

COVID-19 Vaccine Checklist



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Who should use this

This checklist is for frontline health care workers who are planning a COVID-19 vaccination session.

When to use this

Use this checklist to help prepare and complete a COVID-19 vaccination session at a fixed post or outreach session.

Before the session

✓	CALCULATIONS	TOTAL
	Calculate required vaccine doses = Target number x adequate wastage factor (WF)	
	Calculate required number of vaccine vials = Vaccine doses ÷ number of doses per vial	
	Ensure enough auto disable (AD) syringes = 1 per vaccine dose	
	Ensure enough diluent vials (if applicable) = 1 per vaccine vial	
	Ensure enough reconstitution syringes (if applicable) = 1 per vaccine vial	
	Ensure enough safety boxes = Total number of AD and reconstitution syringes ÷ 100	
✓	OTHER TASKS	
	Prepare tally sheets (or other reporting forms, depending on recommendation, including tracking for 2 doses). For outreach sessions , prepare an up-to date microplan.	
	Develop list with contact phone numbers (e.g. supervisor, focal person for adverse events following immunization (AEFI), ambulance driver).	
	For outreach sessions , ensure enough vaccine carriers in good condition with coolant packs and foam pads.	
	Prepare an AEFI kit and COVID-19 vaccine specific AEFI reporting forms.	
	Prepare an infection prevention and control kit.	
	Provide a waste bin (or bag) and a properly labeled bag for infectious waste.	

During and after the session

✓	TASK
	Drop the used reconstitution syringes and AD syringes, needle end down, into the safety box immediately after use.
	Fill up to ¾ of a safety box or up to the “fill line”, close the box and keep it in a secure place until final disposal.
	Dispose of empty vaccine vials and other waste in a separate container or a waste bag.

Resources

Immunization in Practice (2015 update)

https://apps.who.int/iris/bitstream/handle/10665/193412/9789241549097_eng.pdf

Immunization in the context of COVID-19 pandemic (May 2020)

<https://www.who.int/publications/i/item/immunization-in-the-context-of-covid-19-pandemic>

Mask use in the context of COVID-19 (Interim guidance 1 December 2020)

https://apps.who.int/iris/bitstream/handle/10665/337199/WHO-2019-nCov-IPC_Masks-2020.5-eng.pdf

The WHO Field Guide for planning and implementing high-quality supplementary immunization activities (SIA)

<https://www.who.int/immunization/diseases/measles/SIA-Field-Guide.pdf>

World Health Organization. (2021). Aide-memoire: infection prevention and control (IPC) principles and procedures for COVID-19 vaccination activities

<https://apps.who.int/iris/handle/10665/338715>

More information available at:

COVID-19 vaccine introduction toolbox

<https://www.who.int/initiatives/act-accelerator/covax/covid-19-vaccine-country-readiness-and-delivery>