

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: JANUARY 6, 2021 1430 HOURS
NUMBER: OR 21-01
SUBJECT: MASS DISTRIBUTION OF MEDICINE- COVID-19 VACCINES
COST CENTER: 1914131213
SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 8.22

The San Diego County Department of Public Health (SDCDPH) is the responsible agency for disseminating available COVID-19 vaccines County wide. San Diego Fire-Rescue will be assisting SDCDPH with the City of San Diego.

The current vaccine being used is from Pfizer. Moderna's vaccine is expected to begin use at any time.

Protocols by Section

1. Tier levels identifying who gets vaccinated in order of priority are established by the SDCDPH.
2. The San Diego Police Department is in Tier 1B (See SDCDPH Tier Section).
3. The decision to receive or opt-out of receiving the vaccination is strictly **voluntary**.
4. All personnel (civilian and sworn) shall complete and sign the attached Mass Vaccine Distribution Tracking Form, indicating whether you will or will not receive the COVID-19 vaccination.
5. **Completed forms should be emailed to SDPDMedAssistance@pd.sandiego.gov or delivered to Medical Assistance (M.S. 778) by January 22, 2021.** Forms can also be completed and turned in on-site.

Vaccine Overview

6. The vaccine must be stored in minus 60 degrees Celsius to minus 90 degrees Celsius freezers.
7. Each vial contains 5 shots of the vaccine.
8. Once a vial is opened it has to be used within two hours.
9. Additional vaccine information can be found via Department Order 20-45, COVID-19 Vaccine Educational Information and Survey, dated December 29, 2020.

Operations- General

10. A SDCDPH nurse must transport the vaccine from their facility to the host agency facility.
11. The nurse is responsible for issuing each vial to a certified medical person who can administer the vaccine (give the shot in the arm).
12. Nurse hours are currently 0900-1500 hours (These hours may be expanded for Department members in the future.)
13. Fire-Rescue has 50 authorized paramedics qualified to administer shots.
14. Fire-Rescue is using their training building at NTC to administer the vaccine (see attached map).
15. There are 20 stations which can be used to administer the vaccine.
16. Fire-Rescue stood up operations at NTC on December 31st with the intent of vaccinating Tier 1A personnel.
17. Fire will notify the PD when SDCDPH authorizes Tier 1B vaccinations.

Operations- Onsite

18. Onsite operations consist of:
 - a. Screening (temperature check, Vaccine Distribution Tracking paperwork completed).
 - b. Vaccine administration (shot in arm of choice).
 - c. Recovery- 15-30 minutes in observation room depending on existing health conditions- Fire-Rescue Medics have an ambulance onsite and will handle any emergencies, adverse reactions, etc.
 - d. Should an officer experience an adverse reaction to the vaccine after leaving the site, existing Department Procedures are in effect. If an emergency, call for medical aide. If a non-emergency, officers shall use existing contract medical facilities. The officer will then be responsible for notifying the Medical Assistance Unit COVID-19 Hotline at 619 433-9658 or 619 955-2179.
 - e. Release (dismissal from site).
 - f. Approximate time from arrival to departure is estimated at 45 – 60 minutes per person.
19. Exterior- the host agency (PD's Critical Incident Management Unit (CIMU)) will facilitate agency personnel scheduling, traffic control and site security. The Medical Assistance Unit will coordinate the screening process (completion and collection of Mass Vaccine Distribution Tracking Form and personnel temperature checks prior to personnel entering the vaccination area).
20. Interior- Fire-Rescue will handle vaccination administration and recovery and emergency operations.

Practical Issues

21. The storage of the vaccine along with expiration times, once opened, present some challenges.
22. Using SDPD as an example- If the Department informs Fire-Rescue they want 500 doses of vaccine on a Monday but only 300 officers show up, Fire –Rescue may need to fall back on contingencies plans such as:
 - a. Scramble to contact other Tier 1B personnel to use the remaining doses on, (open vials must be used within two hours),
 - b. If vials are still in unused condition, contact other administering sites to see if they can use the vaccine in the allotted timeframe,
 - c. Inquire if the vaccine can be replaced back in deep freeze storage for later use.
23. As a result, it is very important to properly estimate scheduling. The Department has already experienced last minute requests to have personnel respond within 15-30 minutes because of an overage of opened vaccine from another agency.
24. Once the first dose of vaccine is administered, the Department member needs to get a second dose (shot) between days 20 - 23 (in the case of the Pfizer vaccine) from the initial shot, per current SDCDPH protocols.
25. Members shall plan accordingly to be able to obtain both shots within the prescribed timeline.
26. While most do not, some personnel may experience some form of adverse reaction during the recovery period or beyond.
27. **When scheduling officers to go to NTC, supervisors should stagger days.**
 - a. **Example- If a squad has four officers, send only two on their Monday and the other two on their Friday. Doing so minimizes the risk of becoming short-handed in the field due to adverse reactions.**
28. **If an employee initially declines the vaccination, they can opt back in at any time.**

Any questions regarding this Department Order can be directed to Lieutenant Kevin Wadhams at kwadhams@pd.sandiego.gov.

Please read at squad conferences and give a copy to all personnel.