

Temporary Provider Office Closures Due to COVID-19 Outbreak

Requirements for VFC and 317 Vaccines Storage and Handling

Temporary Provider Office Closure for the purpose of this document refers to total office closings, suspension of wellness visits, suspension of regular activities, and redirected activities that do not involve vaccines due to the COVID-19 pandemic. For example, if a family practice has now converted into a COVID-19 testing center, these procedures must be followed.

During the provider office closure (this is true only for the current COVID-19 pandemic) you will not need to manually record temperatures twice a day and you may rely on the data provided by your calibrated datalogger if the calibration certificate is up to date.

In order to guarantee the viability of your state supplied vaccine prior to temporary closure, the following steps must be taken:

- Inform the Immunization Program of the closure and the anticipated duration by email to RA-pavfc@pa.gov. Your message must include your VFC PIN and contact information for the primary and secondary VFC point of contact. During this closure you will not be able to order vaccine.
- Review your site's calibration certificates to ensure the certificates are up to date. If the certificates are expired, new calibration or data loggers are required to ensure vaccine viability prior to closure.
- Download and clear all dataloggers to ensure sufficient memory is available during the closure.
- Label all vaccine Do Not Use.
- Make sure the vaccine unit doors are closed tightly. Place a sign on the units stating, "Do Not Open Door".
- Verify the electrical plugs are firmly into the power supply.
- Check the dataloggers to verify they are recording properly before closing the office.

Immediately upon re-opening, the following steps must be taken:

- Inform the Program of the opening by email to RA-pavfc@pa.gov.
- Download and review the temperature logs. If there are any temperature excursions, immediately follow the incident report procedure and provide proper information to the Immunization Program.
- Prior to ordering, you must provide temperature logs dating back to your previous order and updated calibration certificates if necessary.

Please contact RA-pavfc@pa.gov with any questions. Be sure to include your VFC PIN, primary and secondary VFC contact name, phone number where you can be reached (especially important if you are off site) and questions.

Additional information on Coronavirus (COVID-19) is available from the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and the PA Department of Health (health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx).