**DRAFT ADVAMED**

**TEMPLATE INSTRUCTION MEMO TO GET VACCINATED IN AN EARLY VACCINATION PHASE**

**ESSENTIAL WORKERS (MANUFACTURING, SUPPLY CHAIN, R&D, SERVICING, AND OTHERS)**

NOTE:

* The yellow highlighted text should be replaced to customize the memo for your company.
* The Red text prompts the recipients of your instructional memo.
* On a parallel track to providing this instructional memo, HR should register employees in the Vaccine Administration Management System (VAMS). See the Federal section of the[**Vaccination Plan Tracker**](https://advamed365.sharepoint.com/%3Aw%3A/s/gc-group/EUbYHJ4kaO5BuoeBKSPU_pMBhAJIoKLwCYQ0M89ORVRaKw?e=Lp5bfB) to register the company and upload employees who need vaccination into the system. Providers in some jurisdictions will check VAMS to see if an individual is eligible before giving the vaccination.

TEMPLATE MEMO TEXT:

PURPOSE: This memo provides a roadmap to vaccination for [COMPANY] personnel that are doing essential work and are engaged in essential activities necessary to continued functioning of society as defined by your state or local jurisdiction and by the Department of Homeland Security Cybersecurity & Infrastructure Security Agency guidance on Critical Infrastructure Sectors ([DHS CISA Guidance](https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce)).

Please note that allocation decisions and national and local vaccination strategies are changing rapidly, and accordingly, no roadmap can anticipate or completely describe all circumstances. Pay close attention to local policy and publicity around vaccination for the best access to early vaccination.

**Identify the Jurisdiction Where You Are Eligible for Vaccination as an Essential Worker**

**STEP 1:** **Find your relevant local vaccination plans and/or the current guidelines for vaccination phases. Identify the current phase of vaccination and the eligible populations under the current phase of vaccination to see if “Essential Worker” or some variation of that is eligible.**

* **You can start your search in this** [**State, County, and City Vaccination Plan Tracker**](https://advamed365.sharepoint.com/%3Aw%3A/s/gc-group/EUbYHJ4kaO5BuoeBKSPU_pMBhAJIoKLwCYQ0M89ORVRaKw?e=Lp5bfB)
* **Find the state/county/city vaccination plan or other subsequent guidance/announcement where you are eligible under the current vaccination phase.** You will need to find a description of the population of individuals eligible under the various phases of vaccination and identify the current vaccination phase.
If the local jurisdiction’s definition or guidance concerning “Essential Workers” references the DHS CISA Guidance, you should be eligible. If the definition is different, review the criteria or other guidance that may be separately issued to see if you qualify.
	+ **Start with the state/county/city where your workplace is.**
		- If Essential Workers are eligible under the current vaccination phase in this jurisdiction, use this vaccination plan in the EMPLOYER ATTESTATION that you will draft under Step 2.
	+ If you are not eligible any of the above plans, look at the vaccination plans in the state, county, and city where you live (if different than the above)

Please note, some local jurisdictions may have nuances or variations from the general state rule. If in doubt, most health care providers in the jurisdiction should have the best information available as the decision to provide access is usually a provider decision.

**Draft an Employer Attestation Letter**

**STEP 2:** **Submit the Employer Attestation text below to [INSERT RELEVANT COMPANY CONTACT] after appropriately tailoring the text in red to your situation.**  The letter will be placed on company letterhead and signed by [LETTER SIGNATORY].

To Whom it May Concern:

[COMPANY] is a *critical healthcare supplier* and constitutes essential critical infrastructure, as described in the U.S. Department of Homeland Security (DHS) Cybersecurity & Infrastructure Security Agency (CISA) *ADVISORY* *MEMORANDUM ON ENSURING ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS ABILITY TO WORK DURING COVID-19 RESPONSE[[1]](#footnote-1)* issued on August 18, 2020.

Although many of our employees can work from home and have been asked to do so, certain positions cannot be performed from home and are necessary for [COMPANY] to fulfill its critical healthcare infrastructure operations.

The employee carrying this letter, [YOUR NAME], whose identity is confirmed with the presentation of a valid government-issued identification together with a [COMPANY] identification/badge, is essential for [COMPANY] to fulfill its mission as a healthcare supplier of [**TAILOR AS APPLICABLE**: FDA approved medical devices/healthcare supplies/healthcare services/manufacturing] to hospitals and physicians.

Attached to the Aug. 18, 2020 CISA Advisory Memorandum is the DHS CISA *Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response Version 4.0*, whichidentifies the following as essential critical infrastructure healthcare workers:

Vendors and suppliers (e.g. imaging, pharmacy, oxygen services, durable medical equipment, etc.).

