

From: CTDPHHealth_Alert_Network@ct.gov <noreply@everbridge.net>

Sent: Saturday, February 27, 2021 1:15 PM

To:

Subject: Important Actions to take by March 1

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DEPARTMENT OF PUBLIC HEALTH

Dear COVID-19 Vaccine Providers,
The next phase of our State's COVID-19 vaccine response begins on Monday.

Actions steps for providers

- **Update your appointment portals to reflect new eligibility starting at 12:01am and no later than 7a on Monday.** Further eligibility guidance appears below.
- **Extend schedules to no later than April 8.** Please make sure that schedules are extended based on the lesser of your baseline allocation or whatever commitment volume has been communicated. Local Health Departments should consult with DPH before extending schedules in order to ensure that Childcare and Education clinics will be completed in the month of March.
- **Make sure that you are continuing to reach out to all first dose recipients who are due for second doses.** Providers with lagging second dose completion rates may stop receiving first doses.

Eligibility verification

It is the provider's responsibility to ensure vaccine administration is done in line with current phase eligibility, and individuals should be asked to present verification of eligibility at the time of appointment. Verification can include:

- For age-based eligibility: drivers license, passport, or other ID showing date of birth
- For work-based eligibility: ID card, paystub, childcare license, or letter from the employer
- If the documentation does not indicate residency in Connecticut or Connecticut-based work, the individual should be asked to attest that they live or work in Connecticut.
- Individuals without identification can receive vaccine via personal attestation. As part of a focus on access and equity, individuals who attest to eligibility but cannot produce documentation should still be able to access COVID vaccines.
- Please hang the attached eligibility poster at your clinic.

Updated eligibility

Below are updated and simplified eligibility categories. The bold headings can be used on drop-down menus on portals and the longer text should be used to explain the eligibility category. More detailed FAQs can be found on ct.gov/covidvaccine.

Eligible categories include people who live or work in Connecticut and are:

- **55-years of age and older**
- **Healthcare personnel and medical first responders:** All paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients of infectious materials.
- **Residents and staff of [congregate settings](#), including nursing homes and other long-term care facilities:** Residents and staff of facilities in Connecticut that provide supportive or supervisory services to their residents and where social distancing is not possible due to shared bedrooms, shared kitchens or shared bathrooms. This includes nursing homes and assisted living facilities. Congregate settings do not include supported apartments, family settings, college dormitories, or boarding schools.
- **Licensed or license-exempt childcare professionals:** Individuals who work at a currently operating childcare programs based in Connecticut and operated by a local board of education, municipality, or regulated by the Office of Early Childhood Child Care Licensing Program. More information is available [here](#).
- **Pre-kindergarten through high school professionals:** Individuals who work on-site in Connecticut-based pre-kindergarten through high schools, including teachers, paraprofessionals, custodial staff, food services staff, bus drivers, in-school volunteers, and other in-school staff. Individuals not required to go on-site should wait for their eligibility by age. More information is available [here](#).