

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



Deidre S. Gifford, MD, MPH  
Acting Commissioner

Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

To: Medical Practitioners

From: Connecticut Department of Public Health

Date: 12/04/20

RE: In order to ensure that all healthcare personnel in Connecticut have access to a COVID vaccine, there is action that employers of healthcare workers need to take

To prepare for the distribution and vaccination of healthcare personnel, the Connecticut Department of Public Health (DPH) is gathering information from healthcare organizations (e.g., medical practices, clinics, home health agencies) throughout Connecticut that are unaffiliated with larger health systems.

Healthcare personnel include all paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or infection materials.

In order to make vaccine available, one representative (the "Employer Coordinator") from each healthcare organization should complete the survey found at the link below. The representative should be an individual who has access to a roster of healthcare personnel within their organization. Completing this survey will prompt an email to be sent from the Vaccine Administration Management System (VAMS) so the employer coordinator can register the organization. Once registered, the coordinator can upload a roster which allows rostered healthcare personnel to schedule a vaccination appointment once supply is available. All personnel on the roster will be allowed to schedule an appointment.

VAMS is a secure, web-based application that is by invitation only to register. Please complete the information in the survey if you are a healthcare organization or you are an organization that employs healthcare personnel (for instance a school or university that employs healthcare personnel).

Each healthcare organization must have an Employer Coordinator who can identify the individuals who need to receive the COVID-19 vaccination within this initial phase of vaccine roll-out. These same Employer Coordinators will also need to be able to respond when additional cohorts of individuals are eligible to receive vaccines (e.g., larger portions of the critical workforce).

Independently practicing healthcare providers should complete a survey for themselves.

The deadline for completing the survey is December 18, 2020, but faster completion is important to enable rapid access to potential vaccination.

Please click the link to complete the survey. Or copy and paste the link into your browser.

[https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH\\_abtzi0SEKG1rqGtPq6XK2aZ3cKhUOTJVSzRVM0NHTjVRTDIQUEEyMOU0VUg5Vi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi0SEKG1rqGtPq6XK2aZ3cKhUOTJVSzRVM0NHTjVRTDIQUEEyMOU0VUg5Vi4u)



Phone: (860) 509-7929 • Fax: (860) 706-5429  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

*Affirmative Action/Equal Opportunity Employer*

