Ending COVID-19 starts with us. Vaccination is the best tool for stopping the virus and helping us keep our patients, colleagues and communities safe. To ensure you are ready to get the COVID-19 vaccine at your scheduled appointment, we put together a handy checklist with everything you need to know.

Visit intra.umms.org/vaccine to review additional information about the COVID-19 vaccine.

HOW TO SCHEDULE

☐ Each member hospital will allocate the vaccine based on availability and guidelines set by national frameworks as well as the UMMS Unified Incident Command team, taking into account levels of potential exposure, age, comorbidities and other factors. When it is your turn, you will receive a link to self-schedule for COVID-19 vaccination within Epic. Please do not forward this link as it is intended for use by the original recipient only.

PRIOR TO YOUR APPOINTMENT

☐ Consult with your physician as needed for guidance related to individual medical conditions (e.g., on a blood thinner, bleeding disorders, immunocompromised individuals, etc.) — You are not eligible for the vaccine if you:
  • Are allergic to any component of either vaccine (click for Pfizer and Moderna ingredients)
  • Are under the age of 18
  • Are sick with a fever or acute illness

☐ If you are pregnant, plan to become pregnant or are breastfeeding, it is recommended you discuss the risks/benefits with your healthcare provider before being vaccinated

☐ If you have a history of severe allergic reaction (anaphylaxis) to another vaccine or injectable therapy, you must consult with your physician to ensure they recommend proceeding with vaccination (Note: The vaccination team will not proceed with vaccination unless you’ve consulted with your physician). If you have a history of food, pet, insect, venom, environment, latex and other allergies not related to vaccines or injectable therapies, you may proceed with vaccination.

Don’t wait. Get the vaccine.

Learn More: intra.umms.org/vaccine
WHAT TO DO BEFORE YOU GET THE COVID-19 VACCINE

☐ Ensure you have not received a non-COVID vaccine in the 14 days prior to your appointment or plan to get one in the 14 days after*

☐ Ensure you have not received COVID-19 treatment such as monoclonal antibody therapy or convalescent plasma in the 90 days prior to your appointment*

☐ If you have a MyPortfolio account, complete your check-in via the portal*
  • If you do not have a MyPortfolio account, call 1-844-281-8667 (available 24/7) to receive an activation code to sign up for the patient portal

☐ Read and sign the consent form in preparation for your appointment*

☐ Once you have scheduled, inform your manager of the date/time of your appointment to ensure we are able to maintain appropriate patient care and hospital operations*

☐ Please ask your manager for your Employee ID # if you do not know it, as you will need to provide that at your vaccination appointment

DAY OF APPOINTMENT

☐ Have your Employee ID # on hand*

☐ Wear short sleeves under your coat for ease of access to injection site on upper arm*

☐ Be prepared to schedule your second shot (you should review your work/personal schedules before showing up for your appointment; vaccination appointments will take approximately 45 minutes)
  • You will need to schedule your second shot immediately following your first shot. To help keep track of your vaccination process, your vaccine administrator will provide you with a wallet-sized card with critical information, including the date and time for your second shot and the date, time, and administrator of your first vaccination. Please hold on to this reminder card and bring it to your second appointment.

☐ Be prepared to wait 15 minutes after you get the vaccine in order to be monitored (observation period is 30 minutes if you have a history of anaphylaxis or serious allergies that require an Epi-Pen)*

*You will need to follow these same guidelines when you get your second shot.
WHAT TO EXPECT AFTER YOU RECEIVE THE VACCINATION

Now that you have received the vaccine, please review the below Frequently Asked Questions that can help you navigate the next 48 hours and beyond.

Be sure to check out the most up-to-date Frequently Asked Questions regarding the COVID-19 vaccine by visiting intra.umms.org/vaccine.

DO I STILL NEED TO WEAR PPE?

Yes, it is critical to maintain good PPE and social distancing practices for the duration of the pandemic, as the vaccines are not known to prevent transmission and even those with immunity could still carry and transmit the virus to those without immunity.

