



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

राजेश भूषण, आईएएस
सचिव

RAJESH BHUSHAN, IAS
SECRETARY

D.O. No. 2146926/2021/Imm
6th April 2021

Dear Colleague,

As you are aware, COVID-19 vaccination has been extended to all citizens aged 45 years or more from 1st April 2021. A substantial proportion of population aged 45 years and above are in the organized sector of the economy and is involved in formal occupation in offices (government and private) or manufacturing and services etc.

2. With support of the State Governments/UT administration, the efforts have been to consistently make the vaccination drive more pragmatic and also more acceptable and purposeful to the beneficiaries. On similar lines, in order to increase the access of vaccine to these populations, COVID-19 vaccination sessions may be organized at Work Places (both public & private) which are having about 100 eligible and willing beneficiaries by tagging these work places with an existing COVID Vaccination Center (CVC). In order to support the States in this initiative, guidelines have been prepared and the same are enclosed herewith. These guidelines will support the State and District Programme Managers with the requisite information and guide them on organizing vaccination sessions at such work places (both public & private).

3. Please initiate due consultations with Private/Public Sector employers & management to prepare for launch of Work Place Vaccination. Such Work Place Vaccination Centres may be launched across States/UTs from 11th April 2021.

6. As we make the vaccination drive more accessible, quality focused and citizen-centric, I look forward to your continued support in this national endeavour.

Warm Regards.

Yours sincerely,

(Rajesh Bhushan)

Encl : as above

Additional Chief Secretary/Principal Secretary/Secretary (Health)
All States/UTs

Guidance on COVID-19 Vaccination at Work Places (Government & Private)

1. Background:

- a. As per the recommendation of National Expert Group on Vaccine Administration for COVID-19 (NEGVAC), the prioritized group of beneficiaries for COVID-19 vaccination has been expanded to cover general population aged 45 years and above from 1st April 2021.
- b. A substantial proportion of population aged between 45-59 years (in some cases up to 65 years) are in the organized sector of the economy. They are involved in formal occupation in offices (government and private), in manufacturing and services etc.
- c. COVID-19 vaccination sessions may be organized at Work Places which are having about 100 eligible and willing beneficiaries (to facilitate optimal utilization of vaccine dosage and reduce wastage) for COVID-19 vaccination. Organizing vaccination at Work Place will not only be convenient to the staff at Work Places but also help to avoid travel and hence reducing the risk of exposure to COVID-19 virus.

2. Identification of Work Places for COVID-19 vaccination:

- a. The District Task Force (DTF) chaired by District Magistrate and Urban Task Force (UTF) chaired by Municipal Commissioner will identify such government and private Work Places after due deliberations with relevant employers and / or Head of offices.
- b. Work Place management will designate one of their senior staff to work as "Nodal Officer" to coordinate with district health authorities/ private COVID Vaccination Centres (CVCs) and support vaccination activities.
- c. The Nodal Officer will oversee and facilitate all aspects of vaccination at Work Place CVC like registration of beneficiaries, availability of physical and IT infrastructure and oversight to vaccination etc.

3. Identification of Eligible and Willing Beneficiaries at Work Places

- a. Only employees of Work Place aged 45 years or more will be eligible for vaccination at Work Place, no outsiders including eligible family members will be allowed for vaccination at "CVC at Work Place".
- b. Beneficiaries must be registered in Co-WIN portal prior to vaccination. CVC Nodal Officer will ensure registration of all targeted beneficiaries and facility of on-the spot registration will also be available but only to employees of the work place.

4. Registration of Work Place as CVC in Co-WIN

- a. Once identified, all such Work Place vaccination centres will be registered in the CoWIN portal as Government or Private COVID-19 Vaccination Centre (CVC) at Work Place.
- b. The name of Work Place CVC should be recorded in Co-WIN as full name and not as abbreviation to have clarity.
- c. DTF / UTF will ensure verification of availability of three rooms as waiting, vaccination and observation rooms at Work Place CVC (refer annexure 1). These rooms should be part of the permanent structure of the Work Place or proper and stable structure like hangars should be erected. Temporary shamiyana / tent like structure should not be used.
- d. Once verified, DIO will ensure registration of Work Place CVC in Co-WIN portal

5. Linkage of Work Place CVC with Public and Private CVCs

- a. Every CVC in government Work Place will be tagged to an existing and nearest CVC in the government medical facility.
- b. Every CVC in private Work Place will be tagged to an existing and nearest CVC in the private medical facility.
- c. The designated government and private CVC to whom the Work Place CVC has been tagged will be responsible for deployment of vaccination team at Work Place CVCs.
- d. The in charge of the designated government and private CVC to whom the Work Place CVC has been tagged will plan session at the Work Place CVC. For optimal utilization of resources, vaccination session will be planned at Work Place CVC once at least 50 beneficiaries get registered for vaccination.
- e. In charges of government or private CVCs with which the Work Place CVCs are tagged for COVID-19 vaccination will be responsible to provide vaccine and ensure reporting in Co-WIN from these Work Place CVCs
- f. The schedule of vaccination session can be made up to 15 days in advance and intimated to the Work Places so that maximum attendance is ensured on the day of vaccination. In most of the work places vaccination schedule may, however, be completed in less than 15 days.

6. Linkage of Work Place CVC with cold chain points

- a. All government and private CVCs are already linked to some cold chain point for receiving vaccine. These CVCs will continue to use same mechanism to receive vaccine needed for vaccination at tagged Work Place CVC.

7. Engaging health infrastructure and health care workers of Work Place CVC

- a. Some of the Work Places may have health infrastructure in form of hospitals, health clinics, nursing centers etc. This infrastructure may be utilized to set-up vaccination site in case sufficient space for waiting, vaccination and observation rooms are available (refer annexure 1).
- b. The health care workers of this health infrastructure of the Work Place CVCs (such as doctors, nurses and other staff) may be deployed for the COVID-19 vaccination activities at Work Places as vaccination team members.
- c. In-charges of government or private CVCs with which the Work Place CVCs are tagged for COVID-19 vaccination will be responsible to ensure training of these health care staff prior to deployment.
- d. The Work Place CVCs staff engaged in COVID-19 vaccination activities will follow the same SOPs for vaccination and reporting including management and reporting of AEFIs.

8. Deployment of Vaccination team at Work Place CVC

- a. District health authorities will normally deploy the vaccination team at government Work Places. Private CVC will deploy the vaccination team at private Work Places
- b. One fully trained vaccination team will be assigned to vaccinate 100 beneficiaries at Work Place CVC. Additional teams shall be deployed in case work load is more than 100 beneficiaries and if sufficient space for vaccination is available (refer annexure 1).
- c. The management of Work Place will be responsible for arranging adequate rooms / space for vaccination (waiting room, vaccination room and observation room)
- d. Each team will consist of: