmedical Supplies

Coordinate with the vaccine provider you are partnering with at least two days before the vaccine event to make sure you have the right nonmedical supplies on hand for both clinicians and individuals.

Nonmedical Supplies Checklist

- ❑ Acquire tables and chairs (including wheelchairs) for registration space, waiting spaces, and vaccination stations.
- ❑ Make a diagram of the facility to plan where tables, chairs, and other supplies will go for easy setup before the event.
- ❑ Acquire computers, tablets, or other IT equipment needed to register individuals and record vaccine doses administered. Check Wi-Fi connections.
- ❑ Print out forms and flyers for individuals, including consent forms, vaccine recipient fact sheets, etc.
- ❑ Print out forms for individuals that use consistent branding, are easy to follow, and reflect the latest COVID-19 vaccination recommendations.
- ❑ Ensure all forms/handouts are translated if the primary audience is not English-speaking. The CDC has many materials available here and here online in multiple languages. Print a select number of forms in large print.
- ❑ Use a vaccine screening tool that records vaccine information with lot numbers. Report to the Kentucky Immunization Registry (KYIR) or provider's Electronic Health Record (EHR). If possible, report onsite.

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Resources Checklist

4. Medical Supplies

Vaccine event hosts should coordinate with providers to make sure all medical supplies are ready onsite. Throughout the vaccine event, monitor medical supplies levels to ensure there is enough for the entire vaccine event.

Medical Supplies Checklist

- ❑ Vaccines, needles, syringes, alcohol pads, diluent (if applicable), needle info card
- ❑ Personal Protective Equipment (PPE), including face masks, hand sanitizer, handwashing equipment, face shields, etc. for staff and individuals
- ❑ Band-Aids for individuals after vaccination
- ❑ Anaphylaxis and hypersensitivity kits for any adverse reactions
- ❑ CDC COVID-19 Vaccination Record Cards
- ❑ Storage for vaccine vials, including coolers and refrigerators
- ❑ Appropriate disposal and sharps containers for medical waste
- ❑ Transportation for supplies to the site of the vaccine event
- ❑ Proper storage and handling devices for the type of vaccine you are administering (see the CDC's guidelines on storing and handling for each vaccine: Pfizer, Moderna, J&J)

Suggestion:

Plan to have 1.5x the amount of supplies you expect to use on hand.

Resources Checklist

5. Staffing

Vaccine event hosts and providers will collaborate to staff the different processes at the vaccine event. Be sure to communicate with staff and provide any trainings before the vaccine event to ensure procedures are followed. Determine any language or interpretation services needed to accommodate all individuals.

Staffing Roles and Responsibilities

- ❑ Check-In and Registration staff
- ❑ Dose Documentation (KYIR or EHR) staff
- ❑ Attendee Support staff
- ❑ Clinical Lead or Medical Advisor
- ❑ Immunizers
- ❑ Immunization support staff to prepare vaccines before immunizers administer doses to individuals
- ❑ Post-vaccination Monitor
- ❑ Site and Logistics Manager
- ❑ EMS or security staff in case of emergency

Staffing Checklist

- ❑ Host a planning call with all vaccine event staff at least 2 days before the event.
- ❑ Provide all staff with a schedule of the vaccine event and their responsibilities.
- ❑ Ensure all staff have proper training and licenses. Required training modules can be found here.

Resources Checklist

6. Support Services

As you plan a vaccine event, be mindful that access may be a barrier that exists in the community. Provide onsite support services such as translation and ASL interpretation services. For transportation needs, direct individuals to known low- or no-cost transportation assistance programs or partner with Public Transit agencies and local community partners.

Support Services Checklist

- ❑ Print out flyers and forms for individuals in multiple languages. There are several one-pagers available here and here in multiple languages.
- ❑ Post promotional materials (social media, flyers, etc.) in multiple languages.
- ❑ Have a translator and ASL interpreter onsite. You may use any interpreter agency of your choice. The *Kentucky Commission on the Deaf and Hard of Hearing*'s directory of interpreters can be accessed here.
- ❑ Promote transportation assistance programs that are available to individuals (linked at the bottom of this page).
- ❑ Arrange to have EMS onsite or develop a plan to contact EMS in case of an emergency.

