

Government of West Bengal
Department of Health and Family Welfare
Office of the Chief Medical Officer of Health
Banamalipur, Barasat, North 24 Parganas, 700124

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Memo No. CMOH-N24Pgs/6009

Dated. 30/06/2021

ORDER

In partial modification of this office Memo No. CMOH-N24Pgs/599, dated. 30/06/2021, all the private facilities having valid CE license, who wish to operate CVC in their own health facility / outreach vaccination [Workplace CVC (WPCVC) or Near to Home CVC (NHCVC)] under Non-Government initiative, should follow the following procedure as per the SOP, issued by the Secretary, Department of Health & Family Welfare, Government of West Bengal vide Memo no 156/Secy/H&FW, dated 26/06/2021.

The organising unit will approach the tagged officer of the Block/ Municipality, where the vaccination will actually be organized, as mentioned in Annexure-I with all relevant documents. The concerned Officer will physically inspect the site of vaccination and verify the documents.

To expedite the process, all documents to be preserved at the office of the tagged officer and a softcopy of those with recommendation must be forwarded by the tagged officers to the office of the undersigned in a dedicated email for this purpose (pvtvaccinen24pgs@gmail.com) immediately after receipt of application. Based on the recommendations, district will issue the final permission letter for Covid vaccination under non-government initiative.

1. For vaccination in their own facilities:

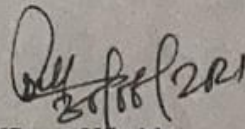
- An application from private CE to the CMOH for organizing vaccination camp mentioning location, date, time, source of vaccine, type of vaccine and quantity of vaccination per day.
- Photocopy of CE license
- Prescribed filled checklist seeking approval to run the CVC.
- Visit report by inspecting officer (tagged officer)


2. For outreach vaccination through local organizations / clubs / corporate offices within the district:

- The local organizations / clubs / corporate offices will apply to the CMOH mentioning location, date, time, source of vaccine, type of vaccine and specific day wise quantity of vaccination.
- An agreement letter with the private CVC, who will provide and conduct the vaccination camp.
- Prior approval from CMOH of the private CE to run Workplace CVC (WPCVC) or Near to Home CVC (NHCVC).
- Photocopy of CE license.
- Clearance from local police station.
- Prescribed filled up checklist seeking approval to run the CVC.
- Visit report by inspecting officer (tagged officer)

3. For Outreach Vaccination camps by Private CVCs of other districts:


- A joint application from local organization and private CVC to the CMOH for organizing vaccination camp mentioning location, date, time, source, type and quantity of vaccination per day.
- An agreement letter with the private CVC who will provide and conduct the vaccination camp
- Prior approval from respective CMOH of the private CE to run vaccination.
- Photocopy of CE license.
- Clearance from local police station.
- Prescribed filled up checklist seeking approval to run the CVC.
- Visit report by inspecting officer (tagged officer)

