



Office of Children and Family Services

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Governor

SHEILA J. POOLE
Commissioner

NOTICE

To: Facility Directors, Facility Managers, All Facility Staff

From: Felicia A. B. Reid, *Acting Deputy Commissioner*, DJJOY

Date: January 11, 2021

Re: Phase 1A COVID-19 Vaccine Access: Facility Staff How To

Part A

DJJOY Facility Staff Included in Phase 1A

Based on the January 11, 2021 NYS Department of Health (NYS DOH) [guidance \(https://coronavirus.health.ny.gov/system/files/documents/2021/01/guidance-for-week-5-oasas-ocfs-omh-otda-1.11.21.pdf\)](https://coronavirus.health.ny.gov/system/files/documents/2021/01/guidance-for-week-5-oasas-ocfs-omh-otda-1.11.21.pdf) related to the expansion of Phase 1A, DJJOY facility staff can schedule an appointment to be vaccinated against COVID-19. As part of Phase 1A, your access to vaccination has been prioritized ahead of subsequent Phases.

The Vaccines

Two vaccines may be available to facility staff depending on local distribution: one developed by Moderna and one developed by Pfizer. Both vaccines have been determined to be safe and effective by the Food and Drug Administration (FDA) and a task force made up of New York State medical and scientific experts. **Both vaccines require two doses for full vaccination.** The vaccines are available at no cost to you.

DJJOY Facility Staff Priority List

Staff Eligible	Date
Healthcare Staff (Doctor, Nurse, Nurse Practitioner, Dentist, Dental Assistant, Physician Assistant, Psychiatrist)	Tuesday, January 12, 2021
Facility Direct Care Staff (YC, YDA, Transport Staff, CCU)	Wednesday, January 13, 2021
Facility Program Services Staff (Education, Clinician, Cook, Recreation-Vocation Specialist)	Thursday, January 14, 2021
Facility Maintenance Staff	Friday, January 15, 2021
All Other Facility Staff	Saturday, January 16, 2021

How to Get a Vaccine

1. Go to the NYS DOH screening link at <https://am-i-eligible.covid19vaccine.health.ny.gov>.
2. The screener will ask for information such as your name, where you live, and what you do for a living. 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 an appointment.
3. Bring a photo ID **and** your OCFS employee identification (ID badge or pay stub) to the vaccination site for your appointment.

4. Whether you choose to be vaccinated or do not, **notify your Facility Director by submitting the information on page 2 as soon as you are able.** If you choose to be vaccinated, submit the requested information in part B, below, **after** you have received a vaccine.

What You Need to Know

Not everyone in DJJOY will be eligible for the COVID-19 vaccine at the same time. You have been placed into Phase 1A based on your role and job responsibilities as facility staff.

Although the vaccines work to prevent illness due to COVID-19, a fully-vaccinated person may still transmit the virus to others. As the state works to widely roll out the vaccines, not everyone will have access to or receive the vaccine all at once.

Facilities **will** continue to comply with all DJJOY COVID-related guidance and protocols until directed otherwise. This includes gate screening, mask wearing, frequent hand-washing/sanitizing, cleaning, and maintaining social distance where able. Vaccine access does **not** mean a relaxation of vigilance.

If you have questions about the New York's COVID-19 vaccination program vaccine, go to <https://covid19vaccine.health.ny.gov/frequently-asked-questions> or to <https://covid19vaccine.health.ny.gov/what-you-need-know>. Do not contact the Bureau of Health Services with questions about the vaccination program. All questions should be raised to your supervisor and/or to your Facility Director.

Part B

Keeping Track of the Vaccination Rollout

For OCFS to keep track of its vaccine rollout count, please complete this section and return it, hard copy or email scan, to your Facility Director or their designee. This information is being collected only to keep track of OCFS vaccination rates, not of who is or is not receiving a vaccine. Your name will not be connected to the information you provide.

If you check Box 2 and you later receive a vaccine, please inform your Facility Director or their designee so that your answer may be part of an accurate count.

Check One:

Box 1: I have received a vaccine against COVID-19.

Box 2: I do not intend to receive a vaccine against COVID-19.

Date: _____