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## **FACT SHEET: NATIONAL VACCINATION INFORMATION: EMPLOYER SITES**

### **Introduction**

As a nation, we have embarked on the single most important intervention to defeat this once-in-a-century health crisis, which is vaccinating our adult population against Covid-19.

The pandemic is a national challenge, not simply a challenge for Government, but also for business, other social partners and individuals, so it is in all of our interest to do all that we can to facilitate a successful and efficient vaccination programme. We believe that by harnessing all the energy, expertise, and commitment of South Africans, we will save lives and rebuild livelihoods.

We know that in order to achieve success, we need two critical elements to be in place: the first is the availability of sufficient, efficacious vaccines, and the second is to ensure we have a large number of vaccination sites in place to deliver against the objective of vaccinating the entire adult population by March 2022.

In terms of vaccine supply, Government has successfully secured over 62 million vaccine doses to date. This includes 31 million Johnson & Johnson (J&J) single-dose vaccines, 30 million Pfizer-BioNTech double-dose vaccines and an additional 1.39 million vaccines via the COVID-19 Vaccines Global Access programme, otherwise known as COVAX. While we have secured the doses required, the schedule of delivery from manufacturers remains constrained due to incredible global demand for vaccines. This is a global challenge for countries all over the world.

It is clear that a massive logistical challenge lies ahead, one that cannot be achieved by Government alone. While Government is leading the vaccination programme, Business has mobilised in support of the national rollout. B4SA has created a specific operationalisation workstream responsible for vaccinations across the private sector. The three specific service delivery streams are:

1. Health Sites (GPs, pharmacies, hospitals and travel clinics);
2. Mass Vaccination Sites; and
3. Employer Sites, which specifically relates to you.

Many of you have asked how you can participate in the vaccination programme, so we have drafted a fact sheet which will answer many of your questions and provide guidance on your participation. If



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anything is unclear, please reach out to us for clarification. We hope we vaccinate as many employees who can be vaccinated in the workplace as is possible.

### **How companies can establish vaccination sites on their business premises for employees and others**

1. Workers can be vaccinated at health sites (GPs, pharmacies, hospitals, travel clinics, immunisation clinics), mass vaccination sites or in the workplace. It is not compulsory for a workplace to vaccinate in their workplace, even if they have an occupational clinic, but it offers convenience for employees – and potentially their families and communities too - and decongests the public vaccination sites.
2. Businesses opting to vaccinate in the workplace have the following options:
  - a. **Set up a primary workplace vaccination site** that the organisation runs. In this model, the vaccines will be delivered to the workplace site, will be stored on site and vaccination runs from here. This site needs to be accredited and registered on the Master Facility List (MFL). The requirements for this are detailed below.
  - b. **Link with a registered primary healthcare vaccination site near you** (GP, pharmacy, hospital, travel clinic, permanent occupational health clinic) near you. You will be an outreach/ secondary site from their perspective and the accreditation requirements must be fulfilled by the primary site. The primary site receives the vaccine and the secondary workplace site must collect vaccines from this site. All vaccinators at the secondary site must have done the vaccinator training.
    - i. If the workplace site wants to store the vaccines it fetches, it can **ONLY** be linked with a pharmacy which needs to extend its Pharmacy Council storage license to encompass this site. This option is best for large employers who have the capacity to have a fridge/freezer and will have enough vaccinators to be able to vaccinate larger numbers of vaccinations per day.
    - ii. Smaller workplaces with fewer employees with an occupational health clinic can collect vaccines daily from the primary site and return any unused stock each day.
  - c. **An employer can outsource employee vaccinations** to a provider who will run a mobile service to the workplace wherein vaccinators come in to the workplace and perform the service and leave. All mobile services are linked with some primary registered site.

To assist you in planning for your site and thinking through the elements, you can use this spreadsheet: <https://www.businessforrsa.org/b4sa-planning-worksheet/>

The cost of setting up a vaccination site is for the employer. The National Department of Health (NDOH) and medical schemes will reimburse the cost of the vaccine, its distribution to your site and the cost of administration (see billing section below).



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The NDOH has set up a “No Fault Compensation Fund” to cover for adverse events, and so this is something that an employer would not need to make provision for. It would be contractually provided for in registering a primary workplace vaccination site

Once you have decided to set up a site, it is required that you complete the REDCAP survey [https://redcap.link/NDOH\\_OHS\\_Covid-19\\_Vaccine\\_Survey](https://redcap.link/NDOH_OHS_Covid-19_Vaccine_Survey), together with our planning spreadsheet (as above). This will allow NDOH / B4SA to establish the numbers of workers who might be vaccinated at their place of work or close to such place of work, and which places of work may be in a position to offer vaccination sites.