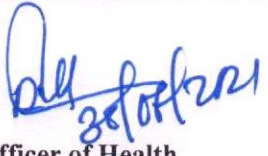

Chief Medical Officer of Health
North 24 Parganas


30/6/2021

Annexure-I

Block/ Municipality, where Covid vaccination will be organised	Tagged officer
Barasat-I Block	Block Medical Officer of Health of respective Block
Barasat-II Block	Block Medical Officer of Health of respective Block
Rajarhat Block	Block Medical Officer of Health of respective Block
Deganga Block	Block Medical Officer of Health of respective Block
Amdanga Block	Block Medical Officer of Health of respective Block
Habra-I Block	Block Medical Officer of Health of respective Block
Habra-II Block	Block Medical Officer of Health of respective Block
Gaighata Block	Block Medical Officer of Health of respective Block
Bagdah Block	Block Medical Officer of Health of respective Block
Bangaon Block	Block Medical Officer of Health of respective Block
Barrackpore-I Block	Block Medical Officer of Health of respective Block
Barackpore-II Block	Block Medical Officer of Health of respective Block
Kanchrapara Municipality	Superintendent, Naihati SGH
Halisahar Municipality	Superintendent, Bhatpara SGH
Bhatpara Municipality	Superintendent, Bhatpara SGH
Naihati Municipality	Superintendent, Naihati SGH
Garulia Municipality	Asstt. Chief Medical Officer of Health, Barackpore
North Barrackpore Municipality	Superintendent, Dr. B. N. Bose SDH, Barackpore
Barrackpore Municipality	Superintendent, Dr. B. N. Bose SDH, Barackpore
Titagarh Municipality	Superintendent, Sree Balaram Seva Mandir SGH
Khardah Municipality	Superintendent, Sree Balaram Seva Mandir SGH
Kamarhati Municipality	Superintendent, Baranagar SGH
Baranagar Municipality	Superintendent, Baranagar SGH
North Dum Dum Municipality	Superintendent, Panihati SGH
Dum Dum Municipality	Asstt. Chief Medical Officer of Health, Barackpore
South Dum Dum Municipality	Asstt. Chief Medical Officer of Health, Barackpore
New Barrackpur Municipality	Asstt. Chief Medical Officer of Health, Barackpore
Barasat Municipality	Asstt. Chief Medical Officer of Health, Barasat
Panihati Municipality	Superintendent, Panihati SGH
Ashoknagar Municipality	Superintendent, Ashokenagar SGH
Habra Municipality	Superintendent, Habra SGH
Gobardanga Municipality	Superintendent, Habra SGH
Bongaon Municipality	Asstt. Chief Medical Officer of Health, Bongaon
Madhyamgram Municipality	Asstt. Chief Medical Officer of Health, Barasat
Bidhannagar Municipal Corporation	Asstt. Chief Medical Officer of Health, Bidhannagar
BKP Canton Board	Asstt. Chief Medical Officer of Health, Barackpore
NKDA, New Town	Asstt. Chief Medical Officer of Health, Bidhannagar


27/01/2021


Chief Medical Officer of Health
North 24 Parganas

Government of West Bengal
Health & Family Welfare Department
Kolkata-700091

Memo No: 156/Secy/H&FW

Date 26/06/2021

SOP for operating Covid Vaccination Center/ Camp (CVC / Outreach Vaccination
under Non Government Initiative

1) Prior approval from Health Department

1.1. All private commercial health facilities / Workplace Administration desiring to launch / run a CVC must seek **prior approval** from the competent authority of the Health Department.

1.2. The Private Health Facility must apply using the prescribed checklist(copy enclosed) seeking approval for running a CVC/ Work Place CVC.

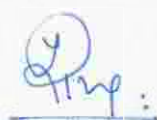
1.3. The CVC must designate a Nodal Officer who would be the contact point for all communications between the CVC and the Health Department.

1.4. Competent authority for approval at the district level shall be CMOH of the concerned district and in Kolkata, ADHS(EPI) Swasthya Bhawan.

2) Vaccine Doses Accountability :

2.1. All private CVC must maintain a dynamic inventory of vaccines disclosing the source of their supplies, Cold Chain maintenance mechanisms, day to day consumption of vaccine doses and inform the Health Department through end of the day report (through Google spreadsheet).

2.2. The nodal officer must submit a weekly report on safety and tolerability of the vaccine.



3) Monitoring and Inspection :

3.1. The Private CVC must extend support and cooperation to the Health Department in respect to facilitating a prescheduled monitoring visit of the CVC by the representative of Health Department.

3.2. In case of poor compliance or gross departure from the prescribed norms, the Health Department shall revoke the permission to run the CVC.

4) Coverage :

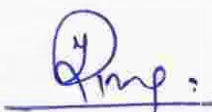
4.1. A private CVC must submit the list of all people who completed vaccination i.e. both doses of a two dose vaccine, every weekend on Sundays.

