

# Information Package: Influenza, COVID-19 and RSV Fall Vaccination Clinics

This is a detailed guide outlining the steps and considerations for successfully conducting fall vaccination clinics in your facility. Influenza and COVID-19 information will be grouped together, followed by RSV information. Please note that this package is only applicable for Long-Term Care, Retirement Homes and other Congregate Settings who can independently administer vaccine.

If you have not already started planning fall vaccination clinics within your home, now is a good time to begin. Timely vaccination in the fall season (e.g. October) is critical to offer optimal protection to residents and staff.

Dr. Mercer, Medical Officer of Health for Wellington- Dufferin- Guelph Public Health (WDG), will be hosting a vaccine information session on **October 21, 2026, from 1:30-2:30 p.m.** More details will follow.

If you have any questions regarding any of the information within the package or regarding independent vaccine administration, please reach out to:

- Susanne Dunford at [Susanne.Dunford@wdgpublichealth.ca](mailto:Susanne.Dunford@wdgpublichealth.ca),
- Vanessa Reyman at [Vanessa.Reynen@wdgpublichealth.ca](mailto:Vanessa.Reynen@wdgpublichealth.ca)
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## Step 1: Vaccine Procurement

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### Ensure your facility is eligible to administer vaccines:

Facilities must have a Ministry of Health-compliant refrigerator inspected by WDG Public Health, including monthly temperature logs prior to receiving publicly funded vaccines.

- Contact the vaccine coordinator in your area to arrange a vaccine fridge inspection if needed- Contact information listed in step 6.

### Universal Flu Immunization Program:

#### Long Term Care Homes (LTC)

- No Universal Influenza Immunization Program (UIIP) application is required.
- Pharmacies are permitted to administer influenza vaccines. **The pharmacy MUST order the vaccine on your behalf.** Pharmacists **should not** administer vaccine ordered by the facility.

#### Retirement Homes (RH) and other Congregate Care Settings:

- UIIP applications **are** required.
- Must meet eligibility requirements and submit the UIIP form. More information found here: [MOH Universal Influenza Immunization Program](#).
- **Note:** the application deadline for the 2026-2027 UIIP was **August 12, 2026**. **If you missed the deadline, you may still be able to apply.** Contact the ministry for details.
- Approved vaccine providers will be notified via email in **September 2026**.
- The 2026/2027 UIIP materials will be available in September 2026.

Should you have questions about UIIP or the application process for this year, please contact the Ministry of Health at [UIIP.MOH@ontario.ca](mailto:UIIP.MOH@ontario.ca).

## Step 2: Clinic Planning and Resources

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The home is responsible for ensuring that appropriate planning is complete to account for all necessary logistics to minimize disruptions during vaccine administration.

### Logistics planning:

- Determine the logistics of the vaccination clinic(s): location, staffing, and vaccine storage.
- Consider co-administration of Influenza and COVID-19 vaccines to improve efficiency and staffing requirements.
- Identify clear roles and responsibilities for vaccine ordering, handling, administration and Panarama Guided Work Flow (PGW) entry (for COVID vaccines).
- The province will provide guidance and resource documents to support planning.

### Resources:

[NACI Guidance for the use of COVID-19 vaccines for Fall 2026](#)

[MOH COVID-19 Vaccine Program](#)

[PHO Updated Recommendation: Co-Administration of COVID-19 Vaccines March 2023](#)

### Establish a Communication Plan:

- Inform residents, residents' substitute decision makers (SDM), essential caregivers (ECG), and staff about the fall vaccination campaign using emails, posters, meetings, etc.
- Encourage staff vaccination with targeted communication.
- Targeted communication on topics such as vaccine safety, the importance of getting vaccinated, and what to expect after vaccination.
- Consider a clear strategy that addresses vaccine hesitancy.

### Resources:

[Immunize Canada- Influenza resources](#)

[Immunize Canada COVID-19 Vaccine resources](#)

[Vaccine Information Fact Sheet for Residents](#)

## Step 3- Authorization Mechanisms are in Places

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Ensure there are appropriate medical directives/medical orders on file for Influenza and COVID-19 vaccines and epinephrine administration for nursing staff.

