

Government of West Bengal
Health and Family Welfare Department

Memo No. 106/Secy(H&FW)/2021

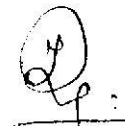
Dated 18th May,2021

GUIDELINES FOR VACCINATION

In terms of the decision taken in the State Executive Committee of the State Disaster Management Authority on 15.05.2021, it has been decided that due to scarcity of vaccines available at the disposal of the government of West Bengal, two streams of recipients have been recognized viz. (i) general – for the people at large and (ii) groups which are super spreaders/public facing/forcibly exposed to public mingling: groups which are endangered as well as potential spreaders.

The groups of persons who would be in the second category will include the following:

- a. Residuary segments (those who have not received COVID-19 vaccine earlier) of Government and para-Government employees including judicial staff who have not been vaccinated earlier.
- b. Dealers of essential services/ goods and their operating staff that is ration dealer, kerosene dealer and LPG dealers and petrol pump staff.
- c. Transport workers including taxi/Auto and toto drivers and rickshaw pullers
- d. Journalists
- e. Lawyers and muharrirs, law clerks
- f. Sex workers and transgenders
- g. Hawkers including newspaper vendors
- h. Retail sellers of vegetables/ grocery items/ fish etc. in bazaars
- i. Covid volunteers
- j. Inmates of social welfare homes, correctional homes



WORKING METHODOLOGY

1. **CATEGORISATION OF VACCINEES** -Due to the distribution of responsibilities between the Government of India and State governments for vaccination of different age groups, it has been further decided that the population of these groups will be further categorized into (i) belonging to the age group 18-44 years and (ii) 45 and above years of age.

As per existing government policy, those in the former group will be administered vaccine from the State's own procured stock and those above 45 years of age have to be administered vaccine from an earmarked separate stock under different Covid Vaccination Centres (CVCs). This is for ensuring proper accounting of vaccines. Both the age groups will be covered either under separate workplace CVCs or under normal health facility CVC as per prevailing SOP. Care must be taken by the concerned departments and field level officers to ensure that this categorization is strictly ensured.

The vaccination programme will start immediately for the various super-spreader etc. groups as per age criteria already explained. This programme will be subject to availability of vaccines.

2. **CVC POLICY** -Initially, vaccinations will be scheduled to beneficiaries in the existing CVCs depending upon the availability of the vaccine and the capacity to vaccinate on a given day. However, as per local requirement and suitability, these numbers can be increased or decreased. Also, the facility of creation of "Work Place" CVCs should be used for specific categories like hawkers, transport workers etc for smooth conduct of the programme as well as for proper accounting of vaccines.

The responsibility of identifying CVCs will rest with both Kolkata Municipal Corporation and the local district administration for priority groups. Health and Family Welfare Department will provide required

coordination for this purpose- like suitability of place, tagging with cold chain point, deployment of vaccinators etc.

3. **SPECIFIED RESPONSIBILITIES**- Concerned departments and District Magistrates will be the overall in charge of the vaccination programmes at the state and district levels respectively.

The Nodal Departments will articulate the norms for eligibility to be included in such priority group as specified above and sponsor the concerned group to the vaccination site. They will also provide the required manpower support for data entry in the CoWIN software. They also keep the list ready with them for ensuring timely administration of second dose of the vaccine.

In order to smoothly implement the decision of the State Executive Committee, the responsibility of ensuring smooth vaccination of these priority groups is allocated among departments as well the district level officers as follows:

Sl. No	Category	Department	Responsibility in the District/KMC
1	Government and para governmental employee	ALL	DM/KMC will coordinate with different departments in the district and KMC area respectively.
2	Teachers	School /Higher / Madrasah Education	District Inspectors of Schools/DOMA/KMC
3	Ration/ Kerosene/ LPG Dealers	Food& Supplies	DC&FS
4	Petrol Pump Staff	Home	DM/KMC in case of Kolkata

5	Transport Workers(including taxi, auto,toto drivers & rickshaw pullers)	Transport/UD&M A/P&RD	DM/Municipal Authorities
6	Journalists	I&CA	DICO
7	Lawyers (including Muharrirs, Law Clerks, Court Staff)	Judicial	District Authorityin consultation with District Judiciary / Bar Association
8	Sex Workers and Transgenders	WCD&SW/ SACS under H&FW	DSWO/ CMOH
9	Hawkers(including Newspaper hawkers)	UD&MA and P&RD	Municipal Commissioner/Executive Officer of ULB / BDOs (rural areas)/DICO(for Newapaper Hawkercs)
10	Retail Sellers(vegetables, Grocery items, Fish)	Agri-Marketing/UD&M A/P&RD	Municipal Commissioner /EO of ULB/BDO/ Secretary, RMC/ AD Agri Marketing/ADF
11	Covid Volunteers	H&FW	CMOH/KMC
12	Inmates of social welfare homes	WCD&SW	DSWO
13	Inmates of correctional homes	Department of Correctional Administration	Superintendent of Correctional Homes and appropriate officers identified by the nodal department.
14	Inmates of mental hospitals	H& FW Department	CMOH/Supdt of concerned hospital

The nodal department / district officers/KMC will be responsible for assessment of the number of estimated vaccinees for the State/district and communication of the same to the H&FW Department so that planning can be done accordingly. Tentative numbers along with district wise requirement must be communicated to H&FW department immediately.

