

Virginia Vaccines Advisory Workgroup

Charter

The Virginia Vaccines Advisory Workgroup provides guidance to the Virginia Department of Health on COVID-19 vaccine and related vaccine-preventable diseases.

The leaders serving on this workgroup bring valuable expertise from diverse sectors and provide perspective from varying points of view on actions and policies developed and implemented by VDH. Advancing health and wellbeing for all Virginians through the COVID-19 pandemic requires broad, multi-sector engagement to support policy, environmental, programmatic and infrastructure changes that lead to COVID-19 vaccines that are **accessible, affordable** and **equitably** distributed to all Virginians.

The scope will initially include:

- **Vaccine Safety and Efficacy**
 - Review data from COVID-19 trials provided through the Food and Drug Administration and Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) regarding the safety and efficacy of COVID-19 vaccine candidates.
- **Partnerships**
 - 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.
 - Establish 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.
- **Barriers to Vaccination**
 - Identify strategies, needs and obstacles for public and private providers in order to assist in administering COVID-19 vaccine.
 - Identify populations outside of CDC critical populations that need to be considered within Virginia.
- **Communication and Messaging**
 - 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.
- **Other**
 - Participate as applicable with expertise in sub-workgroups as needed.

Workgroup Member Expectations

- Introduce themselves and the organization they represent when speaking.
- Participate in meetings.
- Co-lead or participate in sub-workgroups, as needed and report out discussion and recommendations to the larger workgroup.
- Act as liaison between VDH and communities they serve.
- Serve as subject matter experts, liaisons and sounding boards to the communities they represent.

- Provide insight into nuances, concerns, developments, within their communities (of practice and geography).
- Communication with members and VDH staff is courteous and respectful at all times.
- Oral communication is preferred over the chat feature during a discussion.
- Please use the chat feature for other questions and comments for the VDH team to review after the meeting.

Meeting Cadence

- Main workgroup meetings every 3 weeks lead by one VDH Co-Chair and a non-VDH Co-Chair.
- Sub-workgroups will meet at least once in between main workgroup meetings.
- Sub-workgroups will be responsible for collecting minutes for the Co-Chairs to report out in the main workgroup each meeting.

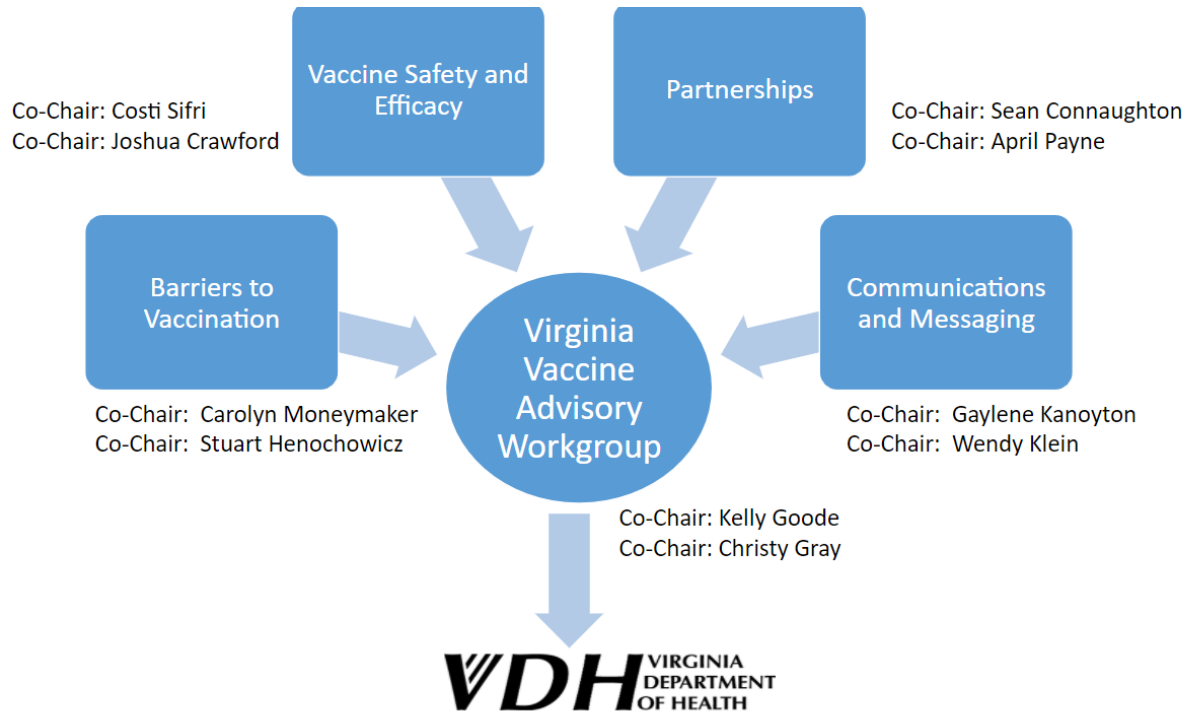
VDH Staff

- Christy Gray, Director of Division of Immunization, Workgroup Co-Chair
- Stephanie Wheawill, Director of Division of Pharmacy Services, Workgroup Communications Coordination
- Lilian Peake, State Epidemiologist
- Marshall Vogt, Division of Immunization Epidemiologist, Infectious Disease Specialist
- Jeannine Uzel, Director of Nursing
- Sable Nelson, Acting Director of Health Equity
- Additional VDH staff will be provided to staff sub-workgroups as needed.

VDH Staff Expectations

- Introduce themselves by name and VDH staff when speaking.
- Schedule workgroup (and sub-workgroup) meetings.
- Develop workgroup meeting agenda.
- Provide an overview of any new and important information from the federal and state government at each meeting.
- Review comments from the chat feature during meetings. Address and include relevant comments within the post-meeting minutes.
- Attend sub-workgroup meetings.
- Send post-meeting minutes, decisions and action items by email after each meeting.
- Serve as project manager to coordinate the tasks to be completed and who is assigned to these tasks.
- Prepare final proposal/recommendations.
- Communication with members and VDH staff is courteous and respectful at all times.

Virginia Vaccines Advisory Workgroup Structure



Additional sub-workgroups will be added as needed that will report into the main workgroup.

Effective Date: September 22, 2020