

### Tentative Timeline for Vaccine Advisory Workgroup

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Assigned to
Establish Vaccination Unit within the Virginia Unified Command under Public Health and Surveillance and Guidance Work Group										Unified Command
Establish an external Vaccine Advisory Workgroup										Vaccination Unit
Develop a budget for COVID-19 needs including ancillary supplies, staff, equipment, communications campaign										Vaccination Unit
Review data from COVID-19 trials provided through the Food and Drug Administration, Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) and post-surveillance monitoring regarding the safety and efficacy of COVID-19 vaccine candidates										Vaccine Advisory Workgroup
Identify, estimate and locate critical populations										Vaccination Unit
Identify and help establish partnerships with trusted community organizations in order to facilitate communication channels, methods for rapidly disseminating information and ensuring that critical populations have access to the vaccination										Vaccine Advisory Workgroup
Establish and maintain points of contact (POCs) for specific organizations within the community who may serve as partner and trusted sources within the community and critical population groups										Vaccine Advisory Workgroup
Develop strategies to reach critical populations to administer vaccine and identify any barriers needed to overcome to reach critical populations										Vaccine Advisory Workgroup / Vaccination Unit
Identify communications vendor and develop and implement robust communications plan										Vaccination Unit
Vet messaging of COVID-19 vaccine to the population, including identifying key audiences, effective communication activities, and messaging considerations such as risk/crisis response communication messaging and delivery										Vaccine Advisory Workgroup
Conduct table top exercise of mass COVID-19 vaccination response to inform vaccination planning										Vaccination Unit
Identify vaccine providers and vaccine administration capacity for the providers										Vaccine Advisory Workgroup / Vaccination Unit
Define and develop required training expected of COVID-19 vaccine providers										Vaccine Advisory Workgroup / Vaccination Unit
Develop a vaccination plan based on the CDC playbook and incorporates CDC feedback										Vaccination Unit
Identify barriers (PPE, reimbursement of administration fees) for providers and strategies to mitigate as possible										Vaccine Advisory Workgroup
Develop and implement a process for vaccine allocation and distribution										Vaccination Unit
Develop and implement a process for vaccine inventory and ordering										Vaccination Unit
Provide training to vaccine providers for vaccine storage and handling (for all expected temperatures)										Vaccination Unit
Develop and implement a process for vaccine tracking reporting requirements (administration, wastage)										Vaccination Unit
Develop and implement a process for vaccine redistribution tracking										Vaccination Unit
Develop and implement a process to disseminate vaccine doses administered data (CDC, State, Local)										Vaccination Unit