



BILH Interim COVID-19 Vaccine Clinics Guideline for Allocating Extra Doses Prior to Closure

Extra doses of COVID-19 vaccine may become available throughout the day due to patient cancellations or no-shows. Vaccine clinic staff must monitor patient cancellations and no-shows in real-time, in order to proactively manage extra doses throughout the day. Every possible measure should be taken to ensure **ZERO** waste of vaccine doses occurs prior to their expiration.

Process for the Allocation of Extra Vaccine Doses Prior To Clinic Closure:

- 1) Locations with access to BILH Employee Health (EOHS) vaccination sites should route all extra doses to their EOHS clinic for immediate use.
 - Applicable at:
 - BIDMC – Temple Israel
 - LHMC – 29 Mall Road, Burlington
- 2) Review the COVAX 7 Day Appointment List for and outreach to patients with future appointments at your site.
 - Start with those patients who live in the same city/zip code as your clinic as they have the highest likelihood of being able to come with limited notice
- 3) In the rare instance where the above measures are unsuccessful, you can use your clinical judgement to administer the vaccine to a [person meeting criteria as closely as feasible to the current priority group being targeted for vaccination](#), in order to avoid vaccine waste. [Please review the Mass.gov FAQ for providers if any questions.](#)
 - Example of approach that may be taken:
 - While vaccinating individuals 75+, offer vaccine to an individual age 65+, if not feasible, offer vaccine to any caregiver or escort accompanying a patient
 - Any person available including non-BILH patients or any on-site contracted clinic support staff who have not yet been vaccinated may be considered for this purpose
 - If the individual is not in the COVAX system, the Vaccine Clinic down-time form should be utilized for vaccine documentation purposes and discuss with your manager how to ensure 2nd appointment scheduling and MIIS reporting is completed.