

GREATER NEW YORK HEALTH CARE FACILITIES ASSOCIATION

519 Eighth Avenue, 16th Floor, New York, NY, 10018

Phone: 212-643-2828 Fax: 212-643-2956 www.gnyhcfa.org



Memo 20-54

To: Administrator, DNS, Medical Director, Infection Preventionist and QA Committee

From: Mary Gracey-White, Director of Regulatory Compliance

Date: December 22, 2020

Re: COVID-19 Vaccination Updates

As facilities have initiated COVID-19 vaccinations for staff and residents, we wanted to provide some information from members that have shared their experience for the first vaccination roll out.

Highlights that may assist facilities include:

- Facility support for a positive COVID-19 Vaccination program!
- Ensuring all consent forms are completed except for the “day of” information including temperature if they feel sick today, and vaccine administration info.
- Hold a Town Hall/Education with discussion for staff and residents/families. These can be done in person and remotely with leadership staff that have knowledge of vaccination to address questions and concerns.
- Ensure on day of vaccination staff is prepared to conduct observation post vaccination.
- Work with pharmacy partner vaccine administrators to vaccinate one unit at a time, setting up staff teams to complete 15 min observations in each resident room.
- Set up clinic area with physically distanced chairs for staff vaccinations allowing for 10 staff members to be socially distant for post vaccination monitoring.
- Keep a record of all refusals on the first clinic day and then have PMD IDT re-educate family and resident document that another attempt was made and re-offer on Clinic #2.
- Keep vaccination consent form and vaccination card filed in room order.
- Keep a signed second vaccination consent for the follow up dose in 21 days.
- After second vaccination the vaccination card will be updated and then both consents for 1 and 2 plus the vaccination card can be filed in medical record.