



**GOVERNMENT OF KERALA**

No:DMA2/114/2021-DMD  
Disaster Management (A) Department  
Thiruvananthapuram,  
Dated:09/02/2021

**CIRCULAR**

Sub: Covid Vaccination for the next priority group- Front line workers (FLW)-  
Guidelines reg:

Ref:

The Ministry of Health and family Welfare (Government of India) has given directions to start the Covid Vaccination for the next priority group- Front line workers (FLW), from first week of February. Consequent to this following guidelines must be followed by concerned line departments.

**I. Session Sites**

1. As directed by the state steering committee, vaccination session site for front line workers will be in their respective department premises only. District Task Force must identify these sites and must ensure that the criteria given in operational guidelines is adhered to (Covid 19 Vaccine Operational guidelines- Chapter 7)
2. Once these session sites are identified, RCHO may link such sites as a session site of the nearest existing Cold chain point.
3. The concerned departments may assist to arrange for the logistical support as requested by the Health Department like sanitizers for the beneficiaries, waste disposal colour coded bins/bags, hub cutters, IEC materials for display, chairs/ tables and internet facility to use the CoWin portal.
4. The concerned departments may provide the basic support for the Health team assisting in vaccination like \* transportation to and fo, refreshments and toilet facilities.
5. The departments may motivate and mobilize the beneficiaries listed for each day.

6. The concerned departments may designate a Nodal Person for each of the session site to coordinate the activities at that site.

## II. Conduct of Session

7. All sessions must be conducted following Covid protocol.
8. Each session must be ideally planned from 9 am to 5pm, for 100 beneficiaries managed by a 5 membered vaccination team. Job responsibility of each team member is briefed in Operational guidelines-Chapter 7,Pages 73-75
9. Among the team members Vaccinator, Vaccination officer 2 & 3 will be from the health department, while Vaccination officer 1 & 4 will be from the concerned FLW department.
10. While administering vaccine safe injection practices must be followed.
11. It must be ensured that the vaccinated beneficiaries are kept under observation for 30 minutes.

## III. Vaccine Logistics & Cold chain Management

12. As sessions are planned as outreach sessions, special care must be taken to ensure that cold chain.
13. Vaccine needs to be sent to every session site on the day of vaccination along with one additional vaccine carrier with conditioned ice packs.
14. All vials (used/ empty, unused and partially used) and immunization waste must be returned to the cold chain point as per the national guidelines.
15. Safe disposal of injection waste must be ensured at the cold chain point. While disposing the needles guidance issued earlier in this regard must be followed(Circular No.NHM/3821/ADMN1/2020 SPMSU dated 15-01-2021)
16. Intact sealed vials returned on the previous session day should be clearly marked and kept separately in the ILR on top layer so that these will be the first to be used on the following session day.

## IV. AEFI Management

17. All session sites must have anaphylaxis kit and must be linked to a AEFI management centre.

18. Ambulance/ Vehicle must be kept ready at the session site to transport the patient to the nearest AEFI management center in case of an AEFI.

V. CoWIN

19. All sessions must be scheduled in CoWIN and no offline session must be conducted.
20. Session scheduling in CoWIN must be done at least 2 days prior and communicated to the facility in charge. The facility in charge should ensure that the beneficiaries are informed about the same.
21. During the session only allotted beneficiaries must be given vaccine.
22. In case of absentees for a session, the feature of "Allot beneficiary" in CoWIN may be utilized by facility in charge carefully to allot unscheduled beneficiaries to the session from the list of registered beneficiaries. There will be no spot registration under any circumstance.
23. During session, if there is a network issue or technical glitches in CoWIN, session must be continued using the hard copy of beneficiary list available at the site. Once the issue is resolved entry of data in CoWIN must be completed on the same day itself.
24. All AEFI – minor, servers and serious must be reported through CoWIN. In case of Serious and Severe AEFI further investigations and reporting must be done as per guidelines.(Covid 19 vaccine- operational guidelines- chapter 10)

VI. Stock updation in eVIN and register

25. Issue/ Net utilization of Covid vaccine and syringe (0.5 ml) must be updated in eVIN from cold chain points on all session days as soon as the session ends.
26. It must also be ensured that regular updates are made in stock register as well as session/ distribution register.

Forwarded / By order,  
Signature valid

Digitally signed by JAYACHANDRAN K P  
Date: 2021.02.09 15:25:28 IST  
Reason: Approved

Section Officer.

**DR. A JAYATHILAK IAS**  
**PRINCIPAL SECRETARY**

To:

The Commisioner, Land Revenue, Thiruvananthapuram  
The Commissioner, Disaster Management, Thiruvananthapuram

All District Collectors

The Member Secretary, KSDMA, Observatory Hills, Vikas Bhavan P.O,  
Thiruvananthapuram.

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PS to Principal Secretary (Revenue & DM)