

CORPORATE OFFICE

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32 Oxford Terrace
Christchurch Central
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Ralph.Jasalle@cdhb.health.nz

14 May 2021

9(2)(a)

RE Official Information Act request CDHB 10576

I refer to your email dated 30 March 2021 requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

- **Any memos, reports or briefing notes, including drafts, prepared since January 1, 2021 relating to the vaccine roll out in Canterbury.**

Please refer to **Appendix 1** (attached) which contains the COVID-19 Vaccination Delivery Plan for April – June 2021 and a Situation Report from April.

- **Any emails and information about the left-over vaccines distributed by the CDHB to businesses and contingency plan.**

Please refer to **Appendix 2** (attached) which contains email correspondence regarding the distribution of surplus vaccines from Canterbury DHB to organisations in Canterbury.

Also attached in **Appendix 3** is Canterbury DHB's contingency plan for the COVID vaccine rollout.

Please note: Some information in Appendix 2 and 3 has been redacted to protect individuals' privacy, pursuant to section 9(2)(a) of the Official Information Act, i.e. to "*protect the privacy of natural persons...*"

- **The names and number of businesses which were offered the free vaccines to avoid wastage.**

Below are the names of each of the businesses which were offered surplus vaccines by the DHB to avoid wastage:

- St John NZ
- 24 Hour Surgery
- Community Emergency Dental Staff
- Māori and Pacific providers

- **The locations of every vaccination clinic in Canterbury.**

At present the DHB's COVID-19 vaccination clinics are for those from Group 2, along with household contacts of Border workers and anyone else from Group 1 yet to be vaccinated.

Therefore, the details of these clinics do not need to be advertised to the wider public at this stage and we are withholding this information under section 9(2)(c) of the Official Information Act, i.e. to "*avoid prejudice to measures protecting the health or safety of members of the public...*"

- **The standby list of people within Managed Isolation and Quarantine or Port facilities.**

Each Managed Isolation and Quarantine or Port facility created their own temporary standby lists for staff vaccinations based on staff rosters, as and when they were required. Due to the temporary nature of the lists this information is no longer available.

- **Examples of how Māori and Pacific healthcare has been prioritised since the announcement of the vaccine roll out.**

Māori and Pacific healthcare providers in the next tier for vaccination (e.g. Tier 2A & B) have been offered immunisation against COVID-19. This was based on their higher level of risk due to being patient facing services that don't have the easy ability to screen for COVID. Those provider services that were offered the vaccine provide primary care, community based or Well Child Tamariki Ora Services.

I trust this satisfies your interest in this matter.

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz; or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely



Ralph La Salle

**Acting Executive Director
Planning, Funding & Decision Support**

WAITAHA COVID-19 VACCINATION DELIVERY PLAN

APRIL TO END JUNE 2021

Introduction

In collaboration with our health system partners, Canterbury is developing a delivery model that places equity at the centre, and that is flexible and adaptable within the constraints of the Pfizer vaccine. Our model reflects the specific needs of the sequenced population groups and responds to the increasing scale of delivery.

This document provides details of the Canterbury DHB's plan for COVID-19 Vaccination Delivery to Tiers 1a, 1b, 2a, 2b, 2c and a portion of 3 from April to end June 2021. We aim to deliver equitable, timely and convenient access to COVID-19 vaccination, following the Ministry of Health sequencing framework, for all eligible Cantabrians.

Canterbury DHB are cognisant that our delivery volumes are behind when compared to Ministry of Health (MOH) expectations of delivery to date. There are still some weeks before we will catch up to the expectations of the MOH, however, we are confident that this plan has been considered and reviewed in sufficient detail to exceed expectations through a combination of fixed centralised, mobile and designated primary care clinics.

Equity

To design and implement an equitable vaccination programme it is essential to build in flexibility and choice. We have well established mechanisms for engagement with Māori, Pasifika, Culturally and Linguistically Diverse (CALD), the disability community and other priority groups. We will work in partnership with these groups to plan and implement delivery models that enhance access. Our leadership structure has been designed with strategic equity leadership that is connected to collaboratives of Māori and Pasifika leaders.

We have started a co-design process with Te Ohu Urupare, a Māori health leadership response group established to give effect to Te Tiriti responsibilities of the Canterbury health system. Te Ohu Urupare provides a collective Māori voice at the highest level of decision-making in any emergency response from the Canterbury health system. We will also work collectively with Pasifika leaders, the Disability Steering group and CALD community providers. We need to look at models that provide access to opportunistic vaccination, acknowledging the potential issues around recall and second dose delivery.

Leadership and Operating Structure

The Senior Reporting Officer (SRO) for the overall Waitaha and Tai Poutini Covid-19 programme including testing, MIQ and vaccination is Ralph La Salle and Clinical Lead is Dr Alan Pithie. The vaccination programme will be coordinated and led as a distinct programme, reporting through to the Canterbury and West Coast DHB Chief Executive. Kim Sinclair-Morris is the Programme Lead and Dr Ramon Pink the Clinical Lead.

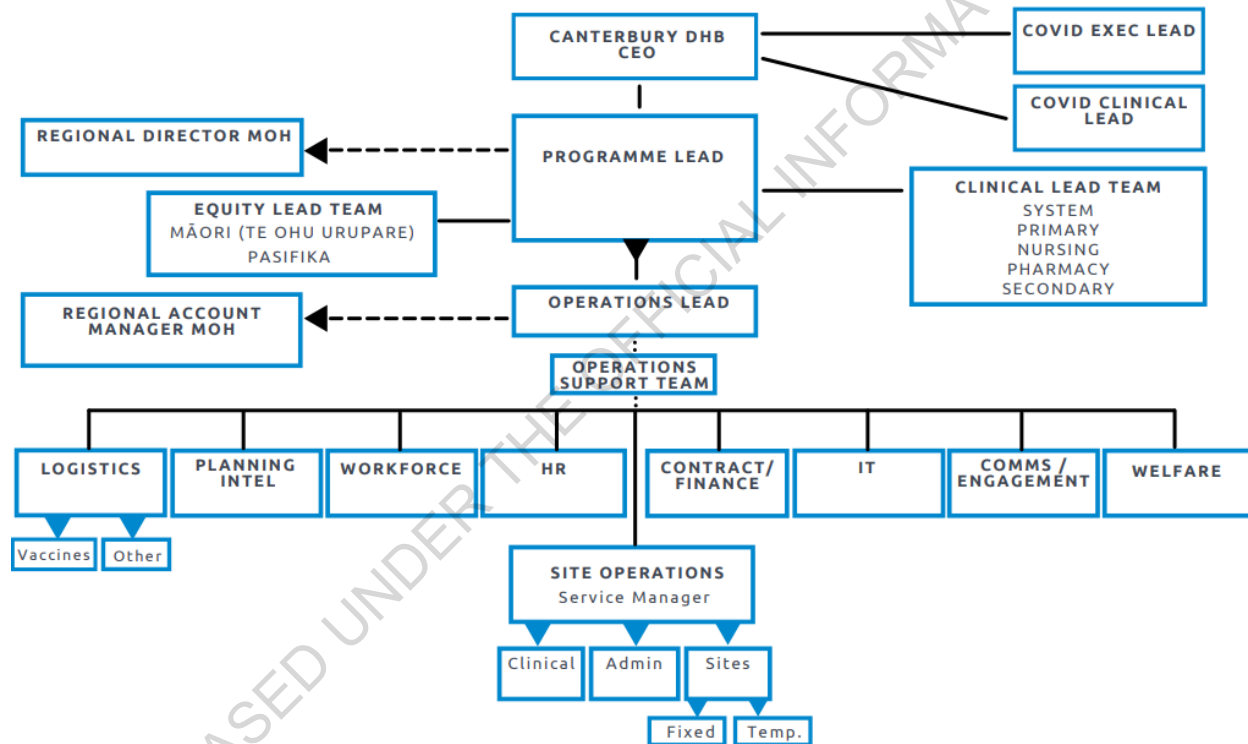
The Canterbury DHB is rapidly establishing a Waitaha Covid-19 Vaccination Programme Team, using a Coordinated Incident Management Structure (CIMS) format that will lead and drive the planning and implementation of our response.