Suggestion:

Work with a public transportation provider to make your event accessible. Transportation assistance can also be found here. Click here for public transit info.

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Resources Checklist

7. Data and Reporting

Vaccine providers are responsible for the requirements listed below for the Kentucky Immunization Registry (KYIR), but it is important for community partners to be aware of the data reporting requirements.

KYIR Reporting Checklist

- ❑ Reporting COVID-19 vaccinations to the Kentucky Immunization Registry (KYIR) is a requirement as outlined by the CDC. All doses administered must be reported to KYIR within 24 hours of physical administration of the vaccine.
- ❑ COVID-19 providers may report doses administered manually in KYIR or through their Electronic Health Record (EHR). The provider's EHR must have a connection with the Kentucky Health Information Exchange in order to submit data electronically to KYIR.
- ❑ Providers or pharmacy locations should consider how doses will be reported prior to the event. They should also ensure individuals have access to manually report doses in KYIR *or* their EHR has the ability to electronically report to KYIR.
- ❑ If you are manually reporting doses to KYIR, be aware some fields are not required in KYIR but ***are*** required for COVID-19 vaccine reporting - **specifically *race* and *ethnicity*.**
- ❑ Debrief: discuss challenges and successes. Report them ***immediately*** after event here.
- ❑ Submit the *Equitable Vaccination Event Reporting* form here.
- ❑ Contact the KYIR Helpdesk for any questions on reporting vaccinations at KYIRHelpdesk@ky.gov or 502-564-0038.

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Prioritizing Health Equity

The COVID-19 pandemic has brought social and racial injustice and health inequities to the forefront of public health. Community- and faith-based organizations, employers, health care systems/providers, public health agencies, policymakers, and others all play a key part in promoting fair and just access to health.

Civic-Social, Community-based, and Faith-based Organizations can:

- Share clear, culturally sensitive, and accurate information in the language of the primary audience to educate community members about COVID-19 vaccines, raise awareness about the benefits of vaccination, and address common questions and concerns.
- Help those who need assistance connecting with health care providers or other community-based services.
- Work with others to connect people with goods and services to meet their physical, spiritual, and mental health needs.
- Ask people from the community to share COVID-19 prevention messages and link people to resources and free or low-cost services, including testing.
- Ask communities what barriers, challenges and/or unmet needs have been experienced regarding vaccine uptake and relay that information back to the event planner or local health department.
- Work with trusted local media to share information from reputable public health organizations in formats and languages suitable for diverse audiences.

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Prioritizing Health Equity

Employers can:

- Review, role-model, and incorporate CDC's guidance for businesses into their company's practices, empowering managers to ensure best practices are followed.
- Maintain flexible leave policies. Allow in-home isolation for employees who are sick. Allow those who must care for a sick family member (or take care of children due to school and childcare closures) to stay home without fear of being fired or punished.
- Allow employees use of sick leave to be vaccinated or tested for COVID-19.
- Provide employees with COVID-19 prevention messages and CDC educational resources for trainings that are tailored to employees' languages, literacy levels, and cultures.
- Post public signage and information materials in multiple languages. The CDC has many materials available here online in multiple languages. The Endangered Languages Project also has COVID-19 resources in hundreds of languages here.

CDC Resources for Promoting Health Equity

The CDC has developed several toolkits where you can learn more about health equity considerations and take actionable steps to promote health equity in your local vaccination efforts. You can find resources to help you plan an equity-focused vaccine event, including informational materials in multiple languages, here online.

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Health Equity Resources and Reading Materials

Office of Minority Health (OMH)

The OMH Knowledge Center contains resources and research dedicated to the health of minority populations within the United States. Consider searching the Knowledge Center Online Catalog using keywords such as "Vaccine Equity" and "COVID-19 Vaccine" to learn more about existing health inequities and strategies to reach minority groups.

