### GOVERNMENT OF ANDHRA PRADESH HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT

#### Order No.96 /COVID-19/2020-21

Date: 21.03.2021

#### **COVID INSTANT ORDER -96**

Sub: Conduct of covid vaccination drive at Grama sachivalayam/ward sachivlayam – certain instruction-reg

The government of India has issued instructions to vaccinate all the persons 60 years above and persons with co-morbidities within age group 45-59 years and accordingly covid vaccination is being done at all Government health facilities and Dr YSR Arogyasri net work hospitals in the state from 1sr March 2021. However, the vaccination to target groups is not as per the expected level.

Accordingly, it is directed to conduct vaccination on all working days within jurisdiction of all Grama sachivalayams/ward sachivalayams(GSWSs) in the state as a satellite CVCs of the concerned PHCs. For smooth conduct of the Covid vaccination at (GSWSs) the following tasks are to be done for preparatory activities.

**Task 1: PHC level planning**- The senior most medical officer of every PHC (including urban PHC) shall appoint one Nodal officers (Supervisory cadre –MPHS, MPHEO,CHO, PHN etc) for each sachivalayams. . A day wise schedule covering all Sachivalayams shall be prepared for first dose and second dose with a gap of 28 clear days between both. District abstract of such schedule may be prepared and shared with office of CHFW.

#### Task 2 : Village level planning -

**Two days prior to vaccination day:** The nodal officer shall compile details of the 60+ population and persons with co morbidities identified in the NCD/CD survey and 5<sup>th</sup> round of fever survey done earlier (data is already communicated to DMHOs by state IT cell of HFW Dep)t. This data shall be reconciled in the field by house-to-house verification by ASHA and ANM. While doing this, any persons left over must be included to arrive at the total persons to be vaccinated in the concerned GS/WS.

**One day before the actual vaccination:** conduct IEC on Covid vaccination in the village, conduct a meeting involving public representatives, village/ward leaders, teachers SHGs, ASHAs, ANMs and NGOs. Communicate the details of the beneficiaries in the village/ward to be vaccinated and date of vaccination. House to house visits be made by village /ward volunteers along with ASHA and ANM and inform each beneficiary in the list prepared to attend for vaccination drive.

On this day vaccination session site management activities also have to be taken up

Like Identification of a suitable place to conduct vaccination by ensuring power supply, wireless internet connectivity, sufficient chairs, Ambulance , bed, AEFI kit and establishment of 4 counters

<u>counter1</u>: issue of Medical certificate to persons with co morbidities if not available., <u>counter 2</u>: Registration to all 60+, 45-59 persons with comorbidities for covid vaccination in the Co-Win portal

<u>Counter 3</u>: Actual vaccination by the trained vaccinator to all the registered beneficiaries, Front line workers/health care workers who have not been vaccinated for the first dose. And those who are due for second dose.

<u>Counter4:</u> waiting area for half an hour post vaccination, recording Blood pressure and other vitals, AEFI management if any

If the number of beneficiaries is more, these counters can be established in multiples as per requirement.

The Medical officer should be available throughout the vaccination and stay for two hours in the same location after closing the vaccination and shall leave the village after a confirmation that there are no AEFI cases in the village/ward.

#### Task 3: actual vaccination on the day planned for vaccination:

Sufficient manpower shall be deployed to man all the counters by the nodal officer. All sachivalayam staff shall be deployed for same.MO shall ensure that the entire vaccination happens in orderly manner. Sufficient vials of vaccine shall be made available and cold chain shall be maintained as per norms.

The MO shall Open the 20/10 doses vial only after required number of beneficiaries are available. If any less are available, he/she shall mobilise the people and then only open the vial so as to ensure Zero wastage of vaccine.

Communicate to all the beneficiaries about the date of second dose. After completion of the vaccination, CVC of that Sachivalayam should be de-activated on the following day and proceed to next vaccination site at another Sachivalayam.

