

COVID-19 Booster Clinic Guidelines

COVID-19 Vaccine Boosters at WNE

Available data right now shows that all three of the COVID-19 vaccines approved or authorized in the United States **continue to be highly effective in reducing the risk of severe disease, hospitalization, and death**, even against the widely circulating Delta variant. Vaccination remains the best way to protect yourself and reduce the spread of the virus and help prevent new variants from emerging.

Faculty, staff, and students at WNE are encouraged to discuss the benefits of receiving a booster shot with their primary care provider. Vaccine boosters **are not required** by WNE but are being offered as an added layer of protection to those faculty, staff, and students who may benefit from the immunity that comes from receiving a booster shot.

WNE Policy on Mixing Primary Series

On October 21, 2021, the CDC announced in their press release ([CDC October 21, 2021 Press Release](#)) that mixing and matching primary and secondary vaccine series is safe and acceptable. Faculty, staff, and students are encouraged to discuss the clinical benefits of mixing and matching vaccination series with their primary care provider.

All booster clinics offered at WNE will be for faculty, staff, or students who choose **to remain in their primary vaccination series**. Clinical staff will not provide nor administer vaccines outside of the primary series on record.

The Center for Health and Wellness staff will offer support to any faculty, staff, or student who needs assistance in finding a vaccine clinic that offers their preferred secondary vaccine choice.

Vaccine Clinics

- Frequency: Weekly
- Day of the Week: Every Friday
 - An exception is noted during the Thanksgiving holiday week and the holiday week of December 20, 2021.
 - See figure 1 for **2021 Booster Clinic Schedule**
- Fridays will allow faculty, staff, and students minimal academic and professional work disruption if they experience side effects 24-48 hours after administration.

2021 Booster Clinic Schedule

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Notes

Yellow= Pfizer Booster Clinic

Orange=Moderna Booster Clinic

Green=Janssen/Johnson& Johnson Clinic

Figure 1 Booster Clinic Schedule Fall 2021 Semester

Vaccine Clinic Operations

- Vaccine Prep: 8:00-9:00 a.m.
- Vaccine Administration: 9:00 a.m-2:00 p.m.
- Vaccine Clinic Location: Center for Health and Wellness (Formerly Health Services), CSP 235 for all injections
- Please allow for 20-30 minutes for your appointment.
 - 5-10 minutes for registration, education, and eligibility verification
 - 2-5 minutes for vaccine administration
 - 15 minutes for required supervised observation

Scheduling and Registration

- Pre-registration is required.
- Pre-registration allows the Center for Health and Wellness to prepare for the clinic adequately, ensure product quantity and integrity, prepare for proper data management requirements, and ensure safe staffing levels for clinic operations.



Figure 2 Online Registration QR code

Pre-Registration Process

1. Use the QR code provided (figure 2) to choose the date and time of your preferred appointment OR use the following link:
<https://squareup.com/appointments/book/oc7zmwi2nd51sj/LQPYY8Y2XM340/start>
2. Clinic on the WNE Booster Clinic box:

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Select one or more services

WNE-COVID-19 Booster Clinics

Free · 15 minutes · [More info](#)

3. Chose the date you want for your clinic. Note the arrows at the top to navigate to different months and dates offered.

Select your preferred date and time

< October 2021 >

| S | M | T | W | T | F | S |
|----|-----------|----|----|----|-----------|----|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | <u>25</u> | 26 | 27 | 28 | 29 | 30 |

4. Select from the time slots available:

Available on Fri., Oct. 29, 2021

Time zone: Eastern Time Zone (EDT)

Morning

| | | | |
|----------|----------|----------|----------|
| 9:15 am | 9:30 am | 9:45 am | 10:00 am |
| 10:15 am | 10:30 am | 10:45 am | 11:00 am |
| 11:15 am | 11:30 am | 11:45 am | |

Afternoon

| | | | |
|----------|----------|----------|----------|
| 12:00 pm | 12:15 pm | 12:30 pm | 12:45 pm |
| 1:00 pm | 1:15 pm | 1:30 pm | 1:45 pm |

5. Enter the basic demographic information requested.

You're nearly done. Enter your details below.

| | |
|------------------------------|-----------|
| Mobile phone | Email |
| First name | Last name |
| Appointment notes (optional) | |

- All clinic attendees that pre-registered will receive an automatic text message and an email confirming their appointment.
- **If the date and time you prefer are not available, please call 413-782-1211, and Health Services will add you to a waitlist. If Health Services gets a cancellation, they will contact you and add you to the schedule on your preferred date and time.**

IF YOU NEED TO CANCEL FOR ANY REASON, PLEASE CALL AHEAD AND LET THE STAFF KNOW.

