Ohio COVID-19 Vaccination Program Enrollment Checklist

Please use the following checklist to gather information needed ahead of time to complete the Ohio COVID-19 Vaccination Program Enrollment Forms.

Assure that you have your facility’s Terminal Distributor of Dangerous Drugs (TDDD) license number as this will be requested when you initiate your agreements. Your TDDD can be found by visiting the State of Ohio Board of Pharmacy: https://elicense.ohio.gov/oh_verifylicense

COVID-19 Vaccination Program Enrollment Checklist:

☐ The organization’s legal name, telephone, address, county, state, and ZIP code.

☐ The organization’s chief medical officer (equivalent) Name, Title, Licensure Number, Telephone, Email, Street, City, County, State, and ZIP code.

☐ The organization’s chief executive officer (or chief fiduciary) Name, Title, Licensure Number, Telephone, Email, Street, City, County, State, and ZIP code.

☐ The location’s primary and backup COVID-19 vaccine coordinator contact information, including direct phone numbers and work email addresses.

☐ The address for receipt of COVID-19 vaccine shipments This is the location where the vaccine will be shipped. This address cannot be a PO Box.

☐ The address where the COVID-19 vaccine will be administered. This address must be the same as the vaccine shipment address indicated above. The vaccine is not allowed to be redistributed or moved to other locations without prior approval from ODH.

☐ The days and times that vaccine coordinators are available for receipt of vaccine shipments.

☐ Vaccination provider type for your location. Provider types include but are not limited to a pharmacy, public health provider, health center, hospital, medical practice, etc.

☐ Settings where this location will administer the COVID-19 vaccine. Locations include but are not limited to community centers, correctional facilities, long-term care facilities, hospitals, in-home, pharmacies, public health clinics, etc.

☐ The approximate number of patient/clients routinely served by the location. Categories will include:
  18 years of age or younger (approximate)
  19-64 years of age (approximate)
  65 years of age and older (approximate)
Number of unique patient/clients seen per week on average (approximate or not applicable for commercial vaccination service providers) Mark ‘unknown’ or ‘0’ if your location does not serve a particular age group.

The number of influenza vaccine doses administered during the peak week of the 2019–2020 influenza season Mark ‘unknown’ or ‘0’ if no influenza vaccine doses were administered by this location in 2019-2020.

Population type(s) served by this location
Population types include but are not limited to general adult/pediatric population, 65 and older, long-term care facility residents, health care workers, military, etc.

Reporting to ImpactSIIS
Does your organization currently report vaccine administration data ImpactSIIS? If so, list ImpactSIIS Facility ID? If not, explain the method of reporting data to ImpactSIIS
- Please note, all COVID-19 vaccine providers who are not currently enrolled in the ImpactSIIS program will be asked to sign an ImpactSIIS agreement during the COVID-19 Vaccination Program Enrollment.

The approximate number of 10-dose multidose vaccinations (MDVs) your location can store during peak vaccination periods (e.g., during back-to-school or influenza season) for refrigerated, frozen, and ultra-cold temperatures.
- If your location does not have one of the three listed cold chain parameter storage units, please mark ‘no capacity.’

Storage unit details: brand, model, and type of storage for storing COVID-19 vaccine (Example: CDC & Co/Red series two-door/refrigerator) Important note: your location’s primary COVID-19 vaccine coordinator will be asked to sign an attestation for your storage units. All units listed must hold stable temperatures before any vaccine can be delivered to your location.

Once you have submitted the form, an email will be sent to the individual listed as your primary COVID-19 vaccine coordinator for their signature. Forms cannot be reviewed by ODH until all required signatures have been submitted.

Information for providers practicing at your facility (names of all licensed healthcare providers at your location who have prescribing authority such as MD DO NP PA RPh) who will be participating in COVID-19 vaccination efforts.

You will be asked to list each provider name, title, license number. If no licensed healthcare providers at your location will be administering the vaccine, the medical director should be listed here.

Please note that the individual signing both the ODH Outbreak Response Immunization Initiative Agreement and the Impact SIIS Agreement should be legally able to bind an organization to the terms of a contract.
Ultra-Cold Vaccine Planning Considerations

What is ultra-cold storage for vaccine?

- Ultra-cold vaccine storage is the storing of frozen vaccine in temperatures colder than -70°C. This type of storage requires specialized storage containers and dry ice to maintain the proper storage conditions. An ultra-cold freezer may be used if it can maintain temperatures colder than -70°C. If an ultra-cold freezer is unavailable, then the shipping container must be used to store the vaccine.

Standard refrigerators and freezers will not maintain cold enough temperatures for long-term storage.

Important information regarding ultra-cold storage containers:

Usage of the ultra-cold storage container:

- The shipping container must be replenished with fresh dry ice according to manufacturer guidelines.
- The shipping containers will maintain proper temperatures if the container is kept sealed and opened according to manufacturer guidelines.

Placement of the ultra-cold storage container:

- Always store the shipping container in a well-ventilated area.
- Avoid keeping the shipping container in an unventilated room, cellar, or automobile.
- Dry ice will produce carbon dioxide gas. At elevated concentrations, carbon dioxide gas can be fatal when inhaled.