This structure has clinical leadership from across the system (system, nursing, primary care, pharmacy and secondary leadership perspectives) and equity leadership (Māori and Pasifika leaders), alongside a dedicated programme lead and operations lead to provide the strategic oversight and leadership for the programme.

Operating functions for the programme include logistics, workforce, operations, IT, finance and contracting, site operations, communications and engagement, planning and intel and welfare. Key leads have been assigned across most operating areas, with the exceptions of logistics (we currently have a part time logistics coordinator within the DHB and are in the process of seconding a full-time logistics specialist) and welfare.

The draft team structure is as follows:

Waitaha COVID-19 Vaccine Programme - Personnel Chart



Delivery Plan

Current delivery models

As of 6 April 2021, we have the following centres providing vaccinations to border workers and household contacts:

- 174 Orchard Road – opened 23 February (~720 per week)
- MIQ facilities – started 23 February (~600 per week)
- Ward GG at Burwood hospital – opened 29 March at half capacity (~1320 per week). Focus on household contacts and 2a.

Mass vaccination centres (MVC)

Three large, fixed clinic sites at Burwood Hospital (in place), 100D Orchard Road and The Princess Margaret Hospital (TPMH) are being set up as mass vaccination centres. 100D Orchard Road and TPMH can scale up as required in future phases.

The timeframes for commencing and scaling up these mass vaccination centres is as follows:

Date	Site	Capacity Change	Cumulative Weekly MVC Capacity
12 April	Burwood starts operating double shifts	~1,320 additional per week, 2,640 total at this facility	3,960
14 April	MIQ and 174 Orchard Rd	~1,320 per week loss	2,640
14 April	100D Orchard Rd opens	~1,800 per week	4,440
19 April	100D Orchard Rd opens additional capacity	(~720 additional per week, 2,520 total at this facility)	5,160
1 May	TPMH opens	~1,500 per week	6,660

Designated primary care clinics

An expression of interest was recently distributed to general practices and community pharmacy across the Canterbury health system. Four initial designated primary care clinics, with coverage across Christchurch city and the Ashburton district, are due to commence 19 April, with planning underway to onboard the nine additional clinics by 17 May. The 13 clinics have a distribution across the wider Canterbury region, including the Hurunui, Selwyn, Kaikoura, and Waimakariri districts with some designated clinics operating in clusters, and a mix of general practice and community pharmacy.

Most of these clinics are being planned to ramp up over four weeks to ultimately deliver 360 vaccinations each per week. One of these clinics will not deliver more than 180 vaccinations per week due to low surrounding populations. By 7 June these clinics are expected to deliver ~4300 vaccinations per week.

Group 1	Group 2	Group 3	Group 4
Commence 19 April, capped at 360 each p/w	Commence 3 May, capped at 360 each p/w	Commence 17 May, capped at 180 each p/w	Commence 17 May, capped at 360 each p/w
Riccarton	Kaikoura	Akaroa	Ashburton
Barrington		Methven	Rolleston
Wigram			Rangiora x2
Ashburton			Amuri
			Darfield

