

COVID-19 Vaccine Onboarding Overview

All facilities wishing to enroll in Halton Region’s COVID-19 Vaccine program, must review this document to ensure that your facility meets all of the criteria required to administer COVID-19 vaccines. If you have questions about the criteria or the COVID-19 vaccine onboarding process, please email COVIDVaccine@halton.ca.

Vaccine Storage and Handling Criteria

1. The facility is compliant with [Ministry of Health: Vaccine Storage and Handling Guidelines](#) including the following:
 - Has a vaccine refrigerator that has passed a public health cold chain inspection within the past 12 months.

Note: If a cold chain inspection has not occurred within this time period, one will need to be completed before proceeding with the onboarding process.
 - Vaccine refrigerator temperatures are maintained between +2°C and +8°C.
 - Vaccine refrigerator temperatures are documented twice daily in an up-to-date *Temperature Log Book*.
 - A [contingency plan](#) is in place in the event of a cold chain incident due to equipment failure and/or electrical disruptions.
2. The facility has a designated lead staff member (and one person assigned as back-up) who is knowledgeable of the importance of cold chain, vaccine storage and handling practices, equipment maintenance and repair procedures, the appropriate action to be taken in the event of a vaccine exposure and contingency plans.
3. The facility will adhere to [Ministry of Health: COVID-19 Vaccine-Relevant Information and Planning Resources](#) for COVID-19 vaccine storage and handling guidance (see “[General COVID-19: Vaccine Storage and Handling Guidance](#)” document and associated vaccine chapters).

Vaccine Administration and Inventory Criteria

4. The facility will adhere to [Ministry of Health: COVID-19 Vaccine-Relevant Information and Planning Resources](#) for COVID-19 vaccine preparation and administration guidance (see “[COVID-19 Vaccine Guidance](#)” document).
5. The facility will maintain accurate documentation of any changes to their vaccine inventory.
 - A COVID-19 vaccine inventory report must be submitted to COVIDVaccine@halton.ca for each day that vaccines are administered/wasted.
 - COVID-19 vaccines must not be administered past the specified ‘use by date and time,’ which is different from the manufacturer’s expiry date.

Note:

 - Do not hesitate to puncture a vial for patients who may be vaccine-hesitant or unlikely to return for a vaccination.
 - Limit vaccine orders to a 2-4 week supply at a time.
 - COVID-19 vaccines will be available for delivery/pick-up according to the [Vaccine Distribution schedule](#).

COVax Criteria

6. The facility will learn and use the COVax system to document vaccine administration & inventory.
 - All administrative staff and healthcare providers involved in the vaccination process will require COVax accounts.
 - All staff who will be using COVax must complete the [OntarioMD: COVaxON Training](#) and [Halton Region’s COVID-19 Vaccine Onboarding Training](#).
 - All staff will need access to a personal smartphone device. The Salesforce Authenticator phone application will be used to enable two-factor authentication before accessing the COVax system.
7. The facility has stable and reliable Wi-Fi/internet access to use COVax.