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**SUBJECT:** Pre-Registration for COVID-19 Vaccine Mass Clinics  
**Date:** February 23, 2021  
**Pages:** 3  
**To:** Physicians, Primary Care Providers  
**From:** Dr. Nicola Mercer, Medical Officer of Health

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The COVID-19 vaccine is being distributed across Ontario to the 34 public Health Units charged with immunizing individuals within our regions who qualify for the vaccine. Currently *COVax Solution*, the software that must be used to document all COVID-19 vaccines in the province of Ontario, does not support prioritization of individuals or the booking of appointments. To manage this gap, Wellington-Dufferin-Guelph Public Health (WDGPH) has created a pre-registration system that will allow us to collect all eligible individuals and then invite them to book vaccine appointments as our supply of vaccine becomes available. While we recognize that not every individual has access to a computer, an email address or a cell phone, many people including adults over the age of 80 do have this technology. Using a pre-registration system will allow WDGPH to quickly notify and book 10,000's of people over the coming months for vaccine appointments. WDGPH is not requiring healthcare providers to register their patients but we would ask that, where possible, you promote the pre-registration system to your eligible patients.

## **Pre-registration Process for COVID-19 Vaccine Roll-out**

Current demand for the COVID-19 vaccine is significantly higher than available supply and will likely remain so until this summer. COVID-19 vaccine will only be available to eligible groups for the coming months and will not be available to members of the general public until the prioritized groups are completed. Pre-registration will allow WDGPH to identify members of prioritized groups and invite them to book appointments.

The system requires an OHIP number to register along with date of birth, address and a few other qualifying questions. When vaccine supply allows, clinic appointments will be made available across our geography and individuals will be sent an email or text message asking them to book an appointment at the clinic of their choice.

All healthcare workers and other eligible individuals are encouraged to pre-register as soon as possible.

## **Registration Process details:**

### **Eligible Groups:**

Members of any of the following groups are now eligible to pre-register for a COVID-19 vaccination appointment:

1. Adults 80 years of age and older who reside in Wellington-Dufferin-Guelph
2. Indigenous adults who reside in Wellington-Dufferin-Guelph
3. Long-Term Care and/or Retirement Home Staff
4. Essential Support Staff in Long-Term Care and Retirement Homes
5. Essential Caregivers in Long-Term Care and High-Risk Retirement Homes
6. Adult recipients of chronic home care (Waterloo Wellington LHIN - Guelph and Wellington Residents)
7. Adult recipient of chronic home care (Central West LHIN - Dufferin Residents)
8. Healthcare workers\* in the following settings:
  - Hospitals
  - COVID-19 Response Roles (e.g., Assessment Centres, outbreak response, COVID-19 immunization clinics)
  - Medical First Responders
  - Community Healthcare workers serving specialized populations
  - Community Healthcare workers serving the general population
  - Healthcare worker in Congregate Settings
  - Healthcare services for indigenous populations
  - Laboratory services
  - Non-acute rehabilitation and therapy

### **Step 1: Pre-register**

- Access the pre-registration website - <https://register.wdgpUBLICHEALTH.ca>
  - Online pre-registration is preferred as it is much faster
  - Please note, the registration website is not compatible with the Internet Explorer browser. Use either Chrome, Safari or Firefox
- Eligible individuals who do not have access to either a cell phone OR email address may call 519-822-2715 / 1-800-265-7293 ext. 4506. Because call volumes are currently exceeding phone line capacities, it may take several days for a return phone call at this time. We are working to increase the capacity of our phone system for individuals who are unable to register online.

**Step 2: You will be contacted for an appointment**

When vaccines become available for your group, Public Health will use the contact information you provided during pre-registration to send you an email and/or text message. This email and/or text message will include a website link and unique code so that you can schedule a date, time and location for you to receive your first dose of the COVID-19 vaccine. Please check your JUNK/SPAM folders regularly for this message.

**Step 3: On your appointment day**

When you arrive for your appointment, please bring your identification (e.g., workplace ID badge, letter from your employer if applicable) because Public Health will use it to confirm who you are and that you are part of a priority group.

Public Health takes vaccine prioritization seriously. Providing false information may result in cancellation of your appointment and notification to the appropriate regulatory college.

**For more information, please contact:**

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