Other Delivery Models

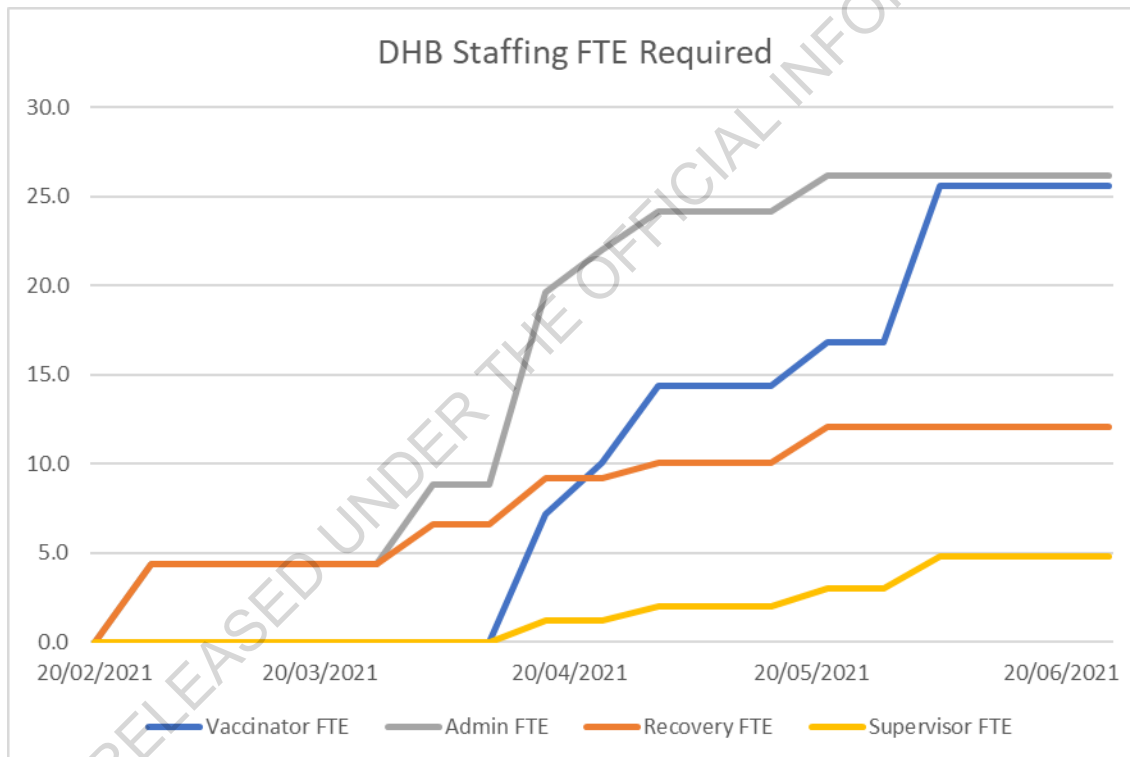
DHB staff: Vaccination of DHB staff will commence 14 April 2021 at a capacity of 1800 doses per week.

Rest homes: Planning is underway for vaccination to Aged Residential Care. This is scheduled to commence 17 May, initially at a capacity of 300 doses per week (included in our delivery volumes).

Vaccination Workforce

Approval has been provided to recruit and onboard the following Covid-19 vaccination workforce – 4 FTE Site Coordinators, 12 FTE Nursing Leads, 16 FTE Observation Staff, 40 FTE Authorised and Unregulated Vaccinators, 40 FTE Administration staff. Formal offers for 19 staff are being made from Tuesday 6 April and interviews scheduled for 38 further shortlisted administration, observation and site manager staff on 7 and 8 April. Recruitment is ongoing until appointment into the approved position capacity is complete. Until we have our full vaccination team on board the programme will continue to be supported by the CDHB Public Health Nursing Service, and a temporary administration team.

We are utilising current DHB vaccinators who have undergone the COVID-19 vaccination training to deliver vaccination to our DHB staff. Once this sequence of the programme is finished, a number of these people will join our wider system vaccination team.



