

March 3, 2021

Dear Health Sector partner,

**This is an update on the process through which frontline health care workers (HCWs) will receive their COVID-19 vaccine in the Middlesex and London region.**

As the supply of COVID-19 vaccine improves, increasing numbers of HCWs will be eligible for their first dose of COVID-19 vaccine. The order in which HCWs will receive the vaccine has been set by the province, and the timing will be determined by the local supply of vaccine. You will play a critical role in helping to ensure that HCWs have access to the vaccine.

The steps for getting HCWs workers vaccinated are described below:

**Step 1 – Pre-Registration**

The names of eligible HCWs must be submitted to the Middlesex-London Health Unit (MLHU) by their employer. This is a crucial step in confirming the eligibility of individuals who present to the vaccination clinics.

**Pre-registration is currently happening for prioritized HCWs, as defined by the province's [Guidance for Prioritizing Health Care Workers for COVID-19 Vaccination](#).**

Each organization is being asked to compile and submit a list of eligible HCWs. They will need to complete a template, then submit it in a survey found on our [website](#). To maintain the integrity of the system we are requiring an attestation as part of the survey that only eligible people are being submitted.

**Step 2 – Appointment Booking**

HCW groups will be eligible to book an appointment at different times. The sequence is determined by the province and the regional availability of vaccine. Additional stratification within groups, potentially by age or lottery, may be required depending on vaccine supply.

When a group is eligible to book an appointment, MLHU will share booking instructions. The organization will be responsible for disseminating these instructions to individuals who were pre-registered. To book a first dose appointment, individuals will be able to self-schedule an appointment using a password-protected online scheduling system. The password will be provided to share with eligible individuals, but the password **must not** be shared with others. Individuals who are not able to book online will have the option of using a telephone booking system.

**Step 3 – Validation**

Only those individuals who are pre-registered will be eligible for vaccination. Any non-eligible individuals who schedule an appointment will be turned away at the vaccination clinic and be redirected back to their organization.

If you have any questions, please email [covid.vaccination@mlhu.on.ca](mailto:covid.vaccination@mlhu.on.ca).

Thank you for your assistance in this critically important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Alexander T. Summers".

Dr. Alexander Summers  
Associate Medical Officer of Health