#### Reporting

The PHC Medical officer should submit the Annexure-A: day wise planning of vaccination in all Sachivalayams in the PHC area( Population, date of vaccination, , Annexure-B: Site planning, availability of counters, internet, chairs, names of the vaccinators with phone numbers, Medical officer phone number, ambulance details. Annexure C: actual vaccination details ( Number of persons vaccinated- category wise,(60+, 45-59 co morbidities, HCW, FLW), doses used, wastage, vials drawn and vials returned .PHC MO should upload the vaccination details into Co-win and vaccine drawn and return details into e-vin portals on daily basis after session is concluded and no delay in up dation should happen on both co-win and e-vin portals.

#### Monitoring

Joint Collector( development) shall submit the Annexure D: consolidated details of Annexure B of sachivalayams/PHCs on daily basis and Annexure E : consolidated details of Annexure C of all PHCs on a daily basis

The District Collectors are requested to issue instructions to Tahsildars to supervise the entire activity in each sachivalayam as chairperson of the Mandal task force and collectors shall also depute Mandal special officers and RDOs to oversee the above

activities on daily basis for proper planning and execution of Covid Vaccination in the different sachivalayams,

These orders are issued for strict compliance and close monitoring by all concerned

#### MUDDADA RAVI CHANDRA, PRL.SECY(MRC), SECRETARY-COVID -19( MANAGEMENT & VACCINATION)

#### Principal Secretary to the government, HMFW dept

All Collectors and District Magistrates in the state All Joint Collectors(Development) in the state All DMHOs in the state All the DPOs/CEO Zilla Parishads in the state.

#### Annexure A

the	name of Sachivalay	offic	Phone numb	Beneficiari	•	ΗС	FL	ed date for 1st	for 2nd	
PHC	am	er	er	es (60+)	59)	W	W	dose	dose	al

**Annexure B**- (to be submitted daily by PHC MO )

						person at		
name		persons at	persons at	persons at		counter 4 and		
of	-	counter	counter	counter	phone	phone	net connectivity	 Ambulance No.

# Annexure C-daily- immediately after completion of session by MO

Name o PHC	lame of the HC	Name of Sachivalayam	vials drawn covaxin	d to	drawn covi	storage	covaxin doses	doses	wastage of	wasta ge of covi shield dose s

	Total beneficiaries vaccinated									
be vaccin			45-59 vaccina		HCW vaccinated	FLW to be vaccinated	FLW vaccina ted		beneficia ries	updat ed in

# Annexure D- To be shared by Joint Collector(development)

									schedu	
								schedu	led	
	number	Nodal						led	date	
No.	of	officers		Benefici	Benefici			date	for	
of	Sachivala	appoin	Phone	aries	aries	HC	FL	for 1st	2nd	Tot
PHCs	yams	ted	number	(60+)	(45-59)	W	W	dose	dose	al

## **Annexure E**- to be submitted daily by Joint Collector -Development.-daily

									sessio	
									ns	
		perso	phon	perso	phon	perso	phon	No. of	with	sessions
numb	number of	ns at	e	ns at	e	ns at	e	Vaccinat	net	with
er of	Sachivalay	count	numb	count	numb	count	numb	ors	conne	Ambula
PHCs	ams	er 1	er	er 2	er	er 3	er	deployed	ctivity	nce

# Annexure F - Joint Collector(development) to submit to state immediately after completion of sessions

the	NO.OF Sachivalay am	No. of covaxin vials drawn	returne d to cold	No. of covi shield vials	viais returne d to cold	covaxi n doses	r of covi shield doses	wastage of covaxin doses	wast age of covi shiel d doses

_	 	 	 -	 	 
- Г					

		Total b	eneficia	ries va	ccinated	t				
60+ to be vaccin ated	vacci nate	to be vaccin	45-59 vaccin	vaccin	HCW vaccin	vaccin	FLW vaccin ated	vaccin ated	benefici aries updated in	s