Shifting and Sharing Power: Public Health's Charge in Building Community Power, *Human Impact Partners May 2021*

This article describes frameworks to explore the concept of power, its dynamics, and community power building; how health departments' explicit support for power building with grassroots community organizations is a strategy to achieve health equity; and relevant examples and resources for health departments. Read the article here online.

Association of State and Territorial Health Officials (ASTHO)

ASTHO has produced reports and briefs on COVID-19 vaccination best practices, strategies to boost vaccine confidence, and informational materials that can be distributed or posted at your vaccine event. Review ASTHO's Vaccine Resources page here online.

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Health Equity Resources and Reading Materials

Government Alliance on Race & Equity (GARE)

GARE has produced several racial equity and communications toolkits to help local and regional leaders advance equity in their work. You can read GARE's communications guide here online.

KY DPH Resources for Promoting Health Equity

The Office of Health Equity within the Kentucky Department for Public Health has launched the Equitable Vaccination Event Reporting Form, which can be accessed and submitted here. Survey questions include topics such as barriers and challenges faced in coordinating the event as well as successes related to the event.

Pediatric COVID-19 Vaccine Resources

Resources designed by the American Academy of Pediatrics for parents and caregivers of children eligible to receive the COVID-19 vaccine can be accessed here. The Kentucky Department for Public Health has published a list of frequently asked questions regarding pediatric COVID-19 vaccinations. You can access the FAQ document here. KDPH also has pediatric vaccine flyers in English and Spanish.

COVID-19 and Pregnancy

The Kentucky Perinatal Quality Collaborative has infographics on COVID-19 and pregnancy in multiple languages available to download here.

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Community Engagement Strategies

Promoting your vaccine event to the local community is an important tool to encourage registration and attendance. When promoting the vaccine event, include the time(s); location; health insurance information; language and translation services available; transportation services; and accessibility accommodations available onsite.

Social media

Posting on Facebook, Twitter, and Instagram can share information about the vaccine event to a large audience. Considerations when using social media include:

- Social media platforms have different user bases that can help you promote the vaccine event to a specific population. For example, younger people are active on Snapchat and TikTok, while adults and older age groups are more likely to use Facebook.
- Use hashtags like **#ShotOfHope** that can make your posts easier to find. Capitalize each word in the hashtag to make it accessible for screen readers.
- Collaborate with other organizations and leaders in your community to repost and share information on their social media platforms to reach a wider audience.

Suggestion:

KDPH has several social media posts about COVID-19 vaccines available here for reposting.

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Community Engagement Strategies

Public Signage

Consider using non-digital media to promote the vaccine event to people who may not use social media or do not have internet access. Flyers with information about the vaccine event can be posted at grocery stores, libraries, transit hubs, churches/temples/synagogues, pow wows, barber and beauty shops, community centers, public parks and pools, local businesses, laundromats, and other popular community locations (e.g. YMCA).

Partnerships and Collaboration

Consider partnering with other local organizations or community champions to spread the word about your vaccine event. Community champions can tap into their local networks to provide accurate information, debunk myths, and ease any hesitancy about COVID-19 and the vaccines. Community champions can also help identify barriers and challenges to accessing the vaccine to consider when planning your vaccine event. To better understand how to build community partnerships and engagement, read Human Impact Partner's article "Shifting and Sharing Power: Public Health's Charge in Building Community Power" here.

Radio and Television

Before the vaccine event, you can inquire at local radio and television stations to include information about your vaccine event on their website or on air. Consider advertising through multilingual radio and streaming platforms to reach a broader audience. Note that you may need to pay for this type of media.

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Community Engagement Strategies

Trusted Messengers

You know your community and how to resonate with them. It is important for individuals to see people that look like them, and hear from people that sound like them, to build trust and confidence in vaccinations. Consider creating a personal testimonial or PSA about your experience with the COVID-19 vaccines and use it to promote your vaccine event. Team Kentucky has a Vaccine Video Repository available here for reference and reposting.