#### **Registering a primary workplace vaccination site**

1. **The vaccination site must include a pharmacy** with a registered pharmacist; be a licensed hospital; be a permanent occupation health clinic (with a permanent or contracted responsible GP/doctor or a nurse with the relevant permit to run such a clinic). This is the most critical requirement.
2. The second most important requirement is that vaccination site must have **cold chain storage capability** (freezer -20C ideally).
3. A pack of Pfizer vaccines has 1,170 doses. These packs can be kept in a -2 to -8C freezer for up to 30 days. The vaccine must be thawed before use. Once thawed, the vaccines must be used within 5 days. For this reason, it is best that a primary site **should be able to do at least 200 vaccinations per day**.
4. In order to have a site that runs for a longer period of time to justify its establishment (say a month or two), **we recommend that a site be able to service at least 2,000 to 5,000 lives**, ideally 10,000. While this is still under discussion and not yet finalised, we anticipate that these lives can be comprised these ways:
  - a. Employees only
  - b. Employees plus family of employees
  - c. Employees and/or family and open to community (public). It is recommended that a workplace site in the rural areas, in particular, considers vaccinating more than its employees.
5. The checklist for sites that has been developed by the NDOH can be found at <https://www.businessforrsa.org/ndoh-vaccination-site-checklist/> .
6. A **primary site must register on the Master Facility List (MFL)** (<https://MFL.csir.co.za>). Vaccines will only be delivered to sites on the MFL.



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- a. You will need to nominate an MFL administrator in order to manage the site on the MFL and receive communications from the MFL team. In naming of the site/facility, please indicate whether the site is a pharmacy, hospital, clinic, nursing, OHS (type of health service)
  - b. All secondary sites need to also be registered on the MFL. However, they are set up differently to a primary site. Please refer to the user guide to set these up correctly. Also ensure that the name of the organisation is the same as the primary site in order to find it. The site must then be associated to the relevant primary site on MFL.
  - c. The MFL registration process user guide can be found at <https://www.businessforsa.org/mfl-user-guide/>
7. All primary workplace vaccination sites and secondary sites that will be storing vaccine **must receive a section 22A (15) permit** from the Dept of Health. Every person responsible for a site needs to be vetted as a provider in good standing and that they have the requisite training This is because the vaccine is a schedule 4 drug requiring prescription and the Dept of Health needs it handled in a specific way from a regulatory perspective. This permit enables a site to have all the vaccinators working in, or associated with, this primary site to be able to vaccinate. The curation and permit application is embedded in the MFL registration process. It is an electronic application process that should take about a week.
- a. All vaccinators, who will be qualified health workers, must undergo vaccinator training and receive a certificate at <https://knowledgehub.org.za/form/covid-19-vaccination-training>. To be able to run a site that vaccinates 200 people per day, the recommendation is that around 7 vaccinators are needed.

#### **Running a workplace vaccination site**

8. To be able to allocate employees to your workplace vaccination site, EVDS has created a mechanism for an employer to provide details of all the employees, such as the ID numbers and medical aid details, of the employees/people who must be allocated to the workplace site. Note that the site must cover all workers at that site including permanent, temporary and contract workers. This same functionality also enables the employer to bulk-register their employees, bypassing the need for each employee to register individually on EVDS, regardless of age group. In order to be compliant with POPIA, we recommend that an employer obtains consent from employees for the exchange of this information. The consent must specify that by agreeing they are also effectively registering to be vaccinated. An employee does have an option to change their mind thereafter.
  - a. A data exchange agreement will be shared with the employer to enable this function
  - b. The designated user will also need to obtain specific user access from the EVDS team to enable them the upload the required information.
9. While still under discussion, should a workplace be permitted and want to vaccinate family members as well, it is likely that these ID numbers will be required too.



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- a. If an employee is not linked to the employee site, they will be allocated to their nearest other vaccination site like the rest of the public.
  - b. An employer can add ID numbers as they receive them
10. Allocation of vaccines to the workplace site will be based on the numbers of people linked with the site and the number of vaccinators linked to the site plus the number of hours that the site operates. Should a primary workplace site be linked to some secondary sites, the numbers of employees and vaccinators related to the secondary site must be added to those of the primary site to ensure receipt of sufficient vaccines.
11. Workplace sites can schedule (make appointments) for themselves in order to manage workplace productivity and any relevant shifts. The employer will be responsible for ensuring that its employees know the times that they must come for vaccination. EVDS will not make these appointments for workplace sites.
12. The workplace must follow the age band categorisation to vaccinate its employees, as it receives vaccines (over 60-year-olds, 50-59; 40-49).
13. The site, once registered on the MFL, will need to provide a letter confirming the numbers of workers on medical aid and those not on medical aid and whether the site intends claiming from the NDOH the costs of vaccines and administration for all workers not on medical aid; or the costs of vaccines only; or the costs of administration only. The NDOH will provide a sales and distribution agreement to be signed by the site or delegated authority that will claim from the NDOH.