### Resource:

[CNO Practice Guideline- Directives](#)

## Step 4: Staff Training on Vaccine Administration, Documentation and Vaccine Products

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- Review the steps involved in administering vaccines, along with proper vaccine administration techniques.
- Ensure staff review “Assessment and Management of Adverse Events following Immunization (AEFI)”.
- Report AEFIs to Public Health using the provided form below.

### Resources:

#### Vaccine Administration:

[PHAC Immunization Competencies for Health Professionals](#)

[Canadian Immunization Guide- Vaccine Administration Practices for Health Professionals](#)

[PHO Fundamentals- Immunization Technique for IM Injections- Deltoid Muscle December 2021](#)

#### AEFI:

[Canadian Immunization Guide: Anaphylaxis and other Acute Reactions Following Vaccination](#)

[PHO- Management of Anaphylaxis Following Immunization in the Community- September 2022](#)

#### AEFI reporting resources:

[PHO Adverse Event Following Immunization Reporting for Health Care Providers in Ontario](#)

[PHO Report of Adverse Event Following Immunization \(AEFI\) form](#)

## Staff training for documentation of COVID-19 vaccine administration:

- New this year: All COVID 19 vaccines must be documented in Panorama, the provincial vaccine database using the Panorama Guided Workflow (PGW)
  - Ensure staff have completed the MOH training for the PGW.
- Contact WDGP Vaccine and Medication Administrator in your area (step 6) for help connecting with the PGW.

Resources:

### Influenza Vaccine Administration Documentation:

Document as per agency policy.

## Vaccine Products, Storage, and Handling:

### COVID-19 Vaccine Products:

The current NACI statement recommends using the most up to date COVID-19 vaccine for the fall 2026 campaign. The ministry reports that the new updated COVID vaccine should be shipped to the province in late September. \*

[MOH COVID-19 Vaccine Program](#)

**Current COVID-19 vaccine:** Detailed product and administration information can be found from the MOH COVID-19 Vaccine Guidance document.

All product monographs can be found using the link below.

[Health Canada - Approved COVID-19 vaccines](#)

### Influenza Vaccine Products:

The Ministry has indicated that all influenza vaccines in Ontario will be trivalent influenza vaccines.

[Statement on Seasonal Influenza Vaccine for 2026-2027-Canada.ca](#)

[Supplemental Guidance on Influenza Vaccination in Adults 65 years of age and older - Canada.ca](#)

[PHO- Influenza resources](#)

## **General Vaccine Storage and Handling Information:**

- Adhere to the recommended storage and handling requirements for vaccines to maintain their efficacy. Proper temperature monitoring and storage protocols are essential.
- Resources have been provided to support homes with receiving, storing and handling the vaccine. For any questions related to vaccine storage and handling please contact [Susanne Dunford](#) or [Vanessa Reynen](#).

## **Cold Chain Management:**

- Public Health to ensure that onsite fridges meet all necessary requirements.
- Homes to ensure annual inspection and maintenance are completed.
- Homes to ensure a back-up plan is in place to maintain vaccine temperatures during an outage or fridge failure.

## **Handling:**

- Evaluate before removing vaccines from temperature control.
- Follow Ministry and PHU protocols for proper vaccine handling.
- Staff are trained on vaccine storage and handling.
- Staff are trained on preparation of vaccine for administration.
- Process in place for ongoing inventory management of vaccine and ancillary supplies, with point person identified.
- Protocols for excursions/wastage reviewed as per MOH storage and Handling guidelines.

## **Resources:**

[MOH Vaccine Storage and Handling Guidelines](#)

[WDGPH Vaccine Storage and Handling](#)

[COVID-19: Vaccine Storage and Handling Guidance Version 1.0](#)

## **Security:**

- The vaccine fridge must be placed in a secure location with limited access.