Connect to a Local Tradition

When promoting your vaccine event, consider connecting the message to a local tradition to get the community excited. For example, Anderson County Health Department created a video showing Bigfoot getting his COVID-19 vaccine, connecting to the local legend of Bigfoot sightings in the area. IdeasXLAB of Louisville had a Juneteenth celebration and offered vaccines at that community event.

Connect to an Existing Local Event

When promoting your vaccine event, consider connecting the message to a local event that the community frequents (e.g. fresh markets, local celebrations such as the county fair, car shows, awareness days, sporting events, etc.). Local Health Departments can work with you in creating videos highlighting the event and showcasing local community support.

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Examples of Successful Vaccine Events

Whitney Young Elementary School in West Louisville

In April 2021, Team Kentucky set up a vaccine site at Whitney Young Elementary School to serve the West Louisville Community. Both scheduled appointments and walk-ins were accepted at this vaccine site.

Community Engagement

The Whitney Young Elementary vaccine site was promoted through public signage and social media posts in the local area.

The provider administering vaccines at Whitney Young set up a call center and made outbound calls to residents in targeted zip codes to help individuals schedule their vaccine appointment.

Support Services

Spanish translators were onsite to assist any Spanish-speaking patients. Promotional materials were translated to multiple languages. Transportation was provided to individuals needing assistance.

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Examples of Successful Vaccine Events

Kentucky National Guard Mobile Vaccination Team (MVT)

Kentucky's National Guard has provided mobile vaccination services statewide in collaboration with KDPH and Local Health Departments.

MVT Staffing

Each MVT included a nurse practitioner, multiple trained medics, and event support staff if needed. As able, emergency medical services were also onsite in case of any adverse reactions to the vaccine. This ensured that all individual medical and informational needs were met.

MVT Capabilities

The National Guard MVT set up and broke down each vaccine site before and after the vaccine event hours. The MVT also handled all data entry into the Kentucky Immunization Registry (KYIR).

MVT Planning Considerations

Whenever the MVT was requested at a location, staffing needs were evaluated based on the estimated turnout at the vaccine site. In addition, traffic patterns and expected attendance were evaluated to provide the most efficient vaccination services to individuals.

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Examples of Successful Vaccine Events

Pop-Up Event at Centro de San Juan Diego

Centro de San Juan Diego is a Hispanic Community Center in Lexington. Centro is a trusted location for the local Hispanic and Latinx population and provides medical and social services on a regular basis. A mobile clinic was set up near Centro de San Juan Diego, and door-to-door canvasing encouraged neighborhood residents to come out for the scheduled vaccine event.

Partnership

Centro partnered with a vaccine provider to host a series of pop-up events on Sunday afternoons. The vaccine provider handled all vaccination supplies, staffing, translators, and data entry and reporting. To encourage participation and maintain continued trust, the residents were reassured that no law enforcement or ICE officials would be onsite.

Community Engagement

Prior to the pop-up events, the Lexington Mayor's Office canvassed door-to-door in the neighborhoods around Centro. Personal outreach like canvassing is effective in reaching the population of focus while maintaining trust and familiarity with Centro de San Juan Diego but working to establish relationships with other partners as well.

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Appendix

CDC Vaccine Event Toolkits and Resources

Key Operational Considerations for Jurisdictions Planning to Operate COVID-19 Vaccination Clinics

This webpage focuses on planning for, optimizing, and maximizing vaccinations in a variety of temporary vaccination sites. Click here to access the full webpage.

Guidance for Planning Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations

This all-encompassing guide includes planning instructions for pre-clinic, during the clinic, and post-clinic activities. Click here to view the full guide.

Pre-vaccination Checklist for COVID-19 Vaccines

This document includes vaccine screening forms and information for vaccine recipients. Click here to access the full document.