Considerations for handling ultra-cold vaccine:

- To ensure proper temperatures are maintained, only open the storage container according to manufacturer guidelines (example: one to two times per day).
- Additional PPE will be required to remove the vaccine and to replenish the dry ice within the ultra-cold storage containers. Protective gloves, long sleeves and a face shield will need to be provided for all personnel that will be removing the vaccine or replenishing the dry ice within the ultra-cold storage container.

Source: Ohio Department of Health; CDC, “Vaccine Storage and Handling”
Ultra-Cold Vaccine Planning Considerations

**Personnel training:** Personnel will need to be trained on the proper handling procedures including:

- Restrictions to opening the ultra-cold shipping container and/or ultra-cold freezer.
- The need to thaw the vaccine, while maintaining the proper cold chain conditions.
- Mixing of the vaccine with the manufacturer-specific diluent.
- Monitoring temperature probes to ensure the vaccine is kept at the proper temperatures
- Direct handling of dry ice
- Procedures for returning the ultra-cold shipping container

**Special planning considerations:**

- Ultra-cold stored vaccine will arrive at the facility in an ultra-cold shipping container. These shipping containers are specially designed for the storage of ultra-cold vaccine and may be required to be returned.
- Ultra-cold shipping containers must be regularly replenished with dry ice according to manufacturer guidelines. This may require additional personnel and the identification of dry ice suppliers within the jurisdiction.
- A list of pre-identified dry ice suppliers within the jurisdiction should be generated and be posted close to the ultra-cold shipping container. The list should include name, address and phone number of each supplier.
- Training materials and handling procedures may need to be created and distributed to personnel.
- Once the vaccine is removed from the ultra-cold shipping container it must be stored and administered according to manufacturer guidelines.

**Training materials and handling procedures:**

- Training materials and handling procedures may need to be created and distributed to personnel.
- Resources for creating procedures and trainings:
  - CDC Storage and Handling Toolkit
  - CDC COVID-19 Vaccination Resources
  - CDC COVID-19 Vaccination Program Playbook
  - CDC Curbside Vaccination Clinic Guidance

Source: Ohio Department of Health; CDC, "Vaccine Storage and Handling"
Ultra-Cold Vaccine Planning Considerations

Dry Ice Safety:

Handling precautions:

- The temperature of dry ice is extremely cold at -78˚ C.
- Do not allow dry ice to touch bare skin. Dry ice that comes in contact with skin may result in frostbite. Prolonged exposure will cause severe frostbite.
- Always wear protective thermal gloves, long sleeves and a face shield whenever handling dry ice.

Storing dry ice:

- Dry ice will produce carbon dioxide gas.
- Always store dry ice in a well-ventilated area. Avoid storing dry ice in an unventilated room, cellar, or automobile. At elevated concentrations, carbon dioxide gas can be fatal when inhaled.
- Store dry ice in an insulated container. The better the insulation, the longer the dry ice will last.
- Dry ice should not be stored in a refrigerator or a freezer.
- Dry ice should not be stored in an airtight or glass container. As dry ice turns into carbon dioxide gas, the gas will cause an airtight container to expand, rupture, or burst.
- Some surfaces left in direct contact with dry ice may be damaged by the extreme cold. Adhesives may become brittle and break.

Transporting dry ice:

- Plan to pick-up dry ice as close as possible to the time it is needed.
- Bring a well-insulated container such as a camping cooler, ice chest, or cold storage box.
- If it is transported inside a car or van, make sure there is a constant supply of fresh air.
- If possible, transport outside of the main cab of the vehicle.

Ventilation requirements:

- If the concentration of carbon dioxide in the air rises above 0.5%, it becomes dangerous.
- Carbon dioxide is heavier than air and will accumulate in low spaces. Do not enter closed dry ice storage areas without first ventilating the space.
- Limit your exposure to dry ice and only handle as needed.

Source: Ohio Department of Health; CDC, "Vaccine Storage and Handling"
Request access to the Vaccination Provider Program (COVID-19) application

1. Visit ohid.ohio.gov and create an OH|ID account. (Or log in, if you already have one!)
   
   **Need help?** Follow these [step-by-step instructions](#) to create a new OH|ID account.

2. From your account dashboard, click **Sites & Applications**.
3. Search “Vaccination Provider Program” under Other Sites & Applications Under OH|ID.

4. Click the icon for the Vaccination Provider Program (COVID-19) application.
5. Click **Request Access to Group**.

![Image of the screen with the "Request Access to Group" button highlighted.](image)

6. Check the box to agree to the Terms. Then, click **Request Access to Group**.

![Image of the Terms and Conditions pop-up window.](image)

**NOTE:** You will be notified by email once your request is approved, generally within 24 hours.
7. When your request is approved, click the link below and log in with your OH|ID, when prompted.

8. Click **Launch** to open the Vaccination Provider Program (COVID-19). It will open in a new browser tab.

**Did you get an error message?** Return to the OH|ID launch screen and click the profile icon to log out of your OH|ID account. Then repeat steps 7 & 8. Doing this will refresh your session.