Booking Solution

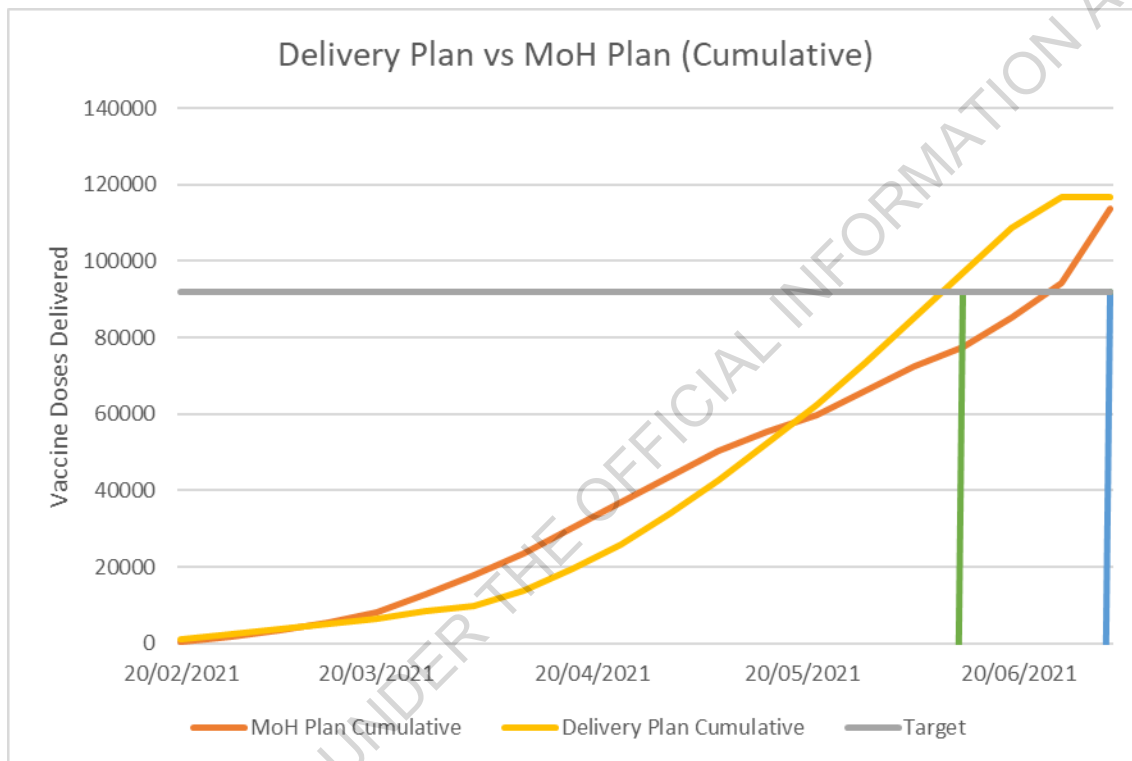
We note that the privacy breach in the Indici electronic booking system has had a significant impact on planning and implementation for Canterbury DHB and we are continuing to work on establishing an alternative solution, subject to passing an independent security review that includes sign off from the Ministry of Health. Initially this alternative solution has included establishing a small administration team that are contacting and booking household contacts into vaccination clinics.

