

Action Checklist for COVID-19



Vaccinations for Children 6 Months – 4 Years Old

This planning checklist is a resource for health centers to prepare to administer the COVID-19 vaccine to children ages 6 months through 4 years (referred to in this document as 6m – 4 years) should the Pfizer-BioNTech and/or Moderna products receive an Emergency Use Authorization (EUA). Pediatric vaccinations must be administered in accordance with all requirements and recommendations from the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the CDC Advisory Committee on Immunization Practices (ACIP).

HEALTH CENTER READINESS

- Assess your health center's capacity to administer vaccines to children 6m – 4 years and monitor announcements in the Health Center COVID-19 Online Community and Office Hours for information on HRSA order deadlines and distribution timelines once they become available. Coordinate with state/jurisdiction immunization programs for state/jurisdiction timelines. Refer to the [CDC's COVID-19 Vaccination for Children webpage](#), which includes a Pediatric Operational Planning Guide.
- Ensure that your health center is enrolled in Vaccines.gov with public display feature enabled. Refer to the [Vaccines.gov Provider Resource Fact Sheet](#) for additional guidance.
- Develop a workflow plan with multiple contact opportunities to discuss the COVID-19 vaccine with parents and caregivers of children 6m – 4 years. The plan should consider holding infant/toddler vaccine clinics or integrating vaccinations into routine workflows.
- Ensure pediatric patients 6m – 4 years are caught up on their routine vaccinations and follow the [recommended child and adolescent immunization schedule for ages 18 years or younger](#) for co-administration of vaccines.
- Ensure adequate on-site storage space (following proper storage guidelines). For additional information, refer to the [CDC Vaccination Storage Guide](#).
- Ensure additional supplies are on-hand, including: administration kits and syringes, ice packs, children's Band-Aids, stickers, shot blockers or other needle pain relief devices to make the experience more child-friendly.
- Prepare a strategy for managing a new product including a system to store vaccine products for different age groups separately.
- Ensure that policies are in place and staff have adequate training related to vaccine administration as well as storage and handling requirements for all anticipated vaccine formulations that will be available for administration.

INFORMATION TECHNOLOGY

- Prepare data collection systems to support new requirement, including but not limited to, new codes for billing and payments, survey reporting, and tracking vaccine types and doses.

- Ensure patient reminder and scheduling systems are up-to-date and have the capacity to handle increases in user traffic. Consider initiating a waitlist process for extra COVID-19 vaccines or last-minute appointment cancellations.

COMMUNICATION AND EDUCATION

- Prepare and distribute patient education materials to highlight the importance, safety, and effectiveness of the vaccine for children 6m – 4 years, including the safety of co-administered vaccinations and tips for educating parents and caregivers on possible side effects.
- Ensure materials are clear, culturally competent, and accessible to all literacy levels. Leverage community, state, and federal partnerships to engage with patients and families.
- Consider partnering with child care and early childhood education centers to help distribute vaccine education materials to parents and caregivers for this age population and build vaccine confidence.

SUPPLY AND ADMINISTRATION

- Monitor trends in demand to anticipate sharp changes in inventory, including staying informed of local school/daycare, county, or state COVID-19 vaccination mandates.
- Track supplies and assess the need to adjust current ordering patterns, while avoiding stockpiling excess supply. Doses requested through the Health Center COVID-19 Vaccine Program should be used within 7-10 days.
- Vaccine Reminder: Run down what you have, re-stock what you need, and report what you use.
- Update and maintain inventory/current stock on hand within the vaccine module of the [Health Provider Partner Order Portal \(HPoP\)](#).
- Consider transferring excess vaccinations to nearby health centers to reduce waste. Refer to [Program Vaccine Transfer Resources for additional information on transfers](#).

STAY CONNECTED

- Regularly check the [Training and Technical Assistance](#) section of the COVID-19 Vaccine Program Online Community for updates on latest CDC guidance. For help logging in or requesting access, please submit a [Bureau of Primary Health Care Contact Form](#).
- Tune into the Health Center COVID-19 Response Program's Office Hours. Visit the Online Community's Upcoming Events page under the [Discussion Board](#) for more information.
- Visit the [Health Center COVID-19 Vaccine Program's](#) main webpage for general information.
- Promote engagement, coordination, and communication with your jurisdiction's Primary Care Association (PCA).