

**Dear Registered Health Professional Providing Services in Peterborough City or County;**

As you likely know, Peterborough is starting to receive limited batches of COVID-19 vaccine, and Peterborough Public Health (PPH) in partnership with the Peterborough Regional Health Centre (PRHC), have started to implement targeted clinics. The Ministry of Health has provided direction for vaccine prioritization in the document - [‘Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination’](#). The ‘High Priority’ category for vaccination includes frontline health care workers in settings and sectors such as “Community care with lower risk of exposure and serving the general population” and “Non-acute rehabilitation and therapy”, including workers registered with your professional College, and other eligible staff in your office.

For the purposes of COVID-19 vaccination ‘health care workers’ are defined depending on the setting where they work. **In a healthcare organization** (where the primary function of the organization is to deliver a health care service), health care workers include regulated health professionals and all other staff members, including contract workers, students, registered volunteers, as well as workers in non-direct patient care roles (e.g. cleaning staff, information technology staff, and other administrative staff). **In a congregate, residential or community setting** outside of a healthcare organization, health care workers only include professionals providing a **healthcare service or direct patient service**. (See the Guidance document linked above for details).

We are requesting your assistance to ensure that health care workers who are eligible and interested in receiving the vaccine receive appointments at the PRHC vaccination clinic. At this time, we ask that you:

- 1) Please review the information in the [‘Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination’](#) particularly **pages 2, 11 and 12**, to confirm applicability/eligibility of yourself and if applicable, other staff members in your office.
- 2) Next, please complete the [Client Template](#) spreadsheet (click ‘Enable-Editing’, enter your information, re-name and save the file with your organization or personal name in the title) as well as the [COVID-19-Vaccination Attestation Form](#) **as soon as possible. Last Name, First Name, Birth date, Gender, and E-mail for each individual are required information.** If you have multiple registered professionals in your office, please have one person submit a single staff list and Attestation Form on behalf of your office.
- 3) When you have completed both documents, please e-mail the completed spreadsheet and the **signed** attestation form to PRHC at [Covidvaccine@prhc.on.ca](mailto:Covidvaccine@prhc.on.ca). (Please put your business or last name in the title of the E-mail).
- 4) Please copy (Cc.) PPH staff **Samantha Doris**, [sdoris@peterboroughpublichealth.ca](mailto:sdoris@peterboroughpublichealth.ca), and **Angela Simmons** at [asimmons@peterboroughpublichealth.ca](mailto:asimmons@peterboroughpublichealth.ca) when you e-mail PRHC. PPH will download your submitted forms for our records for audit purposes only.

Once your information is received, Peterborough Regional Health Centre will enter it into their booking system. The PRHC booking system will generate a unique “booking link” that will be sent to **each individual e-mail address** that professionals have provided. That e-mail will explain further how to select an appointment date and time. New appointments are added every day based on the vaccine supply. Individuals with potential contraindications can book a consultation with a clinic physician.

Once the 1<sup>st</sup> dose is administered, the Clinic staff will work with recipients to book their appointment for the second dose.

For information about the vaccines, please visit Peterborough Public Health's website at <https://www.peterboroughpublichealth.ca/novel-coronavirus-covid-19/covid-19-vaccine-info>.

If you have any questions about the process for providing the requested information, please contact Samantha Doris, Health Promoter, Liaison Officer Team, [sdoris@peterboroughpublichealth.ca](mailto:sdoris@peterboroughpublichealth.ca). Tel. 705-743-1000 Ext. 446. For questions related to technical issues please contact [covidvaccine@prhc.on.ca](mailto:covidvaccine@prhc.on.ca).

Common Questions & Troubleshooting:

- **Adding to your list:** There is no deadline for your lists, meaning you can upload any additional or missing eligible staff even after you have submitted an initial list. To do this: Re-submit a list with the new information and include in your file name 'Updated'.
- **Making a correction:** If you need to make a correction to your list (for example: incorrect e-mail) please highlight the change in your spreadsheet, include in your file name 'Corrections', and re-submit your list.
- **If you don't receive an e-mail from PRHC:** Once you have submitted your list, PRHC will e-mail individuals to book their appointment. Please ensure you check your junk/spam folders. If you have concerns about not receiving the booking e-mail please contact [covidvaccine@prhc.on.ca](mailto:covidvaccine@prhc.on.ca).

Please note, this message is designed specifically for registered health professionals and their eligible staff. Please don't share this information with your clients or other community members.

Thank you very much for your assistance.