Vaccine Communications Toolkit

COVID-19 VACCINE MYTHS VS. FACTS

TEAM KENTUCKY™

MYTHS	FACTS
I CANNOT GET THE COVID-19 VACCINE IF I AM PREGNANT.	PERSONS WHO ARE PREGNANT ARE ENCOURAGED TO GET THE VACCINE WHEN IT IS AVAILABLE TO THEM. A RECENT STUDY SHOWS THAT PREGNANT AND LACTATING WOMEN WHO RECEIVE A COVID-19 VACCINE CAN PASS PROTECTIVE ANTIBODIES TO THEIR BABY.
WHY SHOULD I GET THE JOHNSON & JOHNSON VACCINE IF IT'S NOT AS EFFECTIVE AS THE PFIZER AND MODERNA VACCINES?	THE JOHNSON & JOHNSON VACCINE IS JUST AS EFFECTIVE IN PREVENTING HOSPITALIZATION AND DEATH FROM COVID-19. THE JOHNSON & JOHNSON VACCINE HAS BEEN TESTED IN HUNDREDS OF SCIENTIFIC STUDIES.
THE COVID-19 VACCINE IS EXPERIMENTAL.	BEFORE FDA APPROVAL, COVID-19 VACCINES WERE STUDIED IN CLINICAL TRIALS WITH OVER 100,000 PARTICPANTS REPRESENTING MANY RACES, ETHNICITIES, AND NATIONALITIES.

LEARN MORE AT KYCOVID19.KY.GOV
OR CALL KENTUCKY'S COVID-19 VACCINE HOTLINE AT (855) 598-2246
TTY: (855) 326-4654

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TIPS FOR INITIATING A CONVERSATION ABOUT THE COVID-19 VACCINE

You don't know for certain, but you suspect a friend or family member is hesitant to get the COVID-19 vaccine. Or, you know beyond a shadow of doubt, but you feel like you owe it to them to encourage them to get the vaccine. Here are some tips for diving in.

BEGIN FROM A PLACE OF CURIOSITY AND RESPECT.

Maybe you don't know how the conversation is going to go, and this makes you uneasy. Rather than taking a judgmental approach to the conversation, go in with genuine curiosity, empathy, and respect. Respect and vulnerability typically encourage mutual respect and shared vulnerability. Respect the other person's point of view and expect them to respect yours.

FOCUS ON WHAT YOU'RE HEARING, NOT ON WHAT YOU'RE SAYING.

Don't spend too much time planning what you're going to say. Tough conversations rarely go as planned, and anyway, maybe you'll be surprised, and the conversation won't be difficult. Focus on listening, reflecting, and observing. Ask neutral, supportive questions: "I see our county is still in the red zone. Do you find this concerning? I know I do." Then listen. Pause. Be interested and engaged. Gather as much detail as possible. Ask follow-up questions without judgment. Your attention and neutrality will encourage others to elaborate.

ASK PERMISSION TO SHARE INFORMATION.

Once you understand your friend's or family member's question or concern, ask if you can provide some information and tell them where you get information you trust. If they agree, they will be more willing to listen to you instead of feeling like you're pushing unwanted information on them. Sometimes, sharing quick, accurate answers to common concerns your family or friends might have can go a long way toward moving someone from worry to confidence. If you don't know the answer to their questions, consider offering to help look for information.

SHARE YOUR EXPERIENCE.

Be prepared to answer if you're asked if you've been vaccinated, if you were nervous about getting the vaccine, if you felt bad for a day or two after taking the vaccine, whether you would have a child vaccinated when doses for the 5–11 age range are approved, etc. Talking with others honestly and with respect is mutually rewarding.

HELP THEM FIND THEIR OWN REASON TO GET VACCINATED.

