**DRAFT ADVAMED**

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

**FIELD PERSONNEL**

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/:w:/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 work alongside other health care workers in at-risk health care settings. This memo is for workers who meet the criteria to be classified as Healthcare Personnel eligible for vaccination in the initial phase of the COVID-19 vaccination program (Phase 1a or other early phases) according to the eligibility criteria under the appropriate state/county/city vaccination plan.

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.

BACKGROUND: Commonly, for the earliest phase of vaccination, your work generally must have the potential for direct or indirect exposure to COVID-19 patients or infectious materials. If you do not meet that definition, please request an alternative roadmap for “Essential Workers.”

**Identify the Jurisdiction Where You Are Eligible for Vaccination**

**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.**

* **You can start your search in this** [**State, County, and City Vaccination Plan Tracker**](https://advamed365.sharepoint.com/:w:/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.
  + **Start with the state/county/city where you have the best relationship with a hospital.** 
    - If you 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 under the current vaccination phase, look at the vaccination plans in other applicable jurisdictions to see if you qualify there.** Other applicable jurisdictions include:
      * other states/counties/cities where you also work; and
      * 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.

**[COMPANY] attests that [YOUR NAME] meets the criteria to be classified as Healthcare Personnel eligible for vaccination in the initial phase of the COVID-19 vaccination program (Phase 1a) according to the U.S. Centers for Disease Control (CDC) December 1, 2020, COVID-19 Vaccination Recommendation.**[[2]](#footnote-2) This employee is obligated to work in health care settings where [he/she]has the potential for direct or indirect exposure to COVID-19 patients and infectious materials.

This employee also meets the criteria for vaccination eligibility under the current phase of [STATE/COUNTY/CITY]’s vaccination [plan/guidance/announcement].[[3]](#footnote-3)

More specifically, this employee’s essential work is required in the following high-risk areas/functions--

* [INSERT LIST OF HIGH-RISK AREAS/FUNCTIONS YOU WORK IN/PERFORM, especially those that demonstrate that you meet the eligibility criteria for the current phase]

[examples of high-risk areas include: Operating Room / Procedural Suite (during aerosol-generating procedures); Emergency Department; Intensive Care Unit; COVID-19 Floors/Units]

[examples of a high-risk function: Servicing and/or Repairing Operating Room equipment that has the potential to expose [him/her] to infection materials; Supporting Trauma Cases; Servicing laboratory equipment that handles infectious materials]

The requirement for this employee’s presence in the healthcare facilities below may be verified by the co-listed contact.

* [INSERT LIST OF HOSPITALS/ASCs/CLINICS/LABS that you work at and the contact(s) at the hospital/ASC/Clinic/Lab that you work with most closely]

[Hospital], [Hospital Contact]

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/:w:/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.
* In some cases, a provider, third-party credentialing service, your insurance plan, or your employer may contact you with information via email or by phone to get registered for an appointment for vaccination. If you receive an email from any party with information, review that email thoroughly and promptly and take any steps outlined immediately.

* **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](mailto: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.

**STEP 3b:** **Inquire with the Hospital** - **We recommend inquiring with the hospital in the jurisdiction you selected in Step 1 if that was not already the process specified in Step 3a, especially if you have good relationships there.**

**STEP 3c:** **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. COVID-19 Vaccination Recommendations to Date, December 1, 2020, *available at* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations-process.html>

   “When a COVID-19 vaccine is authorized by FDA and recommended by ACIP, vaccination in the initial phase of the COVID-19 vaccination program (Phase 1a) should be offered to both 1) healthcare personnel and 2) residents of long-term care facilities.

   Healthcare personnel are defined as paid and unpaid people serving in health care settings who have the potential for direct or indirect exposure to patients or infectious materials.”

   CDC further defines Healthcare Personnel at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html#anchor_1604360694408>

   “Healthcare Personnel (HCP): HCP refers to all paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials, including body substances (e.g., blood, tissue, and specific body fluids); contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air. HCP include, but are not limited to, emergency medical service personnel, nurses, nursing assistants, home healthcare personnel, physicians, *technicians*, therapists, phlebotomists, pharmacists, students and trainees, contractual staff not employed by the healthcare facility, and persons not directly involved in patient care, but who could be exposed to infectious agents that can be transmitted in the healthcare setting (e.g., clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, and volunteer personnel).” [↑](#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)