4.2. In case of non compliance by the vaccinee and consequent non compliance of the two doses of the vaccine the same must be clearly mentioned in the weekly report of the CVC.

5) Post Vaccination Care:

5.1. The private CVCs will mandatorily observe of all vaccinees for 30 minutes after vaccination AEFI cases, if any, should be managed immediately for which AEFI kits must be available with the Vaccination Officer at the vaccination sites. Any AEFI cases occurring within 30 minutes must be reported immediately in Co-win Safe-Vac portal and the DIO / DF WB / ACMOH / District Control Room should be informed.

5.2. All CVC must clearly plan about post vaccination care and submit the plan to Health Department. Contact number of the Medical Officer In-charge should be shared with the vaccinees for any guidance beyond 30 minutes following Covid vaccination.



5.3. The Health Department must be intimated in detail about how the post vaccination care is provided by the CVC.

6) Outreach Vaccination Campaign :

Private CVC is allowed to carry out reach vaccination drive through Work Place CVC (WPCVC) or Near to Home CVC (NHCVC) for which under mentioned guidelines must be followed.

a) Outreach Vaccination camps by Private CVCs in other districts –

- The Private CVC of one district will tie up with a local Private CVC / organizations for carrying out such vaccination camps in other districts.
- They will jointly submit an application to the CMOH/ SFWO, West Bengal(for Kolkata)for organizing such vaccination camp mentioning location, date, time, source of vaccine and type of vaccine.
- Vaccination camp will be carried out only after due written approval from the Health Authority.

b) Outreach vaccination drive through local organizations / clubs / corporate offices within the district –

- The local organization will apply to the CMOH / SFWO, West Bengal(for Kolkata) for organizing such vaccination camp mentioning location, date, time, source of vaccine and type of vaccine.
- Enclose concurrence/ agreement letter from the private CVC who will provide and conduct the vaccination camp.

c) Specific guidelines applicable for both a) and b) above –

- The vaccination site should conform to prescribed norms of Covid prevention – mask, sanitizer, physical distancing etc.


- Obtain clearance from local police station.
- Display approval letter from CMOH / CMHO, KMC to conduct the camp at the said session site.
- Display the charges taken for Covid Vaccination.
- The private CVC will state how the vaccines will be transported from their Cold Chain Point to the vaccination site maintaining cold chain.
- All vaccination shall be done through CoWIN portal only. For ensuring the better management at vaccination site CVR(Covid Vaccine Related) App should be used.
- The Pvt. CVC will display a board at the vaccination site clearly mentioning CoWIN authenticated Code number.
- At the end of the vaccination session the organization will submit a performance report to the local Health Authority – BMOH / ACMOH / DIO / DFWO Kolkata / CMHO, KMC.

d) **Role of CMOH/DFWO Kolkata/CMHO, KMC**

- On receiving the application for vaccination camp by an organization/ private CVC, he/she will assign a responsible official to visit the site for preparedness and they will submit a report to the CMOH / DFWO Kolkata.
- CMOH/DFWO or his authorized officer will issue a certificate to the concerned organization to conduct the vaccination camp subject to satisfactory report of site preparedness by the inspecting official.
- CMHO, KMC being the local health authority of KMC will monitor all the vaccination sites under their administrative jurisdiction.



- The telephone number of the district control room should be widely publicized for reporting any AEFI cases or any other discrepancy / complaint from the vaccination site or from general public.
- CMOH will publish the list of Private and Govt. CVCs and various approved vaccination outreach camps sites in the district website. Similar publication for the entire state shall be done by Health Department at the web site of the health department.
- ACMOH of the sub division may be notified as Nodal Officer for supervision and monitoring of Private CVCs and their outreach vaccination sites.
- There shall be regular inspection of the covid vaccination centers by team of officials from CMOH and DFWO, Kolkata for proper functioning of these sites.
- CMOHs shall inform provide the regular information of these vaccination camps to the local administration and police authorities.
- Regular meetings of District Level Taskforce/Block Level Task force must be organized to ensure better coordination at the field level.

