**Federal Bureau of Prisons
Standard Operating Procedure:
Maintenance COVID-19 Vaccination**

Purpose:

To establish a procedure for the continuation of Detention Center Unit (DCU) inmate, general population inmate and BOP staff & contractor COVID-19 vaccination.

Procedural Guideline:

COVID-19 vaccination will be held each **Wednesday** in Health Services for DCU inmates, general population inmates, BOP staff & contractors.

- Health Services
    o Intake Staff - staff conducting BEMR intake will offer COVID-19 vaccination.
        ▪ YES – add inmate to the BEMR Scheduler
        ▪ NO – have inmate complete COVID-19 vaccine declination & document refusal under BEMR Chart > Flowsheet > Immunization.
    o Pharmacy - complete a weekly inventory of all COVID-19 vaccines on hand and send to HSA, CD, Chief Pharmacist and QI/IP&Cs on Mondays. Coordinate delivery and inventory of COVID-19 vaccination.
    o QI/IP&C – monitor BEMR scheduler for vaccines request and/or subsequent doses due. Place vaccine orders by emailing the CFAD at BOP-HSD-CFADpharamcy@bop.gov on Monday for Tuesday delivery – notify Warehouse Supervisor & Pharmacy. Place inmates on Wednesday call out for vaccination.
    o Inmate Copouts (email or paper) – as inmates request COVID-19 vaccination, QI/IP&C will place them on the BEMR Scheduler.
    o Days shift nurse will administer & document COVID-19 vaccination on Wednesdays.
- Command Center – BOP staff & contactors requesting vaccination will notify the Command Center. The Command Center will notify the QI/IP&C and confirm vaccination appointment time. The Command Center will then notify the staff member of their scheduled appointment time on Wednesdays.
- Trust Fund
    o Warehouse – QI/IP&C will notify Warehouse Supervisor & Pharmacy when order is placed with CFAD. Warehouse staff will immediately notify Pharmacy when order has arrived.
- Correctional Services
    o Assign Medical OIC, at a minimum, on Wednesdays to coordinate movement of DCU and general population inmates to Health Services for call outs.

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, Clinical Director

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, Health Services Administrator

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, Warden