Everyone who chooses to get vaccinated does it for a reason – to protect their family, to protect their children, to be less anxious, to visit their parents, or to get back to activities like seeing friends, resuming work, or returning to school. After addressing concerns with empathy and facts, you can steer the conversation from "why not" to the important reasons that matter to them – their "why." You may choose to share your reasons for getting vaccinated or discuss common goals you may have, like visiting with each other safely. The reasons someone may choose to get vaccinated will always be those that are most compelling to them personally.

DON'T PUT IT OFF.

If your response to conflict is ordinarily not to confront it – not much in life is worth arguing about or losing a friendship over – the global pandemic introduces reason to avoid putting off the conversation. Talking about it now can lead to a commitment to get vaccinated or to think ahead to the permission that an adult or guardian will need to make on behalf of a child or youth aged 17 or younger. Plan the general outline of what you want to convey and the outcome you desire. Then, have the conversation and plan to move on.

EXPECT A POSITIVE OUTCOME.

Rather than filling yourself with dread and telling yourself, "This is going to be a disaster," or "She's never going to speak to me again," tell yourself the conversation will result in an improved relationship. Consider going into the discussion by saying something along the lines of, "We've known each other for years, and something I've always appreciated about you is how comfortable I feel saying anything to you that's on my mind. Got a few minutes to share what your thoughts are about taking the vaccine?"

IF THE CONVERSATION GOES WELL, ENCOURAGE ACTION.

Taking at least one step toward getting vaccinated can help increase the likelihood that someone will follow through. Offer to assist in setting an appointment to get vaccinated. Pick a nearby date in the future to follow up if they are not ready to make the appointment. If possible and desired, accompany them to the vaccination appointment.

MORE INFORMATION: How to talk about COVID-19 vaccines with friends and family | CDC

Are you hosting a COVID-19 VACCINE EVENT?

TEAM KENTUCKY

Use this guide to plan a successful vaccine event in your community.

Resources Checklist

1 Space and Location

Ensure the vaccine event facility has spaces for all parts of the vaccination process with clear signage.

2 Nonmedical Supplies

Obtain supplies such as tables and chairs, IT equipment, and forms and flyers for individuals.

3 Medical Supplies

Obtain supplies such as PPE, CDC Vaccination Record Cards, storage for vaccine, and waste disposal.

4 Staffing

Ensure adequate staffing for all parts of the vaccine event, and host a planning call for staff before the event.

5 Support Services

Arrange support for language services and promote Kentucky's transportation assistance programs.

6 Data and Reporting

Plan for required data reporting and coordinate with the on site vaccine provider.

Community Engagement

Social Media

Post about your vaccine event on multiple platforms to raise awareness. Use hashtags like #ShotofHope to boost engagement.

Public Signage

Put up flyers and signs in high-traffic community hubs, like grocery stores, gas stations, churches, local businesses, and public parks and pools.

Collaboration

Collaborate with local organizations and community champions to share information about your vaccine event to reach a wider audience.

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Immunization Branch

COVID-19 VACCINATION DECISION TREE

Pfizer-BioNtech Vaccine
≥12 years old: 0.3ml x 2 doses 21 days apart
5-11 years old: 0.2ml X 2 doses 21 days apart

Moderna
≥18 years old: 0.5 ml X 2 doses 28 days apart

mRNA vaccines are preferred for primary and booster doses
Janssen (J&J) Vaccine
≥18 years: 0.5 ml single dose

Moderate to severely Immunocompromised

NO

NO

YES

3rd Additional Dose
- Moderna ≥18 year old
- Pfizer ≥ 5 years old

≥ 28 days after primary series completed.
Same dose as primary series

***Pfizer-BioNtech Dose 0.3ml**
≥ 5 months after primary series completed
- ≥ 12 years of age

***Moderna Dose 0.25ml**
≥ 5 months after primary series completed
- ≥ 18 years of age

***Janssen (JJ) Dose 0.5ml**
≥2 months after primary series completed
≥ 18 years of age

***Providers may provide heterologous ("mix and match") booster doses to eligible individuals following completion of primary vaccination**

CDC recommends that people remain up to date with their vaccines, which includes additional doses for individuals who are immunocompromised or booster doses at regular time points. Individuals who are moderately or severely immunocompromised should get an additional primary shot and a booster shot.