Workers at manufacturers (including biotechnology companies and those companies that have shifted production to medical supplies), materials and parts suppliers, technicians, logistics and warehouse operators, printers, packagers, distributors of medical products and equipment (including third party logistics providers, and those who test and repair), personal protective equipment (PPE), isolation barriers, medical gases, pharmaceuticals (including materials used in radioactive drugs), dietary supplements, commercial health products, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies

**[COMPANY] attests that [YOUR NAME] meets the criteria to be classified as a “Frontline Essential Worker” eligible for vaccination in Phase 1b of the COVID-19 vaccination program according to the U.S. Centers for Disease Control (CDC) December 20, 2020 COVID-19 Vaccination Recommendation.**[[2]](#footnote-2) This employee is required to physically work in the manufacturing/distribution of medical devices essential for COVID-19 and other patient care. The specialized and environmentally sensitive nature of manufacturing medical devices limits our ability to increase the physical distance between certain manufacturing personnel.

**This employee also meets the criteria for vaccination eligibility under the current phase of [STATE/COUNTY/CITY]’s vaccination [plan/guidance/announcement] as an essential worker as defined in the jurisdiction under phase [insert applicable phase#].[[3]](#footnote-3)** [Insert a description of the nature of your work and the associated particularities that demonstrate the risk of infection equivalent to those in the eligible population as defined in the jurisdiction.]

If there are any questions or concerns, please contact [**NAME**] at [**CONTACT** **INFORMATION**].

Sincerely,

[NAME, TITLE]

[COMPANY]

**Identify the Process to Get Vaccinated**

**STEP 3a:** **Identify the registration/appointment setting process for vaccination** for the jurisdiction that you identified in step 1 and integrated into the attestation letter in step 2 **and take the next steps accordingly.**

* **You can start your search in this** [**State, County, and City Vaccination Plan Tracker**](https://advamed365.sharepoint.com/%3Aw%3A/s/gc-group/EUbYHJ4kaO5BuoeBKSPU_pMBhAJIoKLwCYQ0M89ORVRaKw?e=Lp5bfB)
* Some jurisdictions utilize an online registration form.
	+ Look for an appropriate contact/email address/fax to submit the **Employer Attestation Letter** to, which should support/expedite the consideration of your eligibility.
* Other jurisdictions relay that you should call the Department of Health or reach out to the hospital directly or email a particular contact.
	+ In these instances, provide the **Employer Attestation Letter** to support/expedite the consideration of your eligibility.
* **VAMS** - If the jurisdiction utilizes the [Vaccine Administration Management System (VAMS)](https://www.cdc.gov/vaccines/covid-19/reporting/vams/index.html) platform, verify with [COMPANY CONTACT/HR] that your information has been submitted to the platform.
	+ After processing the submission from HR, the VAMS platform will send you an email from vams@cdc.gov to activate your VAMS Account.
	+ See the [VAMS User Manual](https://www.cdc.gov/vaccines/covid-19/reporting/downloads/VAMS-User-Manual-Recipient.pdf) for additional information about activating your account and entering your information.
* Employer/Facility Mass Vaccination – if you work with a larger group of workers or with a facility, mass vaccination events are possible. Check with your facility to learn the latest information about the possibility of a vaccination event.

**STEP 3b:** **Inquire with the Health Department** - **We recommend inquiring with the Health Department in the jurisdiction you selected in Step 1 if that was not already the process specified in Step 3a.**

* The Health Department may also provide informal guidance or other helpful information that is not published on their website. (e.g., We have vaccine doses at this location that need to be used. If you go there now with your supporting documentation, they can probably fit you in.)
1. U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, Office of the Director, *Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response Version 4.0*, August 18, 2020*, available at* <https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v3.pdf> [↑](#footnote-ref-1)
2. The Advisory Committee on Immunization Practices’ Updated Interim Recommendation for Allocation of COVID-19 Vaccine — United States, December 2020, available at <https://www.cdc.gov/mmwr/volumes/69/wr/mm695152e2.htm> (“ACIP used CISA guidance to define frontline essential workers as the subset of essential workers likely at highest risk for work-related exposure to SARS-CoV-2, the virus that causes COVID-19, because their work-related duties must be performed on-site and involve being in close proximity (<6 feet) to the public or to coworkers. ACIP has classified the following non–health care essential workers as frontline workers: first responders (e.g., firefighters and police officers), corrections officers, food and agricultural workers, U.S. Postal Service workers, ***manufacturing workers*** . . .”) [↑](#footnote-ref-2)
3. [INSERT TITLE of state/county/city document with current eligibility criteria], available at [URL of document] (“[INSERT RELEVANT TEXT from vaccine plan/guidance/announcement]”) [↑](#footnote-ref-3)