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## Preparing for Vaccine Distribution

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**Vaccination distribution will be governed to a large extent by state and local health departments. Many questions are not yet fully resolved, and some of the “big picture” issues will be discussed at the national level: Can a hospital require all of its staff, or all of its front line workers, to be vaccinated? What is the potential liability for adverse reactions? Is this sufficiently covered by current health industry liability protections and insurance?**

Boards will be obliged to know and understand the many issues and questions that will face hospital management, as well as to provide leadership to help address employee and patient concerns, counter misinformation, etc. Maintaining close communication with your local public health department will be essential.

The CDC provides the following information about questions and procedures that are being considered:

When COVID-19 vaccines become available, health departments will be key partners in ensuring the success of the COVID-19 Vaccination Program, including by offering training to healthcare providers in vaccine management, administration, and reporting. Onboarding opportunities will focus on:

- ACIP COVID-19 vaccine recommendations, when available
- How to order and receive COVID-19 vaccine
- COVID-19 vaccine storage and handling (including transport requirements)

- How to administer vaccine, including reconstitution, use of adjuvants, appropriate needle size, anatomic sites for vaccine administration, avoiding shoulder injury with vaccine administration, etc.
- How to document and report vaccine administration via the jurisdiction's Immunization Information System (IIS) or other external system
- How to manage vaccine inventory, including accessing and managing product expiration dates
- How to report vaccine inventory
- How to manage temperature excursions
- How to document and report vaccine wastage/spoilage
- Procedures for reporting adverse events to the Vaccine Adverse Event Reporting System (VAERS)
- How to help patients enroll in [v-safe](#), a smartphone-based tool that checks in with patients to ask about side-effects after receiving COVID-19 vaccine
- Providing Emergency Use Authorization (EUA) fact sheets or Vaccine Information Sheets (VISs) to vaccine recipients
- How to submit facility information for COVID-19 vaccination clinics to CDC's [VaccineFinder](#) (particularly for pharmacies or other high-volume vaccination providers/settings)

