



January 4, 2021

To: Contra Costa Health Services Staff and Partners Receiving COVID-19 Vaccine from Contra Costa County

From: Chris Farnitano, MD
Health Officer

Re: Minimizing Waste of COVID-19 Vaccine

In order to minimize waste of COVID-19 Vaccine and maximize its benefit for our staff, patients, and residents of Contra Costa County, in certain situations we may need to administer extra vaccine doses to those who fall under lower-priority tiers for receiving vaccine. For more information on vaccine eligibility tiers, see <https://www.coronavirus.cchealth.org/distribution-phases>.

The following policy and procedure for minimizing waste of COVID-19 Vaccine applies to all staff, departments, and programs administering COVID-19 Vaccine within Contra Costa Health Services as well as partners receiving COVID-19 Vaccine from Contra Costa County:

1. Carefully plan vaccination clinics:
 - a. Count eligible persons in advance before thawing or removing vaccine from storage.
 - b. Consider overscheduling in light of vaccine vials pulling extra doses.
 - c. In advance of clinics, create a standby roster of staff, patients, or residents in lower-priority tiers who can be called at short notice to receive vaccine.
2. If extra doses still remain near the end of a clinic, call down standby roster in the following order:
 - a. Call persons in other approved [tiers](#) who can come in to receive vaccine quickly.
 - b. Call persons in the building from any tier.
 - c. Call people outside the building in upcoming tiers.
 - d. Call family and friends of persons currently in the clinic who can come in quickly (last resort).

Please continue to document all doses administered, extra doses, and wasted doses and report these to your program's vaccine coordinator at the end of each clinic.

Thank you for your cooperation and attention to this matter,

Chris Farnitano, MD
Health Officer

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Date

