

**From:** dph.immunizations@ct.gov <noreply@everbridge.net>

**Sent:** Saturday, January 2, 2021 9:24 PM

**To:**

**Subject:** Employer Coordinator Update: You may now upload expanded Phase 1a rosters

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DEPARTMENT OF PUBLIC HEALTH

Dear Employer Coordinator,

Please read this message in its entirety.

**You may now upload your Medium Risk / Second Phase 1a Roster in VAMS. This is in addition to your previously uploaded Highest Risk Roster.**

As a reminder, the only Phase 1a-eligible individuals are healthcare personnel with direct or indirect risk of exposure to COVID-19, long-term care facility residents, and medical first responders (EMS who respond to medical 911 calls or are involved in transport of patients)

***Please inform employees that they may need to check multiple locations to find an available appointment. There are slots available THIS WEEKEND at Old Saybrook middle school (a CHC-administered mobile clinic) as well as many slots available THIS WEEK at Griffin Hospital in Derby.***

**Phased upload of phase 1a rosters**

Due to scarce supply, we are asking you to upload rosters in three waves. It is at your discretion and judgement to tier your rosters in the following way:

1. **Highest risk / First Phase 1a wave:** Highest risk of exposure to COVID+ patients or infectious materials. For instance, healthcare workers providing direct care to patients diagnosed with COVID-19 or with suspected COVID-19, extended close contact with individuals in enclosed spaces or close contact with individuals who cannot wear a mask (can be uploaded NOW).
2. **Medium risk / second phase 1a wave:** Regular patient or infectious material exposure but less risk of exposure to COVID than high risk group. For instance, regular but brief contact often in a larger space with ability to maintain distance; masking preserved (can be uploaded NOW).
3. **Low risk / third phase 1a wave:** All others with potential for direct or indirect exposure to COVID (await further confirmation of when to upload).

[Further information about Phase 1a eligibility can be found at this link.](#)

**Appointment availability**

We anticipate that it will take time for all phase 1a-eligible individuals to be able to schedule a vaccine clinic and receive vaccine. Please help set expectations among employees that they may not be able to schedule immediately upon activating their account – it will take time before clinic slots are available. Griffin Hospital currently has the largest number of available appointment slots, but other facilities across the State also have some availability. More slots will open in the next 1-2 weeks. Please encourage employees to return to the same clinic for second doses as attended for first dose.

**Reminders regarding eligibility**

As a reminder, eligible populations to receive vaccine in phase 1a are healthcare personnel who are *paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients of infectious materials.*

A key component of eligibility is exposure to COVID in their work and healthcare settings – individuals who are teleworking (including both clinicians and support staff) are not eligible to receive vaccine in Phase 1a. Individuals who are doing house calls or in-home health work *are* eligible.

When you submit a roster, you are stating that you believe all individuals on your roster meet the eligibility requirements in effect at the time you load your roster. Submission of a false statement to the Department of Public Health is subject to the penalties pursuant to Conn. Gen. Stat. § [19a-500](#) and § [53a-157b](#).

**If you submit a roster with ineligible individuals**

We have had several cases of rosters submitted with individuals on them who are not Phase 1a-eligible. Failure to adhere to roster Phase 1a eligibility guidelines may result in enforcement action.

If you have submitted a roster with individuals on them who are not Phase 1a-eligible, you must immediately contact those individuals to inform them to cancel or not schedule appointments until they are eligible.

**Support**

In order to enable as smooth-as-possible access for you and your employees, please ask your technical department to white-list emails that are coming from the following domains: [vams@cdc.gov](mailto:vams@cdc.gov); [no-reply@mail.vams.cdc.gov](mailto:no-reply@mail.vams.cdc.gov); [vamshelp@cdc.gov](mailto:vamshelp@cdc.gov)

For technical questions about VAMS as an employer coordinator, [please reference this document](#).

If you need specific support from Connecticut Department of Public Health, [please submit a ticket here](#).

**Actions that employers of phase 1a-eligible individuals need to take**

- o Upload your medium-risk Phase 1a rosters

**Actions that employers who have previously uploaded ineligible individuals need to take**

- o Immediately notify individuals on uploaded rosters to cancel or not schedule appointments until eligible
- o <https://www.surveymonkey.com/r/employerroster>