



Thunder Bay District
Health Unit

March 15, 2021

Re: Urgent request for information to prioritize COVID-19 vaccines

Thunder Bay District Health Unit (TBDHU) is actively working to roll out Phase 1 of the provincial COVID-19 vaccination program as quickly as possible. This phase includes all eligible and willing health care workers. A step-wise approach is underway that prioritizes vaccines for health care workers according to where they work, the risk of exposure to COVID-19, and the patient populations served.

To plan for local vaccine distribution, TBDHU is following the Ministry of Health's [COVID-19: Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination](#). This document outlines that health care workers are to be categorized into the following levels based on their roles: Highest Priority, Very High Priority, High Priority, and Moderate Priority.

At this time, TBDHU is requesting information about the health care workers associated with your workplace (particularly those involved in direct client care) in order to effectively prioritize them for vaccination.

Please take the following steps:

1. Review the guidance document linked above and note the definition of "health care worker" on page 2.
2. For all of the individuals associated with your clinic that meet the criteria of a "health care worker", determine which priority level they would fall under as defined in the guidance document. Be thoughtful and use your best judgement as you work through this classification process. TBDHU is unfortunately unable provide consultation.
3. Submit the information at: surveyMonkey.com/r/YDKHMTJ by **Thursday, March 18, 2021 at 1:00 p.m.** You will be asked to provide the number and type of health care workers, the priority level that they are categorized (i.e. high/moderate), and a very brief description (10 words maximum) of each position that provides the rationale for how you have classified their priority. You will not be asked for individual names.

By submitting the information, you are attesting that it is truthful and accurate. TBDHU is relying on the honesty of our health care partners to ensure that vaccines are allocated appropriately.

4. Keep a record of the information submitted as it will be needed when your organization is contacted for a vaccine clinic.

TBDHU will collect, sort and forward the information to the Thunder Bay Regional Health Sciences Centre (TBRHSC) who is immunizing the prioritized groups. The lead contact for your clinic will be emailed directly by TBRHSC with details on the next steps for your health care workers to be vaccinated. They will be vaccinated according to the prioritization and not necessarily offered vaccines all at the same time.

I recognize that the turnaround time on this is short. However, we are working expeditiously to get our communities vaccinated from COVID-19 as soon as possible. Thank you for assistance!

Sincerely,

Dr. Janet DeMille, CCFP, FRCPC
Medical Officer of Health
Thunder Bay District Health Unit