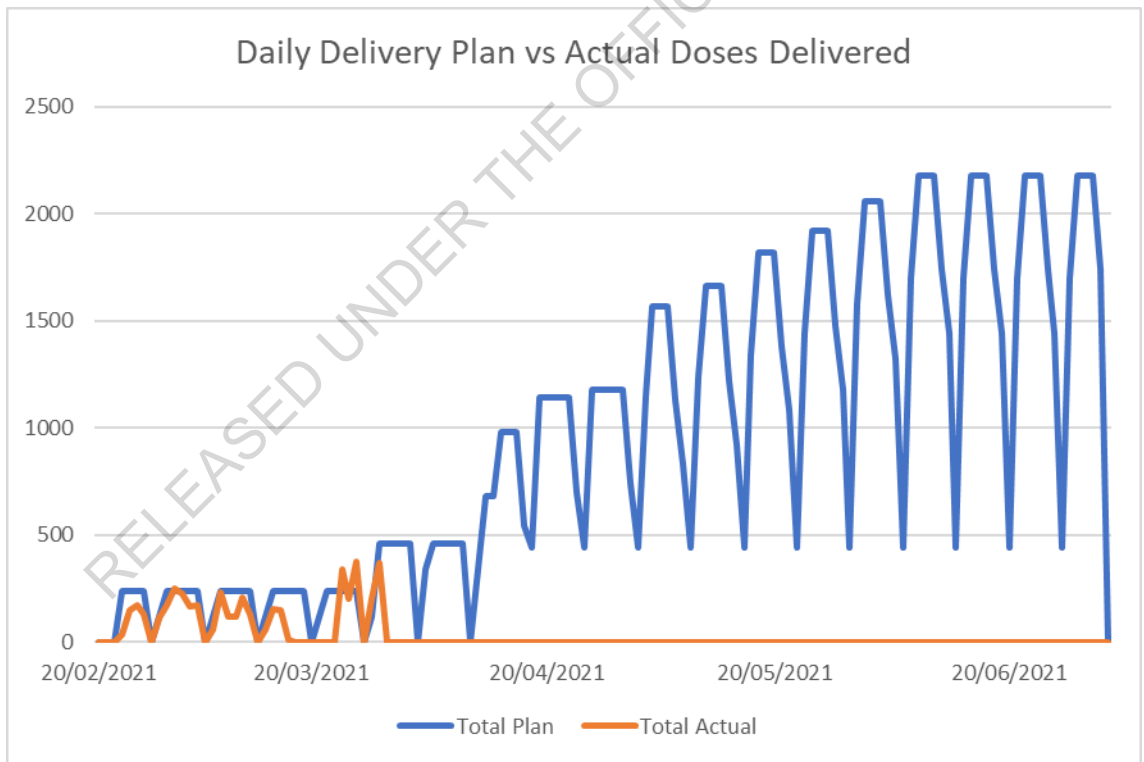
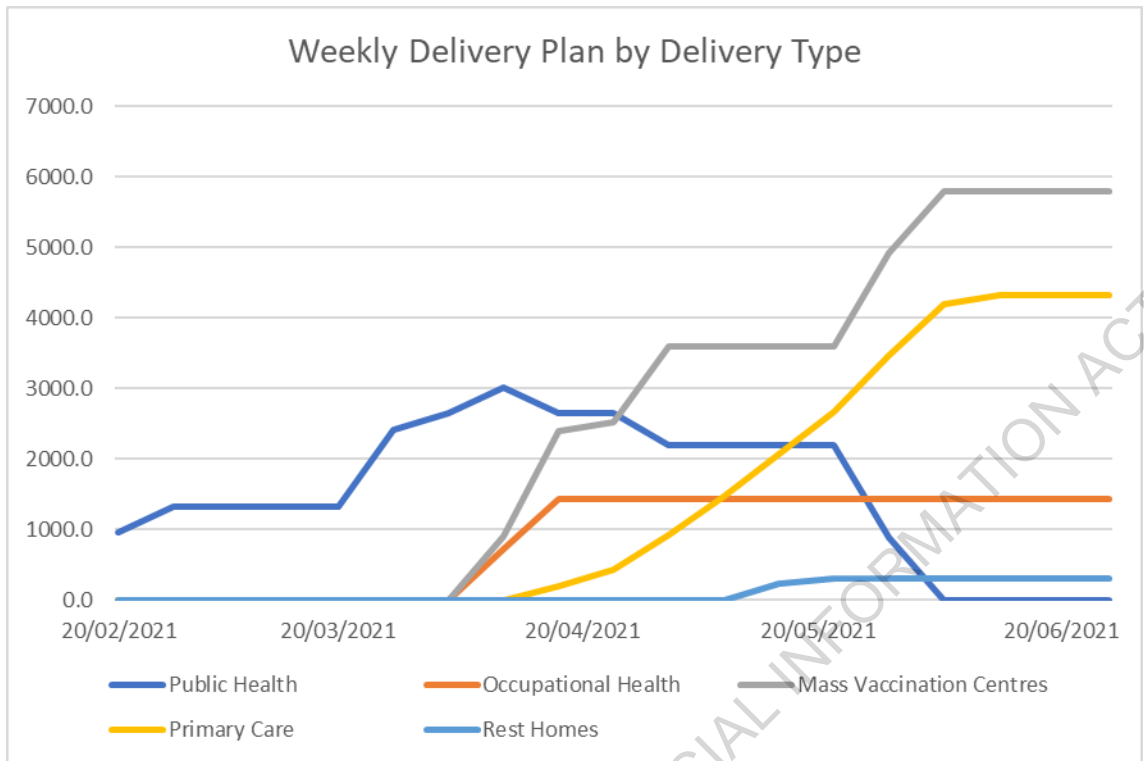
Planning is underway with the Ministry of Health on the national booking system and continuing with a local instance of Indici, open only to DHB staff and programme administrators, supported by a call centre.

