

## **WHAT TO EXPECT FROM YOUR COVID-19 VACCINATION VISIT**

CDR Health has partnered with the Florida Department of Health (FDOH), the Florida Division of Emergency Management (FDEM), and the Agency for Health Care Administration (AHCA) to protect Florida's most vulnerable citizens in Long Term Care Facilities (LTC) against the COVID-19 virus. CDR Health will schedule three visits with your facility. Each visit will be scheduled approximately 21 to 28 days apart. During our first and second visits, we will conduct first and second doses of the vaccination. During our third visit, we will only provide a second dose vaccination for residents and staff that received the first dose of the vaccine on the second visit.

CDR Health aims to make this process simple and transparent. This guide will help you prepare for your upcoming COVID-19 vaccine visit.

### **WHAT TO DO BEFORE YOUR VISIT**

#### **Pre-Registration & Eligibility**

Before your visit, you will receive an e-mail from our dedicated scheduling team containing information and instructions about pre-registration. **It is important that before pre-registering, you, on behalf of your facility, ensure that all residents and staff members interested in receiving the vaccine are eligible to receive the vaccine.**

To complete the pre-registration process, please follow these steps:

- ✓ STEP 1: Download and complete the [LTC Resident and Staff Import Template](#) for all residents and staff members receiving a first dose or receiving a second dose that did not receive a first dose from CDR Health. You must complete the *LTC Resident and Staff Import Template* and email the completed form to [LTCVaccines@cdrmaguire.com](mailto:LTCVaccines@cdrmaguire.com) before your visit. For instructions on how to complete the *LTC Resident and Staff Import Template*, please use our LTC Registration Instructions [CDR HealthPro LTC Registration Instructions](#). Please note that if between the date of submission of the *LTC Resident and Staff Import Template* and the day of our visit, we do not receive notice of changes, we will assume all answers in the *LTC Resident and Staff Import Template* are true and correct.
- ✓ STEP 2: Download the [LTC Acknowledgement and Policies for Administrators](#) package. This package includes: (1) the Long Term Care Facility Acknowledgement Of Receipt Of Documents, (2) the CDR Health COVID-19 Vaccine Liability Release Waiver, (3) the Emergency Use Authorization (EUA) of the Pfizer-BioNTECH COVID-19 Vaccine Fact Sheet; (4) the CDR Health Privacy Policy; (5) the CDR Health HIPAA Privacy Notice; (6) the Consent for CDR Maguire to Contact; (7) the Florida Department of Health Notice of Privacy Practices; and (8) the Authorized Provider Acknowledgement. **Before our visit, you must complete and email the Long Term Care Facility Acknowledgement Of Receipt Of Documents to [LTCVaccines@cdrmaguire.com](mailto:LTCVaccines@cdrmaguire.com). For documents (2) – (8), please provide residents and employees that wish to be vaccinated the opportunity to read and understand these documents.**
- ✓ STEP 3: Complete the [Facility Data Collection Form](#)

## **Vaccination Area**

On the day of our visit, prior to our arrival, you will receive notice to gather all residents and employees that will receive a vaccine into a large open area (may be a lobby, recreational area, or dining hall):

- ✓ Following this suggested method will ensure that our Teams can safely administer the vaccine and conduct the necessary observation following vaccination.
- ✓ For facilities that cannot accommodate residents and staff into a large open area or for residents with limited mobility, requests for accommodation should be communicated to CDR Health by emailing [LTCVaccines@cdrmaguire.com](mailto:LTCVaccines@cdrmaguire.com).

## **WHAT TO EXPECT THE DAY OF YOUR VISIT**

Upon arrival you will be introduced to CDR Health's "Teams" of qualified medical and registration personnel. These team shall consist of:

- ✓ A Registered Nurse (RN) and/or Licensed Paramedic to administer, manage, and oversee the vaccination process.
- ✓ An additional licensed clinical professional which may be a RN, Paramedic, Licensed Practical Nurse (LPN), or Certified Nursing Assistant (CNA).
- ✓ Qualified registration personnel that will aid in the collection and recording of all necessary medical information and consents.

You should ensure all residents and staff wear a face mask or covering for the entirety of the visit. If possible, residents and staff should be advised to wear clothing that allows the immunizer to access the shoulder area.

Our Teams will follow these steps:

- Step 1. Pre-register residents and staff for which pre-registration information has not been received.
- Step 2. Conduct check-in for all which have been pre-registered. This process involves the reading and acknowledgement of certain consents and policies that were provided to you prior to our visit. For second and third dose visits, Residents and Employees will be asked to present their CDC vaccine record card they received after their first vaccine dose.
- Step 3. The RN or Paramedic team member will prepare the vaccine and begin to administer the vaccine to registered residents and employees.

- Step 4. Immediately following their vaccination, the team will conduct observation period of between 15-30 minutes.
- Step 5. A clinical team member will prepare a CDC vaccine record card which will be given to the patient to keep. In the event the facility wants to store the vaccine card on behalf of the patient, the facility administrator and/or director must make the team's clinical lead aware in advance.

For the safety of your resident and employees our Teams are equipped with:

- ✓ EpiPens
- ✓ Personal Protective Equipment (PPE)
- ✓ All necessary medical supplies required to administer the COVID-19 Vaccine.

Please note that not all our Teams are equipped with an Automated External Defibrillator (AED). Please ensure that an AED is on site for our visit.

### **WHAT TO EXPECT AFTER YOUR VISIT**

If a resident or employee experiences an adverse reaction to the COVID-19 vaccine, you should:

- ✓ **Immediately alert your then-present facility administrator and any medical personnel.**
- ✓ **Call 9-1-1.**
- ✓ **When possible, render aid to the patient.**

It is recommended that any adverse reaction be reported to the Vaccine Adverse Event Reporting System (VAERS).

### **CONTACT US**

WE APPRECIATE YOUR PATIENCE AND COMMITMENT THROUGHOUT THIS PROCESS. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE REACH US AT [LTCVACCINES@CDRMAGUIRE.COM](mailto:LTCVACCINES@CDRMAGUIRE.COM) OR CALL US AT 1-833-491-1237.