## **Vaccine Safety:**

[PHO Vaccine Safety](#)

## Step 5: Order Vaccines and Supplies

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Follow the guidelines provided by the Ontario Ministry of Health for ordering vaccines for your facility. Facilities may order vaccines by submitting an order form to Public Health. Ensure that you order the vaccine in advance of your scheduled vaccine campaign to avoid delays in the vaccination process.

- **Updated vaccine order forms will be available in the fall.**

Vaccine deliveries take place:

**Guelph**– Wednesday

**Centre Wellington and Orangeville** – Contact the vaccine coordinator for details.

**North Wellington** –Tuesday

**Shelburne** –Tuesday

### WDGPH Vaccine and Medication Administrators:

**Wellington & Dufferin Contact:** Susanne Dunford

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- Fax: (519) 823-4903
- Email: [Susanne.Dunford@wdgpublichealth.ca](mailto:Susanne.Dunford@wdgpublichealth.ca)

**Guelph Contact:** Vanessa Reynen

- Phone: (519) 822-2715 ext. 4170
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### Equipment and Supplies:

Ensure you have all necessary equipment and supplies, including syringes, needles, alcohol swabs and personal protective equipment (PPE) for the clinic. Supplies can be ordered through the provincial portal <https://www.ppesupply.ontario.ca/signin.html?vid=20201001001> or your regular supplier.

## Step 6: Immunization Clinic Checklist:

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### Clinic Execution:

- Initiate a communication plan about the upcoming fall vaccine campaign including residents, family and staff.
- Ensure vaccine/medication/Epinephrine administration ordering mechanism are in place.
- Identify residents, staff, ECG eligible for vaccination and obtain consent.
- Consider collaborating with others in co-located facilities or partnering with participating pharmacies.
- Schedule a vaccination date(s).
- Ensure all staff training is up to date.
- A plan is in place to avoid/minimize the wastage of extra doses.
- A plan has been established for vaccine administration and data collection.
- Order vaccines and supplies.
- Ensure sufficient immunization supplies and PPE are readily available.
- For COVID administration: 24 hours prior to clinic date, ensure staff can log into PGW.
- Infection Prevention and Control (IPAC measures are in place).
  - [PHO Infection Prevention and Control in Immunization Clinics](#)
- Process in place to monitor for AEFI and the reporting of events to Public Health as per standard practices.
- Complete vaccination clinic(s).
- The process to store paper consent forms is established and ownership/accountability of forms is determined in line with institutional protocols for managing personal health information.
- Ensure client COVID-19 vaccination is entered into
- Securely store all paper documentation.

### Respiratory Syncytial Virus (RSV)

#### Program Updates:

- As of July 2026, qualified Pharmacists can administer the Publicly Funded RSV vaccine..
- Two RSV vaccines are now available for the RSV season: [Abrysvo](#) and [Arexvy](#).
- Facilities will receive either Abrysvo or Arexvy vaccine based on available supply.
- **Individuals who received a dose of RSV vaccine previously do not need to be re-immunized.** Vaccine efficacy against RSV-associated respiratory disease shows multi-year protection.

- **LTC and RH residents:** Vaccination to start late September to early October.
- *The Ministry will release more information regarding this vaccine campaign in the coming weeks.*

**In addition to the Immunization Clinic Checklist, here are things to consider when planning an RSV clinic:**

- Identify eligible residents (residents 60+ who did **NOT** receive an RSV vaccine previously).
- Obtain consent (and vaccine order if applicable) for either or both RSV vaccine products. At this time, you will not be able to special order one vaccine over another. The vaccine that you receive is dependent on what Public Health receives from the Ministry.
- Organize and set the clinic dates early in the season (as outlined above).
- RSV vaccine can be co-administered with other vaccines. Please consider administering RSV alongside other recommended vaccines (Influenza, COVID-19, pneumococcal, etc.) wherever possible.

**RSV resources:**

[Summary of NACI statement of April 10, 2026: Updated guidance on respiratory syncytial virus \(RSV\) vaccines for older adults and for adults at high risk of severe RSV disease](#)

[Respiratory Syncytial Virus \(RSV\): Canadian Immunization Guide](#)

[MOH RSV Prevention Programs](#)

[MOH RSV Information Page](#)