Delivery Volumes

Canterbury DHB has delivered 4,300 vaccinations to 30 March 2021.

Our model delivers 92,000 doses (dose 1 and 2) across Tiers 1a, 1b, 2a, 2b, 2c and a portion of 3 across Canterbury by 15 June 2021. This is summarised in the graphs below, with the detail provided in the attached Canterbury DHB vaccination production plan spreadsheet.





Contingency for Excess or Expiring Stock

A contingency plan has been developed for the utilisation of expiring stock that is based on the risk of contact with COVID-19 and aligned with agreed sequencing of vaccine delivery. The contingency plan assumes no community cases of Covid-19 in Canterbury (i.e. level 2 or below). As we complete the second dose vaccination for border workers the plan has evolved to include additional 2a and 2b health workers. For excess stock that needs to be utilised at short notice, the three Canterbury PHOs have provided a list of high COVID-19 swabbing practices that are available for vaccination at short notice.

As we establish mass vaccination centres and respond equitably to the needs of our population, we may reduce the frequency of use of the contingency plan by offering some drop-in clinics. Changes in vaccine delivery to enable delivery of frozen vaccine will also reduce the need to implement this contingency plan. The contingency plan continues to be a living document that will evolve as we progress through the phases of vaccination deliver.

Assumptions

The following assumptions have been made in developing this plan:

- Vaccination rate of 10 vaccinations per hour at large fixed sites, and five per hour at residential facilities e.g., ARC. Current delivery by experienced vaccinators is 15 vaccinations per hour, with less experienced vaccinators understood to deliver approximately six vaccines per hour.
- That we can rapidly onboard vaccination teams and site managers and that they are available to begin delivery as soon as possible. See the workforce section above on offers and recruitment underway.
- That we can re-establish an electronic booking solution that meets the appropriate privacy and security requirements. In the interim we are using a small team of administrators to phone and book people into our planned clinics. If an electronic solution is not possible, we will scale up administrative recruitment to establish a large call centre function.
- That we will be able to develop a comprehensive system of vaccine distribution logistics to enable an increasingly flexible model of delivery.
- That we can access large group, in-person COVID-19 vaccinator and CIR training as part of staff induction process.

Risks

Key risks associated with delivery on this plan include:

- Quarantine Free Travel starts and pulls on the same Registered Nursing workforce. The predicted FTE is approximately 60 in both areas. We note the challenge in recruiting nurses across the health sector due to the number of new COVID-19 related health services when compared to the total available workforce.
- The manual booking system reduces our administrative efficiency and is challenging to recruit sufficient staff to on a temporary basis, in a timely enough manner to support bookings for the clinics that will be available.
- Training is not accessible at the speed we are onboarding clinical and non-clinical staff resulting in lower number of vaccination teams/stations available at start dates for clinics.

