1. [Insert Your Jurisdiction] Large-scale Vaccination Implementation Summary of Conclusions

On Month Day, Year [Your Jurisdiction] conducted a planning workshop to prepare for the operational release and distribution of multiple COVID-19 vaccines to the public. This Summary of Conclusions aligns the workshop objectives and preparedness doctrine, to include the Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations,[[1]](#footnote-2) as well as relevant Department of Health and Human Services (HHS) and FEMA guidance.

\*\*\*Colored text items are cues to help tailor this document. Blue text is context and explanation – delete them from your final document. Items in red are elements to update.\*\*\* This workshop is based on the COVID-19 vaccine guidance as of December 2020, this information is subject to change, as are the reference materials cited.\*\*\*\*

*This summary of conclusions captures workshop outputs on preparedness, strategy discussion and trend analysis. Add additional sections as needed to support your own organizational findings and needs from the workshop.*

*The workshop and this summary demonstrate the understanding, capabilities and needs for a large-scale vaccination operation to help build a strategy for effective operation. It is organized by the same focus areas as the workshop; taking notes according to this format will help structure the summary.*

This summary is organized by the workshop objectives:

1. **State, Local, Tribal and Territorial (SLTT) Coordination**: Validate the mechanisms to integrate SLTT decision‑making and processes during large-scale vaccine distribution.
2. **Program Infrastructure**: Explore SLTT and partner abilities to store, distribute, dispense, and/or report one or more COVID-19 vaccines.
3. **Public Messaging**: Explore SLTT and partner abilities to effectively communicate to critical populations when faced with challenges such as vaccine hesitancy and misinformation.
   1. Key Takeaways for SLTT Coordination

*Address the strategies and issues identified in the SLTT Coordination discussions. You can break these out in key takeaway groups as outlined below, or however best suits the needs of your jurisdiction. Include any discussion on who is responsible for specified actions and the timeline for addressing the finding*.

* + 1. Key Takeaways: Planning and Coordination

*SLTT and partner strategies and issues for the planning of the coordination of vaccine administration.*

* + 1. Key Takeaways: Responsibilities and Capabilities

*SLTT and partner strategies and issues relating to responsibilities and capabilities for the coordination of vaccine administration.*

* + 1. Key Takeaways: Resource Availability, Vaccine Tracking, Security Coordination

*SLTT and partner strategies and issues relating to resource availability, vaccine level tracking, and security coordination for vaccine administration.*

* 1. Key Takeaways for Program Infrastructure

*Address the strategies and issues identified in the Program Infrastructure discussions. You can break these out in key takeaway groups as outlined below, or however best suits the needs of your jurisdiction. Include any discussion on who is responsible for specified actions and the timeline for addressing the finding*.

* + 1. Key Takeaways: First Wave Considerations

*Strategies and issues around the program infrastructures for identifying the first wave vaccination participants, how many are in these groups and the coordination of these first groups.*

* + 1. Key Takeaways: Personnel Considerations

*Strategies and issues around the program infrastructures for staffing, partners, and partner priorities for the vaccine administration*

* + 1. Key Takeaways: Site Considerations

*Strategies and issues around the program infrastructures for site identification, site capabilities, partners, and partner site priorities for the vaccine administration*

* 1. Key Takeaways for Public Messaging

*Address the strategies and issues identified in the Public Messaging discussions. You can break these out in key takeaway groups as outlined below, or however best suits the needs of your jurisdiction. Include any discussion on who is responsible for specified actions and the timeline for addressing the finding.*

* + 1. Key Takeaways: Building Public Trust

*Strategies and issues in public messaging plans for building trust, identifying trusted agents and building public “buy in” for the vaccination.*

* + 1. Key Takeaways: Critical Populations and Second Doses

*Strategies and issues in public messaging plans for reaching critical populations for vaccination, encouraging the populations to get the vaccinations and addressing the second dose reminders on a large scale in public messaging.*

* + 1. Key Takeaways: Reaching Nontraditional Communities and Overcoming Mistrust

*Strategies and issues in public messaging plans for reaching nontraditional communities and overcoming mistrust in communities who are less likely to trust authorities and public messaging.*

* 1. Additional Resources

Check the following resources, in addition to the websites for relevant state and local authorities, so that your workshop reflects the most recent developments and guidance:

Advisory Committee on Immunization Practices (ACIP) Recommendations: <https://www.cdc.gov/vaccines/acip/recommendations.html>

CDC “8 Things to Know about Vaccine Planning”: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/8-things.html>

CDC Coronavirus website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

CDC COVID-19 Communication Resources- <https://www.cdc.gov/coronavirus/2019-ncov/communication/>

CDC Early COVID-19 Vaccination Program Action Items for Jurisdictions checklist: <https://int.nyt.com/data/documenttools/early-covid-19-vax-action-items-8-27-2020-final/935b1bd03afcefff/full.pdf>

Cybersecurity and Infrastructure Security Agency’s Guidance on the Essential Critical Infrastructure Workforce: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>

FEMA Coronavirus website: <https://www.coronavirus.gov/>

FEMA COVID-19 Fact Sheets & Guidance: <https://www.fema.gov/coronavirus/fact-sheets>

FEMA Preparedness Toolkit: <https://preptoolkit.fema.gov/>

HHS Fact Sheet: Explaining Operation Warp Speed: <https://www.hhs.gov/coronavirus/explaining-operation-warp-speed/index.html>

National Response Frameworks: <https://www.fema.gov/media-library-data/1582825590194-2f000855d442fc3c9f18547d1468990d/NRF_FINALApproved_508_2011028v1040.pdf>

1. <https://www.cdc.gov/vaccines/imz-managers/downloads/COVID-19-Vaccination-Program-Interim_Playbook.pdf>. [↑](#footnote-ref-2)