

Vida Instructions for Covid vaccinations in LTCF's

- 1) Please request all initial doses or booster doses of Moderna or Pfizer vaccines by filling out a consent form at <https://www.vidapharmacy.com/doh-covid-19> .
- 2) The consent form must be filled out completely to avoid delays in scheduling including facility name, address, resident/staff DOB, POA signatures when applicable, Medicare B number if over 64, and all other insurance information when applicable. *Please be aware that staff must enter home address and phone number, not facility address and number.*
- 3) All doses scheduled will be determined by the pharmacy based on location of the facility and vaccine manufacturer needed.
- 4) Scheduling will be prioritized by the number of residents in a region that need vaccines. Although staff may be vaccinated during the facility clinic, special trips for staff only will not be available. If a facility has several staff in need of a vaccine, please have them register at <https://cvvaccine.nmhealth.org/my-registration.html>. Staff may also be scheduled at a nearby facility if convenient and remain in the parking lot.
- 5) In order for the clinic to run smoothly at each facility, we ask that the following steps are completed prior to the scheduled clinic:
 - a) Facility long-term care staff will be responsible for answering the screening questions prior to the clinic, preferably the same day of the clinic.
 - b) Residents should be available and gathered as appropriate for the clinic and wearing a short sleeve shirt or gown. Facility staff should be available to assist pharmacy with disrobing arm when needed.
 - c) All residents will be asked to stay within a certain area close to the vaccinator for the 15 minute recovery time.
 - d) If a resident is bed-bound and needing a bedside vaccine, the facility will be responsible for either watching them for 15 minutes while the pharmacy nurse or pharmacist proceeds to other residents or ensures the bed-side alarm is within their reach.
 - e) Facility will notify pharmacy via email prior to the scheduled date if any residents or staff have tested positive for Covid at covidvaccine@vidanm.com . The pharmacy will reschedule the clinic at that time.
 - f) Any residents or staff with an active infection, fever, or not feeling well and showing signs and symptoms of an infection will not be candidates for the vaccine the day of the clinic. Any residents or staff showing signs and symptoms of an URI will not be vaccinated and will also dictate whether pharmacy staff will enter the building the day of the scheduled clinic.
- 6) All questions regarding scheduling should be sent to Covidvaccine@vidanm.com.