

## COVID-19 Vaccine Single Dose Order Process

1. Community healthcare provider will complete the [online form](#) when requesting single dose vaccines. The Community Partner **must have a signed MOU for COVID-19 vaccine administration with WDG Public Health.**
2. An administrative assistant from WDGPB will call the agency contact to discuss the request and complete any necessary requirements before proceeding with the request. This discussion will include identifying an appropriate clinic location and pick-up time based on the current clinic schedule.
3. Community healthcare provider will prepare all necessary equipment for pick-up including cooler, thermometer, ice packs, bubble wrap and Tupperware.
4. Community healthcare provider will review and follow the Ministry of Health guidance on [COVID-19 Vaccine Storage and Handling Guidance](#).
5. Community healthcare provider will receive a confirmation email from WDGPB with the Vaccination Event to use in COVax.
6. Community healthcare provider will pick up the vaccine at the scheduled clinic location, date and time. Upon arriving check-in with security or clinic lead to let them you have an appointment to pick up single syringes.
7. The Community healthcare provider will administer the vaccine within 6 hours of draw up and document in COVax.

If you have any questions regarding the single dose ordering process, please contact

**1-800-265-7293, x4503.**