

Ministry of Long-Term Care

Office of the Deputy Minister

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Bureau du sous-ministre

400, av University, 6^e étage
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Téléphone : 416-325-6200**January 5, 2021****MEMORANDUM TO:** Long-Term Care Home Licensees**FROM:** Richard Steele
Deputy Minister
Ministry of Long-Term Care**SUBJECT:** **COVID-19 Vaccine Administration**

Building from the success of the initial rollout into Long-Term Care homes, the COVID-19 vaccines will be available to Long-Term Care Home residents, staff and essential caregivers in additional regions in the coming days.

While specific timing for vaccine availability for homes in specific Public Health Units will be communicated shortly, as more vaccines are made available, it is important to ensure that all homes are prepared for vaccine administration.

COVID-19 vaccines will be targeted to Long-Term Care Home residents, staff, essential caregivers and support workers who have regular interaction with residents. The vaccine will be administered on-site in Long-Term Care Homes. While staff and essential caregivers will have access to vaccination as part of in-home clinics, homes are encouraged to continue registering staff and essential caregivers for hospital clinics in the meantime to maximize speed and impact of all available vaccines.

Successful delivery of the vaccination program will be dependent on the readiness of homes. Your local Public Health Unit will be in contact with you to provide specific details to support the successful implementation of the COVID-19 vaccination program. For further support, the Ministry of Long-Term Care, with the Ministry of Health and the Ministry for Seniors and Accessibility, have developed an assessment checklist (Attachment 1) to provide guidance and to help Long-Term Care Homes' in planning and preparation.

As a part of that planning, the following steps should also be taken:

- **Consent Forms:** A critical component of the vaccination program is to continue obtaining consent from residents or, if applicable, their Substitute Decision Makers, essential caregivers and support staff. Consent must be secured for vaccinations to be given. As such, it is essential that Long-Term Care Home operators start as soon

as possible in securing completed consent forms from those wishing to be vaccinated, as well as asking for health cards. It is also important to record who declined a vaccination. For your use, please find attached the COVID-19 Vaccine Screening and Consent Form (Attachment 2). Long-term care homes are strongly encouraged to obtain consent as soon as possible and have the consent forms completed at least 72 hours in advance of each home's clinic date.

- **IT Readiness:** In partnership with your local Public Health Unit, ensure there are IT protocols in place that define and confirm staff roles and responsibilities in data collection and reporting as well as ensuring staff are appropriately trained in their assigned roles within the on-site Long-Term Care Home vaccination clinics.
- **Communications Protocol:** To prioritize the safety and health of residents, media events on-site at Long-Term Care Homes should not be planned. Establish communication plans for media protocols and escalation protocols, as well as other contingency planning, as needed, with your local Public Health Unit.

I want to thank you for your continued commitment and partnership in keeping our most vulnerable Ontarians safe during the COVID-19 pandemic.

Sincerely,

Original signed by

Richard Steele
Deputy Minister

c: Sheila Bristo, Assistant Deputy Minister, Long-Term Care Operations Division,
Ministry of Long-Term Care
Dr. David Williams, Chief Medical Officer of Health
Dr. Barbara Yaffe, Associate Chief Medical Officer of Health
Lisa Levin, Chief Executive Officer, AdvantAge Ontario
Donna Duncan, Chief Executive Officer, Ontario Long Term Care Association
Monika Turner, Association of Municipalities of Ontario
Michael Jacek, Association of Municipalities of Ontario

Attachment 1: Initial COVID-19 Immunization Readiness Checklist to Support Preparations for Vaccinations in Long-Term Care and Retirement Homes

Attachment 2: COVID-19 Vaccine Screening and Consent Form