+Those individuals that are moderately or severely immunocompromised and ≥12 years old may receive a total of four COVID-19 vaccine doses

01-10-2022

For more information: Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States

Kentucky Public Health
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Immunization Branch

COVID-19 VACCINATION GUIDANCE FOR THOSE INDIVIDUALS VACCINATED OUTSIDE THE US

FDA Approved/Authorized or WHO Qualified COVID-19 Vaccines

Manufacturer	Dose	FDA Approved or Authorized	WHO Qualified
Pfizer-BioNTech Comirnaty	2 doses; 21 days apart	yes	yes
Moderna	2 doses; 28 days apart	yes	yes
J&J Janssen	1 dose	yes	yes
AstraZeneca Vaxzervria	2 doses; 4-12 weeks apart	no	yes
Serum Institute of India COVISHIELD	2 doses; 4-12 weeks apart	no	yes
SinoPharm Covilo/BBIBP-CorV	2 doses; 21-28 days apart	no	yes
Sinovac CoronaVac	2 doses; 14-28 days apart	no	yes

BC Centre for Disease Control ; World Health Organization (WHO) Emergency Use Authorization (EUA) Qualified COVID-19 Vaccines used to ascertain WHO qualified vaccine dosing schedule

Received all doses of ***FDA approved/authorized or WHO emergency listed*** COVID-19 vaccine?

Yes
No further doses needed

- Under the EUI, moderately or severely immunocompromised people aged ≥12 years should receive an additional primary dose of Pfizer-BioNTech at least 28 days after receiving the second vaccine dose of their primary series as detailed
- Under the EUI, people aged ≥18 years (including moderately or severely immunocompromised people who received an additional primary dose) are eligible to receive a single booster dose of Pfizer-BioNTech COVID-19 vaccine at least 6 months after completing their primary series,

No
Only received 1 dose of ***FDA approved/authorized*** 2 dose series

Should receive 2nd dose. Do not restart series

May receive booster in 6 months or receive 3rd additional dose in 28 days if immunocompromised

No
Vaccine not approved or authorized in US

Partial ***WHO-authorized*** series completed

All or some of a ***non-WHO authorized*** series completed

May receive the complete ***FDA approved/authorized*** vaccine series 28 days after receipt of the previously received COVID vaccine

No additional doses or boosters approved at this time

Centers for Disease Control and Prevention. (2021,OCT. 25). *Interim Clinical Consideration for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States.*

11-22-2021

Feb. 08, 2022

ARE YOU UP-TO-DATE ON THE COVID-19 VACCINE?

A person is Up-to-Date when they have received all recommended COVID-19 vaccine doses, including any booster dose(s) when eligible.

Pediatric (5-11)

- 2 dose primary series.

Adolescent (12-17)

- 2 dose primary series less than 5 months ago; or
- Booster 5 months after completion of the primary series.

Adult (18+)

For **Pfizer** or **Moderna**,

- 2 dose primary series less than 5 months ago; or
- Booster 5 months after completion of the primary series.

For **J&J**,

- 1 dose primary series less than 2 months ago; or
- Booster 2 months after completion of the primary series.

Immunocompromised

(Ages 5-11)
2 dose primary series less than 28 days ago OR 1 additional primary dose (3rd dose).

(Ages 12+)
2 dose primary series less than 28 days ago OR 1 additional primary dose (3rd dose) less than 5 months ago OR booster (4th dose) 5 months after completion of primary 3 dose series.

(Ages 18+)
2 dose primary series less than 28 days ago OR 1 additional primary dose (3rd dose) less than 5 months ago OR booster (4th dose) 5 months after completion of primary 3 dose series.

Kentucky Public Health
Prevent. Promote. Protect.

TEAM KENTUCKY

KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES

Contact Information

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Cabinet for Health and Family Services Contacts

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