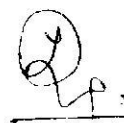
Wherever more than one department/ district officers have been specifically given responsibility, the concerned stakeholders should coordinate with each other for ensuring the success of the vaccination programme.

KMC/DM will ensure proper coordination with Health and Family Welfare Department and that at the local level.

4. PREPARATORY ACTIONS TO BE TAKEN BY THE DEPARTMENTS

I. FOR VACCINATION OF DEPARTMENTAL EMPLOYEES

- a. Immediately share the number of employees who are required to be vaccinated with Shri Ratnakar Rao, IAS, Addl. Secretary, H&FW Department through his email adlsehealth@gmail.com.
- b. An excel template is being shared which should be filled up urgently and correctly for sending the same to the Health Department. The guidelines for filling up the format should be strictly adhered to.
- c. Departments to nominate a Nodal Officer to coordinate both for the department and their parastatal. The names of the officials, who will coordinate on behalf of the H&FW Department, will be shared with these Nodal Officers once their information is shared by the departments concerned.
- d. Proposed venue/s for setting up workplace CVC, if any suitable site is available in the department, which will adhere to the guidelines for setting up of CVCs.



II. FOR SUPER SPREADER CATEGORY UNDER DEPARTMENT

A. Implementation and Monitoring

- i. Identify the nodal officer in the district who will do this work on behalf of the department.
- ii. It will ensure that the nodal officer at the district level prepares the list of vaccinees in advance as per the format that is shared.
- iii. They will ensure the observation of the latest CVC Management guidelines in every manner.
- iv. They will have someone deployed at the vaccination venue to help in monitoring and guiding the crowd and the CVC team on the day/s of vaccination.
- v. The Nodal Officer should also keep her/himself informed about the particular type of vaccine that is being used so that the vaccinee can be informed accordingly and will be able to work out when s/he is due for receiving the second dose of the vaccine.

B) Logistics

They will guide the nodal officer in the field to provide relevant support e.g., computers. Including data entry operators for registering the vaccinees as per schedule drawn up.

C) Coordination

- i. Nodal officer at district level should be instructed to keep close contact with the district administration and the officers of the health department for ensuring smooth vaccination programmes.
- ii. Nodal officers at the district are to be instructed to keep in touch with the nodal officer in the CMOH's office so that there is no dislocation of the vaccination programme which can lead to disturbances in the centres.

iii. In case there are more than one department recognised as nodal – the officer is to ensure that there is coordination and cooperation with the other departments.

5. OPERATION OF CVCs

It has been seen that the hesitancy for covid vaccination has by and large dissipated and members of the general are keen to be vaccinated. However, huge gap between demand and supply has led to a situation that sometimes there are chaotic situations arising in the CVCs. Guidelines for Management of CVCs have already been circulated to the districts. These guidelines must be mandatorily followed.

6. **SCHEDULING:** We anticipate that even as the target beneficiary for vaccination has been expanded, due to the erratic manner of supply of vaccines continuing, local administration may like to work out innovative ways of scheduling the vaccination drives. Dividing days of the week between different age groups as well as separately scheduling/prioritising first/second dose can be considered.


Each CVC should prominently display the appropriate schedule in the form of flex/ white board etc., Detailed guidelines reg management of CVCs as mentioned in memo No 76/Secy/H&FW/2021 Dated 3 May 2021 of this department may also be consulted.

However, it is requested that-

- i. All existing Covid protocols must be followed strictly in all the CVCs.
- ii. Also, basic facilities like- seating arrangements, drinking water, hand sanitizer, toilet facility etc are to be compulsorily arranged in each CVC.
- iii. Temporary sheds may be created to protect the waiting beneficiaries from the elements and the waiting area must be well ventilated.
- iv. Sensitivity must be shown for the needs of the elderly who are coming to the CVC. Token system should be used wherever possible for enabling persons coming for vaccination to be given specific times of



the day to come to the CVC rather than make them wait for hours in the queue.


Secretary, 18/11/2021

Health and Family Welfare Department
