**COVID-19 VACCINE POLICIES AND PROCEDURES**

**TEMPLATE**

***Important Disclaimers (remove this section before using):***

* *This template P&P is designed to help SNF’s meet the* [*CMS COVID-19 vaccine requirements*](https://www.cms.gov/files/document/qso-21-19-nh.pdf?cm_ven=ExactTarget&cm_cat=Interim+Final+Rule+on+COVID-19+Vaccine+Requirements+for+LTCF+and+ICFs-IID&cm_pla=All+Subscribers&cm_ite=QSO+memo&cm_lm=cbishnoi@ahca.org&cm_ainfo=&&&&&)*.*
* *State specific regulations are not accounted for in this template and must be considered.*
* *Facilities are encouraged to share their policy with their state survey office for feedback.*

**Purpose**

Maximizing COVID-19 vaccination rates in the facility will help reduce the risk residents and staff have of contracting and spreading COVID-19. The purpose of this policy and procedure (P&P) is to outline the facility approaches to encourage both staff and residents to receive a COVID-19 vaccine.

**Responsibility**

Nursing home leadership is responsible for developing, implementing, and maintaining these policies and procedures.

**Definitions**

* **Staff**: for the purposes of this policy, “staff” refers to any individuals that work or volunteer in the facility at least once a week. This includes:
	+ individuals who may not be physically in the LTC facility for a period (e.g., illness, disability, or scheduled time of), but are expected to return to work.
	+ individuals under contract or arrangement (e.g., medical directors, hospice and dialysis staff, therapists, mental health professionals, or volunteers).

This does NOT include:

* + individuals who enter the facility less than once a week, even if they are providing services to the facility. This could include delivery and repair personnel, EMT, contract staff who are back-up to regularly scheduled contract staff, or volunteers.
* **“Emergency Use Authorization (EUA)”** is a mechanism the FDA uses to review and approve the use of vaccines or other medications, during public health emergencies, such as the current COVID-19 pandemic. The EUA process is a way to ensure safety while still expediting approval in emergent situations.

**Obtaining COVID-19 Vaccine**

* COVID-19 vaccine will be ordered from either our LTC pharmacy or local or state public health agency or arrangements will be made with a vaccine provider to administer the vaccine to the staff or residents.
* In case of lack of availability of the COVID-19 vaccine, or other issue with the availability leading to an inability to implement the COVID-19 vaccine program, the facility will demonstrate that attempts to order vaccines have been exhausted, including LTC pharmacies and the state health department.

**Offering the COVID-19 Vaccine**

* COVID-19 vaccinations will be offered to all staff and residents (or their representative if they cannot make health care decisions) per CDC and/or FDA guidelines unless such immunization is medically contraindicated, the individual has already been immunized during this time period or the individual refuses to receive the vaccine.
* All staff and residents/representatives will be educated on the COVID-19 vaccine they are offered, in a manner they can understand, including information on the benefits and risks consistent with CDC and/or FDA information. This education will at a minimum include the FDA EUA Fact Sheet for the vaccine(s) being offered until such time that the CDC creates a vaccine information sheet (VIS):
	+ [Pfizer-BioNTech](https://www.fda.gov/media/144414/download)
	+ [Moderna](https://www.modernatx.com/covid19vaccine-eua/eua-fact-sheet-recipients.pdf)
	+ [Janssen (Johnson and Johnson)](https://www.janssenlabels.com/emergency-use-authorization/Janssen%2BCOVID-19%2BVaccine-Recipient-fact-sheet.pdf)
* All staff and residents/representatives will be offered the opportunity to ask questions about the risk and benefits of vaccination.
* If the vaccine involves two doses, staff and residents/representatives will be provided with the same counseling indicated above, including risks, benefits and the EUA fact sheet, before requesting consent for the second dose.
* Staff and residents/representatives will be provided the opportunity to refuse the vaccine and/or change their decision about vaccination at any time.

**Documenting COVID-19 Vaccine**

* The facility will maintain documentation for all residents and staff on COVID-19 vaccination.
* For staff, the information will documented in [INSERT DOCUMENTATION METHOD] and for residents, the information will be documented in their medical record.
* The information to be documented includes:
	+ The staff person, resident or representative was provided education regarding the benefits and potential risks associated with COVID-19 vaccine.
	+ Whether the staff person, resident/representative consented to the vaccine.
		- If yes
			* Which vaccine was administered
			* Which dose was administered
			* Date of vaccination
		- If no, reason for refusal:
			* Contraindication
			* Refusal
* For staff or residents who refuse, the facility will ask that individual to sign a COVID-19 vaccine declination form and maintain copy of the form.

**Reporting COVID-19 Vaccine**

* Facility will report on a weekly basis via NHSN by Sunday at 11:59pm ET, the COVID-19 vaccination status of residents and staff, total numbers of residents and staff vaccinated, each dose of vaccine received, COVID-19 vaccination adverse events, and therapeutics administered to residents for treatment of COVID-19.

**Educational Resources**

* [AHCA/NCAL Get Vaccinated Campaign](https://getvaccinated.us/long-term-care-provider-resources/)
* [CDC Toolkit on COVID-19 Vaccines in LTC](https://www.cdc.gov/vaccines/covid-19/toolkits/long-term-care/index.html)
* [CDC Updated Healthcare Infection Prevention and Control Recommendations in Response to COVID-19 Vaccination](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-after-vaccination.html)
* [CDC Interim Infection Prevention and Control Recommendations to Prevent SARS-CoV-2 Spread in Nursing Homes](https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html)
* [INSERT ADDITIONAL RESOURCES FACILITY USES TO EDUCATE STAFF]