

Requirement and Applicability	Residents	Staff¹
When COVID-19 vaccine supplies are available to the facility, the vaccine must be offered ^{2,3} unless medically contraindicated or individual has already immunized	Yes	Yes
The individual has the opportunity to accept or refuse a COVID-19 vaccine, and change their decision	Yes	Yes
Education		
Before offering the COVID-19 vaccine, individual must be provided education regarding the benefits and risks and potential side effects associated with the vaccine	Yes*	Yes
In situations where COVID-19 vaccination requires multiple doses, the individual must be provided current information regarding those additional doses, including any changes in the benefits or risks and potential side effects associated with the COVID-19 vaccine, before requesting consent for administration of any additional doses	Yes*	Yes
Recordkeeping—maintain documentation that indicates at a minimum the following:		
That the individual was provided education regarding the benefits or risks and potential side effects associated with the COVID-19 vaccine ⁴	Yes*	Yes
Each dose of COVID-19 vaccine administered	Yes	Yes ⁵
That the individual was offered the COVID-9 vaccine or information on obtaining the COVID-19 vaccine	Yes	Yes
If the individual did not receive the COVID-19 vaccine due to medical contraindications or refusal	Yes	Yes
Provide samples of educational materials used	Yes	Yes
Reporting**		
The COVID-19 vaccine status of individuals, including:		
Total number of individuals	Yes	Yes
Total number of individuals vaccinated	Yes	Yes
Numbers of each dose of COVID-19 vaccine received	Yes	Yes
COVID-19 vaccination adverse events through HHS Vaccine Adverse Event Reporting System (VAERS)	Yes	Yes
COVID-19 therapeutics administered	Yes	No

* Or resident representative

** Data to be reported each week and is cumulative

¹ The facility is not required to educate and offer COVID-19 vaccinations to individuals who enter the facility for specific purposes and for a limited amount of time, such as delivery and repair personnel or volunteers who may enter the LTC facility infrequently (meaning less than once weekly).

² The vaccine may be offered and provided directly by the LTC facility or indirectly, such as through an arrangement with a pharmacy partner or other appropriate health entity.

³ If a resident or staff member requests vaccination but missed earlier opportunities for any reason, the facility is expected to offer the vaccine to that individual as soon as possible. If the vaccine is unavailable in the facility, the facility should provide information on obtaining vaccination opportunities (e.g., local pharmacy, health department) to the individual. However, it is expected that the facility will provide evidence, upon request, of efforts made to make the vaccine available to its staff and residents. Similar to influenza vaccines, if there is a manufacturing delay, the facility should provide evidence of the delay, including efforts to acquire subsequent doses as necessary.

⁴ Documentation for residents should be maintained in their medical record and should include the date the education and offering took place, while documentation for staff members can be demonstrated by providing a roster of staff that received education (e.g., a sign-in sheet) and the date the education took place.

⁵ If a staff member is not eligible for COVID-19 vaccination because of previous immunization at another location or outside of the facility, the facility should request vaccination documentation from the staff member to confirm vaccination status.