

Dear Registered Health Professional Providing Services in Peterborough City or County;

(If you have received this message and you do not live or work in Peterborough City or County, please disregard. You will be contacted by your local health unit)

Thank you for previously submitting the names of the 'High' Priority health care workers in your organization for vaccination.

At this time we are reaching out to request that the names of any remaining '**Moderate Priority**' health care workers in your organization are submitted to PRHC for vaccination. These would be non-frontline health care workers (eg. Those working remotely, who do not require PPE to work, staff on maternity or other leave etc...). **If you have no workers that fit this criteria, no further action is required.**

For the purposes of COVID-19 vaccination 'health care workers' are defined depending on the setting where they work. **In a healthcare organization** (where the primary function of the organization is to deliver a health care service), health care workers include regulated health professionals and all other staff members, including contract workers, students, registered volunteers, as well as workers in non-direct patient care roles (e.g. cleaning staff, information technology staff, and other administrative staff). **In a congregate, residential or community setting** outside of a healthcare organization, health care workers only include professionals providing a **healthcare service or direct patient service**. (See the Guidance document linked above for details).

We are requesting your assistance to ensure that '**Moderate Priority**' health care workers who are eligible and interested in receiving the vaccine now receive appointments at the PRHC vaccination clinic. For these individuals, we ask that you:

- 1) Please review the information in the '[Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination](#)' to confirm applicability/eligibility of 'Moderate Priority' health care workers in your agency.
- 2) Next, please complete the [Client Template](#) spreadsheet (click 'Enable-Editing', enter your information, re-name and save the file with 'MODERATE' and your organization name in the title). **Last Name, First Name, Birth date, Gender, and E-mail for each individual are required information.**
- 3) Complete the [COVID-19-Vaccination Attestation Form](#), if you haven't already submitted it. If you have already completed the Attestation Form, this does not have to be re-submitted.
- 4) When you have completed both documents, please e-mail the completed spreadsheet and the **signed** attestation form to PRHC at Covidvaccine@prhc.on.ca. The subject line of the e-mail should include your agency name, as well as MODERATE, and UPDATED.
- 5) Please copy (Cc.) PPH staff **Samantha Doris**, sdoris@peterboroughpublichealth.ca and **Angela Simmons** at asimmons@peterboroughpublichealth.ca when you e-mail PRHC. PPH will download your submitted forms for our records for audit purposes only.

Once your information is received, Peterborough Regional Health Centre will enter it into their booking system. The PRHC booking system will generate a unique "booking link" that will be sent to **each individual e-mail address** that agencies have provided. That e-mail will explain further how to select an appointment date and time. New appointments are added every day based on the vaccine supply. Individuals with potential contraindications can book a consultation with a clinic physician. Once the 1st dose is administered, the Clinic staff will work with recipients to book their appointment for the second dose.

For information about the vaccines, please visit Peterborough Public Health's website at

<https://www.peterboroughpublichealth.ca/novel-coronavirus-covid-19/covid-19-vaccine-info>.

If you have any questions about the process for providing the requested information, please contact Samantha Doris, Health Promoter, Liaison Officer Team, sdoris@peterboroughpublichealth.ca Tel. 705-743-1000 Ext. 446. For questions related to technical issues please contact covidvaccine@prhc.on.ca, or phone PRHC at 705-876-5828.

Common Questions & Troubleshooting:

- **Adding to your list:** There is no deadline for your lists, meaning you can upload any additional or missing eligible staff even after you have submitted an initial list. To do this: Re-submit a list with the new information and include in your file name 'Updated'.
- **Making a correction:** If you need to make a correction to your list (for example: incorrect e-mail) please highlight the change in your spreadsheet, include in your file name 'Corrections', and re-submit your list.
- **If you don't receive an e-mail from PRHC:** Once you have submitted your list, PRHC will e-mail individuals to book their appointment. Please ensure you check your junk/spam folders. If you have concerns about not receiving the booking e-mail please contact covidvaccine@prhc.on.ca or phone PRHC at 705-876-5828.

Please note, this message is designed specifically for health care workers. Please don't share this information with other community members.

Thank you very much for your assistance,

Sincerely,

Hallie Atter

Hallie Atter
Manager, Family and Community Health



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