



Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

To: All Superintendents
Regional Directors
Central Office Division Heads who supervise peace officers

From: Anthony J. Annucci, Acting Commissioner

Subject: COVID-19 Vaccinations

Date: January 14, 2021

The New York State Department of Health (NYSDOH) is continuing to expand the prioritization and allocation framework for the COVID-19 Vaccination Program based on recommendations of the Centers for Disease Control and Prevention's (CDC's) Advisory Committee on Immunization Practices (ACIP). As of January 11, 2021, eligibility for receiving the vaccination will also extend to individuals in phase 1b, which includes State Department of Corrections and Community Supervision facility staff, parole officers and all peace officers.

As a result of this expansion, all Department staff working in a facility, parole officers, and remaining peace officers are now eligible to be vaccinated. In order to have an accurate account of all individuals at your facility, regions or divisions that will be vaccinated as part of 1b, please immediately contact each of your staff (excluding medical staff who were previously queried) to determine who is interested. A spreadsheet with those assigned to your facility or region will be provided under separate notice. Every effort shall be made to contact staff that are off duty in order to have an accurate account of the number of vaccines necessary. Completed spreadsheets should be submitted to Associate Commissioner Bryan Hilton by Wednesday, January 20, 2021, by close of business.

DOCCS staff will be prioritized for vaccination and will be scheduled for appointments at state-operated sites around the state. We encourage all staff to be patient during this process as supply of vaccine from the federal government is severely limited, and the state continues to prioritize the vaccination of the remaining health care workers in phase 1a.

Once scheduled for a vaccination, staff must provide proof of occupation/eligibility to the vaccination site. This could include an employee ID card, a letter from an employer or affiliated organization, or a pay stub, depending on the specific priority status. Providers will not vaccinate any person who does not have proof of their occupation or priority status. Executive Order 202.86 imposes monetary penalties for any provider vaccinating an individual who has not certified eligibility or for whom the provider otherwise has knowledge the individual is not a member of a priority group. The NYSDOH vaccine form includes a self-attestation regarding eligibility for vaccination, which must be completed

prior to vaccination. Eligibility for the vaccine must be based on current employment status. Second dose appointments must be scheduled at the time the first dose is administered.

As additional vaccine becomes available, the DOCCS Central Office "Vaccination Task Force" has developed a process in collaboration with NYSDOH to offer vaccination within our correctional facilities. According to the process, vaccines will ship directly to the (9) HUB Pharmacies for immediate storage. We have compiled (3) vaccination teams per HUB, (27) in total, that will be deployed to facilities during specific hours in order to vaccinate DOCCS qualified personnel after phase 1a employees (i.e. Medical staff) are complete. Neighboring facilities may be grouped together for efficiency and expediency in delivering the vaccination. DOCCS is well-prepared to deploy a vaccine administration program if enough supply is obtained.

The development of COVID-19 vaccines marks a new phase for the entire country, as well as the Department, in the battle against this insidious disease, which has claimed hundreds of thousands of lives in our country alone. Attached, is a one-page vaccine instruction overview issued by the Department of Health for your information. Once vaccinated, please inform your supervisor so that we can accurately predict future vaccination allocations for the Department. After being vaccinated, it is important that you continue to follow all health and safety precautions, both in the workplace and in the community, including the continued wearing of a mask, social distancing, and good hand hygiene.

New York State has launched a new "Am I Eligible" app to help New Yorkers determine their eligibility, connect them with administration centers, and schedule appointments. To access the app, as well as find the latest information concerning the vaccine and its administration, DOCCS staff should visit: <https://am-i-eligible.covid19vaccine.health.ny.gov/>.

The Department takes seriously its duty to ensure the safety and well-being of our employees, their families, the surrounding communities and the incarcerated population. The Department trusts that the employees of this agency will continue to lead in the fight against COVID-19 by getting vaccinated and complying with COVID-19 guidelines. If you have any general questions regarding the vaccine, please contact your healthcare provider or visit the NYS COVID-19 Vaccine website at: <https://covid19vaccine.health.ny.gov/>.

Attachment



ANDREW M. CUOMO
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Department of Health

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

Instructions for Receiving COVID-19 Vaccine New York State Vaccination Program Phase 1A

It may soon be your turn to receive the COVID-19 vaccine in New York State!

There are currently two COVID-19 vaccines available, and both have been deemed safe and effective by the Food and Drug Administration (FDA) and a special task force made up of New York State medical and scientific experts.

The vaccines are also available at no cost to you.

You will need two doses of the same vaccine to be fully vaccinated.

Here's an easy way to find out whether it's your turn: Follow this website link to see if you are eligible for a vaccine. Please go to <https://am-i-eligible-qa.covid19vaccine.health.ny.gov/> to find out.

The web page will ask for information such as your name, where you live, and what you do for a living. If you are in a priority group currently eligible for vaccination, the site will show you the location of nearby health care providers who can give you the vaccine. Just choose the one you prefer, and schedule the appointment.

If it's not yet your turn, you can check back anytime to find out when the time is right.

If you have any other questions about this process or general questions about the vaccine, please go to <https://covid19vaccine.health.ny.gov/frequently-asked-questions> or to <https://covid19vaccine.health.ny.gov/what-you-need-know> to learn more.

No vaccine is 100% effective. While you wait to get the vaccine and even in the weeks **after** receiving both required doses, you must make sure to continue to:

- Wear a mask
- Socially distance from others (at least 6 feet apart)
- Practice good hand hygiene