

COVID-19 Vaccine Booster Planning Considerations

This document is a resource for providers to assess their readiness to administer COVID-19 booster shots. COVID-19 booster shots will be given to individuals starting in the fall subject to and in accordance with all requirements and recommendations from the U.S. Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the Advisory Committee on Immunization Practices (ACIP).

1. Stay Connected

- ✓ Check in with your jurisdiction's Immunization Program Manager for the latest information and guidance specific to your jurisdiction. (Copy and paste the following URL into browser address bar for a list of program managers: <https://www.immunizationmanagers.org/page/MemPage>)
- ✓ Monitor the [CDC COVID-19 Vaccination Provider Support webpage](#) for updated recommendations, requirements, and other guidance.
- ✓ Visit the [CDC COVID-19 Vaccine Booster Shot webpage](#) for the latest guidance.

2. Information Technology

- ✓ Remain aware of changes to jurisdictional immunization reporting requirements. For the latest guidance from your jurisdictional immunization program, contact your Immunization Program Manager. (Copy and paste the following URL into browser address bar for a list of program managers: <https://www.immunizationmanagers.org/page/MemPage>)
- ✓ Prepare data collection systems to support new requirements, including but not limited to new codes for billing and payments, survey reporting, and tracking vaccine types and doses.
- ✓ Ensure you have a process to verify that patients receive the right vaccine type and dose, especially if the patient does not have a vaccination card.
- ✓ Ensure patient reminder and scheduling systems are up-to-date and have the capacity to handle increases in user traffic.

3. Site Readiness

- ✓ Prepare to increase staffing levels and extend site hours as needed and where feasible.
- ✓ Consider increasing scheduling flexibilities, including expanding capacity for walk-in appointments and planning for mobile vaccine clinics to ensure access for hard-to-reach populations.
- ✓ Ensure staff receive adequate education and training to administer booster shots.
- ✓ Confirm a plan to ensure staff are vaccinated and a plan to minimize staff-wide exposure, if staff are infected.
- ✓ Bolster partnerships with community-based organizations to prepare communication channels for potential vaccine transfers or other support such as staffing.

4. Communication and Education

- ✓ Prepare and distribute patient education materials to highlight importance of booster shots, continuing to focus on increasing [vaccine confidence](#).
- ✓ Ensure materials are clear, culturally competent, and accessible to all literacy levels.

- ✓ Leverage community, state, and federal partnerships to engage with special populations and hard to reach patients.
- ✓ Take advantage of successful COVID-19 vaccination efforts and lessons learned. For example, see report titled "[Overview of Barriers and Facilitators in COVID-19 Vaccine Outreach](#)".¹
- ✓ Set up booster shot notifications using previous second dose reminders to reach back out to patients at the appropriate length of time from the second dose of their primary series.

5. Supply and Administration

- ✓ Monitor trends in demand to anticipate changes in inventory.
- ✓ Track supplies and assess the need to adjust current ordering patterns, while avoiding stockpiling excess supply.
- ✓ Use what you have, re-stock what you need, and report what you use.
- ✓ Continue to increase uptake of primary series, and ensure adequate capacity for flu vaccine administration.

¹ Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation (ASPE).