 : 26/06/2021
Secretary(H&FW)
GoWB

Application Request to set up a CVC/ WPCVC

Format- 'A'	
CVC/WPCVC assigned to Government/Private facility (Name of the facility) (WBCE Regd. No in case of Pvt. CE)	
Name of CVC/Work place Covid Vaccination Center (CVC/WPCVC)	
Borough No. & Address of CVC/WPCVC Contact No & Email. Address:-	
Category of Facility (Govt./Private)	
Type of Facility : Hospital/Nursing Home/ Clinic/ Diagnostic Centers/ Others (Specify)	
Beneficiaries to be vaccinated (Approximate No)	
Infrastructure in place:	
i) Adequate waiting area with seating arrangement for atleast 50/ 100 beneficiaries. (Maintaining social distancing)	
ii) Vaccination room of approximately 150 square feet to locate atleast 1 Vaccinator and 1 IT Personnel	
iii) Adequate observation area for 50/100 beneficiaries (Maintaining social distancing)	
iv) Drinking water arrangement both in the waiting area and observation area (use of disposable paper glasses)	
v) Separate male and female wash rooms.	
vi) Emergency beds with required accessories (Oxygen, AEFI Kit, Anaphylaxis Kit).*** Applicable for Corporate Offices with Health Facility	
vii) Availability of two to four registration counters with computers and internet connectivity.	
viii) Availability of required IT Personnel for registration counters.	
ix) Availability of trained vaccinator ***Applicable for Corporate Offices with Health Facility	
x) Dedicated Ambulance facility ***Applicable for Corporate Offices with Health Facility	
xi) Adequate ground staff for management of vaccination site.	
xii) Any other points to mention.	

Authorized Signatory

For Kolkata apply to: **The SFWO & Jt.DHS (FW)**, Swasthya Bhawan, "A"-Wing, 3rd Floor, GN -29,
Sector - V, Salt Lake City, Kolkata - 700 091, Email ID: sfwowb@gmail.com.
For District apply to:- **The Chief Medical Officer of Health**

CVC/WorkPlace Covid Vaccination Centre (CVC/WPCVC): Certification
by Covid Vaccination Centre

Format - 'B'	
Name of CVC/Work Place Covid Vaccination Centre (CVC/WPCVC)	
Borough No. & Address of CVC/WPCVC	
Category of Facility (Govt./ Private)	
Name of CVC to extend the outreach at the CVC/WPCVC	
Capacity to vaccinated beneficiaries per day	
Visit findings by the CVC/WPCVC	
Infrastructure in place:	
i) Adequate waiting area with seating arrangement for atleast 50/ 100 beneficiaries. (Maintaining social distancing)	
ii) Vaccination room of approximately 150 square feet to locate atleast 1 Vaccinator and 1 IT Personnel	
iii) Adequate observation area for 50/100 beneficiaries (Maintaining social distancing)	
iv) Drinking water arrangement both in the waiting area and observation area (use of disposable paper glasses)	
v) Separate male and female wash rooms.	
vi) Emergency beds with required accessories (Oxygen, AEFI Kit, Anaphylaxis Kit).	
vii) Availability of two to four registration counters with computers and internet connectivity.	
viii) Availability of required IT Personnel for registration counters.	
ix) Adequate staffs for management of vaccination site	
HR to be deployed by the CVC/WPCVC	
Category	
Medical Officer	
Vaccinator(s)	
IT Personal	
Logistics to be deployed by the CVC/WPCVC	
Vaccination Logistics	
Anaphylaxis Kits	
AEFI Kits	
BMW Bins and Packets	
Dedicated Ambulance Facility	
Personal protection Logistics for covid appropriate environment	
Others	
Any other points to mention.	

Authorized Signatory