**14. The process to order stock is as follows:**

- a. An account must be opened with DSV and Biovac (these are the distributors of the vaccine).
- b. A Purchase Order (PO) must be created for vaccine, addressed to the National Department of Health.
- c. Address: Civitas Building, 222 Thabo Sehume Street, CBD, Pretoria, 0001
- d. The product is

NAPPI	Product Name	Dosage Form	Pack Quantity	Pack UOM
3003282001	Pfizer covid-19 vaccine (section 21) multi-dose vial	VAC	6	dose

- i.
- e. The order should always be placed in vial quantities – for Pfizer, the minimum order quantity is 195 x Pfizer Covid-19 Vials (Section 21) (6 doses) per PO
- f. The price per vial is R1850.88
- g. The NDOH is not registered for VAT so no VAT on the invoice.
- h. Payment will be made to the distributor, acting as cash collection agent to the NDoH, so no banking details available for the main vendor (NDoH)



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- i. The purchase order needs to be an official document from the Bill To party, and generally includes the following:
    - i. Details of invoice party
    - ii. Details of supplier (in this case NDoH)
    - iii. Purchase order number
    - iv. Delivery address
    - v. Quantity and description of item
    - vi. Unit cost (as per vaccine price letter issued Friday 15 May)
    - vii. Total cost (unit cost x quantity)
    - viii. Shipping instructions (if relevant)
15. A further purchase order needs to be raised on Adcock Critical Care for the diluent, and sent to Tracey Simons ([tracey.simons@za-scta.com](mailto:tracey.simons@za-scta.com))
16. The diluent comes in boxes of 100. 1 diluent is required per vial. Therefore 2 boxes of diluent corresponds to 1 tray of Pfizer vaccine. Diluent order quantity should be aligned to vaccine order quantity.
17. Orders must be sent to Willem Bekker <[WillemB@bidvestil.com](mailto:WillemB@bidvestil.com)> ; Remando Nigrini <[RemandoN@bidvestil.com](mailto:RemandoN@bidvestil.com)>; [stuart.murray@za-scta.com](mailto:stuart.murray@za-scta.com); [rinus.maarsingh@za-scta.com](mailto:rinus.maarsingh@za-scta.com)
18. **Reporting daily is essential. Without this, your site may not be given access to further stock.**
19. The vaccination site must register on the Stock Visibility System (SVS) in order to report on and manage their vaccination stock. Without this, the distributor will not be able to know how much stock is on hand and how much stock to deliver next. Stock will be delivered every 14 days.
  - a. The SVS can be accessed on mobile App, desktop or via an API.
  - b. Only one person can be registered to manage the stock on SVS
  - c. Key fields to be captured daily: current stock level, expiry date, stock received, stock left, stock issues, etc.
  - d. The steps to register on SVS can be found at <https://www.businessforsa.org/svs-registration-steps/>.
  - e. Email queries regarding SVS to [nyaradzo.rusike@za-scta.com](mailto:nyaradzo.rusike@za-scta.com)
  - f. **Reporting on SVS must be completed at the end of every day.**
20. It is also essential to record actual vaccinations on the EVDS daily (at the end of every day). The actual vaccine inoculation must be done on EVDS (or be captured on EVDS manually retrospectively) as there are regulatory questions that must be asked and logged by the vaccinator.
21. At the end of inoculation, the vaccination site must issue a paper vaccination card. A print version of the vaccination cards must be printed by the site <https://www.businessforsa.org/b4sa-doh-vaccination-card/>



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## 22. Billing:

- a. EVDS does not have billing function. Therefore, the vaccination site must have the ability to bill from a medical scheme (practice management software short license may be needed...one contact is Allegra [louis@allegra.co.za](mailto:louis@allegra.co.za))
- b. The price of the vaccine is as per the circular <https://www.businessforsa.org/doh-vaccine-price-circular/> from the NDOH. Please note that the admin fee herein excludes VAT,
- c. Invoice will be sent to primary site with 90-day payment terms.
- d. To recover the money of the insured employees, the site will bill the relevant medical scheme for both the vaccine and the administration fee. A company can choose whether it will pay for its uncovered employees as part of additional contribution to the national rollout. The employer must decide whether it is covering both the vaccine cost and/or administration fee for its uncovered lives.

## **Conclusion**

B4SA is committed to assisting the NDOH with a successful national vaccination rollout. As new information emerges, B4SA will keep its stakeholders informed. The B4SA lead for workplace vaccination sites is Lungi Nyathi [lungin@medscheme.co.za](mailto:lungin@medscheme.co.za) and she can help guide you on your journey of vaccinating your employees.

Please note that B4SA cannot register your employees or your workplace sites for you.

Once you decide to establish one or more workplace vaccination sites, please detail them in this spreadsheet <https://www.businessforsa.org/workplace-vaccination-sites/> and return it to [LungiN@medscheme.co.za](mailto:LungiN@medscheme.co.za)

**Dr Lungi Nyathi**

**B4SA lead**

**Workplace Vaccination Sites**