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If you experience any issues with online pre-registration, call the Center for Health and Wellness at (413) 782-1211. Our staff will be happy to assist you in getting pre-registered.

Day of Appointment

- Go to the Center for Health and Wellness (formerly known as Health Services) on the 2nd floor of the Center for Sciences and Pharmacy, Suite 235
- Approach the registration window and let staff members know you are there for the booster clinic
- **You MUST bring your CDC card with you so the Center can validate the primary series and eligibility criteria.**

Vaccine Criteria and Eligibility

Link: [CDC Press Release 10.21.2021](#)

Pfizer Vaccine

The following groups are eligible for a booster shot **at six months or more** after their initial series:

- 65 years and older
- Age 18+ who live in [long-term care settings](#)
- Age 18+ who have [underlying medical conditions](#)
- Age 18+ who work or live in [high-risk settings](#)

Moderna Vaccine

The following groups are eligible for a booster shot **at six months or more** after their initial series:

- 65 years and older
- Age 18+ who live in [long-term care settings](#)
- Age 18+ who have [underlying medical conditions](#)
- Age 18+ who work or live in [high-risk settings](#)

Janssen/Johnson and Johnson Vaccine

- 18 and older
- vaccinated **two or more months ago.**

Vaccine Ordering

Vaccine orders will be done by the Center for Health and Wellness clinical staff through the [Massachusetts Immunization Information System \(Miis\)](#).

Vaccine Storage

- Stored in Medical Grade Refrigerator in h Center for Health and Wellness, CSP 235
- It is monitored by the Center for Health and Wellness clinical staff 24/7 via a digital data logger (DDL) electronically connected to Health Services On-Call phone.
- DDL logs will be uploaded to Miis as required.

| Vaccine | Storage Requirements | Reference Link |
|-----------------------------|---|--|
| Pfizer | refrigerator between 2°C and eight °C (36°F and 46°F) for up to 1 month (31 days) | Pfizer Storage and Handling |
| Moderna | Unpunctured vials may be stored in the refrigerator between 2° to 8°C (36° to 46°F) for up to 30 days. | Moderna Storage and Handling |
| Janssen/Johnson and Johnson | Vaccine vials may be stored in the refrigerator between 2°C and 8°C (36°F and 46°F) until the expiration date before vials are punctured. | Janssen/Johnson and Johnson Storage and Handling |

Standing Orders

WNE will utilize the standing order sets published by the CDC as clinical orders for the booster clinics

Pfizer

Link: [CDC Standing Orders for Pfizer Vaccine](#)

Moderna

Link: [CDC Standing Orders for Moderna Vaccine](#)

Janssen/Johnson and Johnson

Link: [CDC Standing Orders for Janssen/Johnson and Johnson Vaccine](#)

Staffing Model

- 1.0 FTE admin office support staff
 - Check Demographics
 - All data to be verified in WNE electronic medical record (Unified MD)

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- Data will be electronically be submitted via an HL7 interface to the MA Miis system
- 2.0 FTE Vaccine Administrators
 - Advanced Practice Providers and pharmacy students with supervision
- 1.0 FTE Clinical Staff of Center for Health and Wellness for direct observation post-vaccination

Administration & Documentation

- Intramuscular (IM) injection in the deltoid muscle
- All vaccines administered will be documented in the WNE electronic medical record.
- Documentation will be completed within 24 hours of administration.
- Required elements of documentation are:
 - Vaccine and the date of administration
 - Manufacturer and lot number
 - Vaccination site and route
 - Name and title of the person administering the vaccine

Your vaccination record card (shot card) will be updated with the date of vaccination, product name/manufacturer, lot number, and name/location of the administering clinic.