



## Department of Health

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### Guidance on Use of COVID-19 Vaccine Doses Remaining at End of Day or Clinic For Providers Participating in the New York State COVID-19 Vaccination Program

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The efficient and proper administration of all COVID-19 vaccine is of paramount importance to ensure rapid deployment to priority populations. Priority populations eligible to be vaccinated are posted on the New York State Department of Health website (<https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers>). Guidance informs vaccinators and the public regarding who is eligible to be vaccinated. Every vaccine provider must verify eligibility at each POD or vaccination clinic to ensure that the right individuals are receiving vaccine.

It is the New York State policy that **all available doses** of the vaccine must be used as quickly as possible. Therefore, it is critical that all vaccine providers plan accordingly to ensure every dose is administered. Proper planning includes confirming the exact number of recipients from a priority population available to be vaccinated before drawing the first dose from a new vial. **All providers should keep a daily list of “stand by” eligible individuals to be notified of open appointments for vaccine administration on short notice.** As soon as providers are aware that there are more doses than people to be vaccinated, “standby” eligible individuals should be called, or other steps must be taken to bring additional eligible recipients to the facility or clinic before the acceptable use period expires.

However, there may be times due to inclement weather, cancellations, or extra doses in vial, that there are doses of vaccine that remain at the close of business or the end of a vaccine clinic and no one from the priority population can come in before the doses expire. **By issuance of this guidance, at these times and only under these circumstances, NYS DOH is authorizing providers to administer vaccine to other public facing employees.** As an example, commercial pharmacists in this situation who had already vaccinated eligible populations, everyone public facing in the pharmacy department and the “stand by” list they can then move on to vaccinate store clerks, cashiers, stock workers and delivery staff, rather than letting doses expire.

This exception is ONLY for the purpose of ensuring vaccine is not wasted. As the NYS COVID-19 Vaccination Program opens to more populations, the need for this exception should greatly diminish. Remember, that all those receiving the COVID-19 vaccine **must** complete the New York State COVID-19 Vaccine Form, and vaccine administered **must** be recorded in NYSIIS/CIR within 24 hours of administration. In addition, a separate tracking sheet must be maintained so that the amount of vaccine used for different groups is clearly documented, as well as to whom it was administered. A second dose must be scheduled at the time of administration. Before discarding any vaccine, contact the local Department of Health to determine if any eligible individuals can be contacted to receive the vaccine.

Please let us know if you need any further assistance by emailing [COVID19Vaccine@health.ny.gov](mailto:COVID19Vaccine@health.ny.gov).