



Memo

To: Long-Term Care Home and Retirement Home Operators

Date: Friday, May 21, 2021

From: Ottawa Public Health

Subject: Fixed COVID-19 community clinics for LTCH and RH staff and Vaccinations for new resident admissions

Dear Long-Term Care Home and Retirement Home Operators,

Clients Moving into Retirement Homes and Long-Term Care Homes Presenting at Community Clinics for Shortened Second Doses

Currently, we can accommodate residents scheduled to move into facilities in our community clinics as walk-ins, with advanced notice, and in addition to a letter from the soon-to-be facility. This means that residents can get their vaccine before their actual move in date. A full list of community clinics are available on the [Ottawa Public Health website](#).

To facilitate accommodations at the community clinics kindly:

- Send us
 - the name of the facility;
 - the chosen clinic location; and
 - the date and time the client plans to attend to:
covidimmunization_vaccinationcovid@ottawa.ca
(covidimmunization_vaccinationcovid@ottawa.ca). Note, we do not need the name of the client as we are requesting the attached letter also accompany the client to the clinic.
- Please include the following in the letter from the facility:
 - Facility's letterhead;
 - Client's name;
 - The name of the facility;
 - The move in date; and
 - The date of eligibility (being 2 weeks prior to their move in date in addition to meeting the required minimum interval as per the vaccine monograph).
- To avoid the morning rush at the clinics please recommend they choose a time after 10am.



Staff second doses

OPH will be holding community clinics for frontline LTCH and RH staff (including nonclinical staff) wishing to receive their first or second dose of the COVID-19 vaccine. These clinics will be held on May 29, June 1, 2 and 3 by appointment only. Details on locations and time to follow. All LTCH and RH staff are eligible, for either first or second dose. To book an appointment staff can call 613-691-5505 starting Wednesday, May 26, 2021. Please advise staff to notify the phone line they are a staff member of an LTCH or RH.

For facilities trained on vaccine preparation and COVax entry, please feel free to continue holding clinics for your residents and staff on site.

Vaccine Ordering Process

You can order vaccine and vaccination supplies for delivery to your facility by completing the [Request for Doses of COVID-19 Vaccine - Long-Term Care & Retirement Homes form](#) online. Alternately, if you are unable to access the form, please call the OPH IPAC phone line at 613.580.2424 ext. 26325 for assistance.

Note: Requests for vaccine must be submitted a minimum of (2) business days prior to your planned vaccine administration date and are based on vaccine availability.

OPH will arrange delivery of vaccine to your facility on the date that you have indicated on the Request for Doses of COVID-19 Vaccine submitted. Deliveries can only be scheduled on business days and your facility must be prepared to receive and safely store the vaccine until use.

Upon completion of vaccination, OPH requires you to report information about the number of doses administered using the [Follow Up - Doses of COVID-19 Vaccine Administered](#) . Alternately, if you are unable to access the form, please call the OPH IPAC phone line at 613.580.2424 ext. 26325 for assistance.

We thank you for your continued support of COVID-19 vaccination efforts.

Thank you,

Ottawa Public Health.