

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. The 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 the inability to pay the administration fee, and the vaccine cannot be denied.
- ✓ A [VAERS](#) report must be completed for any adverse event.

Vaccine Storage and Handling

Vaccine Management

Always store refrigerated vaccines 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 vaccines unless all conditions are met and never use anything other than frozen water bottles as a coolant.

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. They can also allow the vaccine to shift, coming into contact with coolants.
- Frozen 16.9- or 8-ounce water bottles conditioned to appropriate temperatures before packing. Do **NOT** use ice packs. The use of any coolant other than water risks the viability of the vaccine. *Recommended:* Additional conditioned water bottles

available during the clinic to assist in returning vaccine storage to appropriate temperatures in the event of a temperature excursion.

- Insulating materials such as bubble wrap and corrugated cardboard—enough to form two layers per container, and separate the water bottles from the vaccine and glycol bottle.
- A digital data logger thermometer (LogTag Analyzer) for each container. The Vermont Immunization Program provides these for use in off-site clinics. Each VVP enrolled practice (prior to 9/1/20) should already have one backup data logger. If additional data loggers are needed, contact the Immunization Program before the clinic.

Packing Vaccine

- Practice with the cooler is recommended before the clinic date. Practice will help determine how many water bottles are needed, how long the cooler can maintain temperature, and that the data logger works appropriately.
- Condition the data logger glycol bottle to the appropriate temperature by placing it in the refrigerator one hour before 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

Transport vaccine directly from the practice to the off-site clinic location and return any unused vaccine to the practice the same day. The temperature in the cooler should always be monitored by a data logger and staff must record 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 experienced an out of range temperature.

Temperature Excursions

If the vaccine experiences 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.

In the event of a temperature excursion, having a laptop with the appropriate [LogTag software](#) installed and cradle at the clinic location will help expedite the proper procedure.