WHAT SIDE EFFECTS CAN I EXPECT?

As with other vaccines, pain at the injection site and muscle soreness can be expected.

CAN I EXPECT MORE SEVERE SIDE EFFECTS?

It is not uncommon to experience side effects that are more generalized or systemic beyond the local injection site. Fatigue and headaches are the most commonly reported systemic side effects and are more common after the second dose. These local and systemic side effects are short-lived and resolve (usually within 48 hours). Taking NSAIDs (e.g., ibuprofen or naproxen) or acetaminophen may further reduce these side effects.

There is a remote chance you may experience a severe allergic reaction (anaphylaxis). If this occurs, call 9-1-1 or go to the nearest hospital. Signs of anaphylaxis include difficulty breathing, swelling of your face and throat, a fast heartbeat, a bad rash all over your body and/or dizziness and weakness.

HOW DO I KNOW WHETHER MY SIDE EFFECTS ARE FROM THE COVID-19 VACCINE OR IF I COULD HAVE COVID-19?

In some cases, vaccine side effects, such as fatigue and headache, may mimic COVID-19. However, vaccine-related side effects would be expected to resolve within 48 hours after vaccination.

IF I AM PREGNANT, SHOULD I MONITOR ANY SPECIFIC SIDE EFFECTS?

For pregnant individuals who experience fever following the vaccine, use of acetaminophen may be recommended by your physician, as fever has been associated with adverse pregnancy outcomes. Please consult your physician.
WHAT TO EXPECT AFTER YOU RECEIVE THE VACCINATION

HOW DO I REPORT ANY ADVERSE REACTIONS TO THE COVID-19 VACCINE?

If you experience any adverse events during the observation period immediately following your vaccination (15 minutes for all and 30 minutes for individuals with a history of anaphylaxis or severe allergic reactions that require an Epi-Pen), you will be treated immediately as needed. Once your side effects resolved or it is determined that you are able to be released, please make sure you follow up with your local Employee Health team to close the loop for reporting purposes. If you experience any side effects once you have left the vaccine clinic, please inform Employee Health and seek immediate medical care if your side effects are severe in nature or indicative of an allergic reaction.

Vaccine side effects for both the Pfizer and Moderna vaccines should be reported to the FDA/CDC Vaccine Adverse Event Reporting System (VAERS) via the toll-free number (1-800-822-7967) or online here. The CDC also offers an optional text-message-based tool called v-safe for individuals to report any side effects from the COVID-19 vaccine and receive follow-up as needed, as well as reminders for your second dose. Individuals may register online through the CDC's dedicated site.

SHOULD I GO TO WORK IF I AM EXPERIENCING SIDE EFFECTS AFTER RECEIVING THE VACCINE?

Please monitor yourself closely in the 48 hours following vaccination and use the following guide when determining if a quarantine and call to the Employee Health Screening Hotline is necessary:

**DO Return to Work If:**

- It is within 48 hours of receiving either dose of your COVID-19 vaccine and you are experiencing mild to moderate side effects related to the vaccine and don’t have a fever

**DO NOT Return to Work If:**

- You are beyond 48 hours since receiving the vaccination and experience any symptom consistent with COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, sore throat, muscle or body aches, headache, or new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea)
- You are within or less than 48 hours after vaccination and meet one or more of the following criteria:
  - You experience symptoms that are not consistent with COVID-19 vaccine side effects. These include new loss of taste or smell, cough, sore throat, runny nose or shortness of breath.
  - You have symptoms that are consistent with vaccine side effects (muscle aches, fatigue, headache, chills, nausea, vomiting, or diarrhea) BUT you had a recent exposure to an individual with COVID-19 (in the last two weeks).
  - You have a fever (temperature > 100 F)
- If any of the above apply to you, please quarantine immediately and call the Employee Health Screening Hotline at 410-328-2793 for COVID-19 testing