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15 April – Summary

Progress

- Programme has delivered a total of 8,578 vaccinations (6,054 Dose 1 and 2,524 Dose 2 vaccinations)
- In recognition of the challenges of effectively delivering a mass vaccination programme a decision was made on Tuesday 13 April to establish an Emergency Control Centre (ECC) to coordinate our response and support delivery.
- Submitted the updated Waitaha plan to deliver 92,000 doses by 30 June 2021 to the MOH. Actual delivery volumes against our plan will be published on the MOH website on a weekly basis. This plan includes seven days per week clinic delivery including Public Holidays.
- Opened 100D Orchard Road, our second mass vaccination clinic. Delivered 249 vaccinations on 14 April and have booked 190 people to be vaccinated today.
- Continued to deliver vaccinations at Burwood Hospital, Ward GG.
- Held the last MIQF and border clinics on Tuesday 13 April.
- Responded to the identification of excess vaccine (delivered 1,400 doses) ensuring that we did not waste any doses by establishing two additional DHB staff clinics and providing additional vaccinations at Burwood Hospital.
- Have contacted 1,992 out of 3,149 household contacts and continue to proactively call these people to book them in, including continuing calling them over this coming weekend.
- Have opened access to booking to community healthcare workers in Tier 2a and 2b.

Process improvements

- Vaccine ordering, monitoring and supply moves to CDHB Pharmacy from Monday 19 April
- First clinic at Orchard Road had some start-up challenges as new staff were inducted and became familiar with the clinic. Provided clarity on roles, responsibility in a large clinic including establishing clinic standard operating procedures
- Handover of rostering, facility and site establishment and access to training modules to the Service Manager will be complete on 16 April 2021.

Next Week

- Establishing first designated primary care clinic with opening date of 22 April 2021 (Barrington Pharmacy and General Practice).
- Working on establishing third mass vaccination clinic at The Princess Margaret Hospital. This is on track for opening on 27 April 2021.
- Internal to CDHB booking system enabling self-booking for CDHB staff only will be live from Monday 19 April, enabling increased booking efficiency.

Key Risks & Challenges

- Responding to significant media interest about excess doses, walk-in volumes at Burwood and overall programme progress
- Incident at Burwood Hospital with staff assault which resulted from walk-in demand by a person who is not in Tier 1 or 2.

- Continually balancing and adjusting capacity, booking and rostering in response to staff availability and experience and demand. Establishment of the online booking system and transfer of responsibilities this week will help mitigate this.

Border & MIQF Workers Tier 1a

- 3,255 Border and MIQF workers have received their first dose of the vaccine
- 2,290 Border and MIQF workers have received a second dose of the vaccine
- As clinics are no longer being run at the specific MIQ facilities, people who have not yet received their second dose of the vaccine have been given the local booking number (0800 CAN VAX) to phone and book into one of our community clinics to receive their second dose
- We will have offered vaccination opportunity for a second dose to all of this group by the end of this month. There may be some workers who have been unable to schedule or attend an appointment due to personal circumstances. This group are able to book their second dose at one of our community clinics.
- There may be some border workers who have not received a first dose, however this would be due to being newly started staff or those who have been unable to take up the offer of vaccination. There continues to be access to vaccination through our community clinics for this very small number of individuals.

The Vaccination Programme cannot report a percentage uptake as it does not hold the information on the denominator number:

- CIR reports doses delivered by location not by employer or Tier
- The denominator supplied by the Ministry was and as you can see above we have exceeded this for Border workers i.e. it wasn't accurate
- MBIE workforce register was the source of the MOH denominator – not all employers were using it or providing accurate data in
- Airport and Port employers identified more border workers than were in the denominator

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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 9:21 AM
To: Erin Wilmshurst; John Hewitt; Alan Pithie
Subject: RE: Excess vaccine

Sorry – I had followed that process in my mind, and landed with 24hr, and I don't think we have linked with St John yet.

I will contact Martin and see if he has a contact there.

Bridget Lester

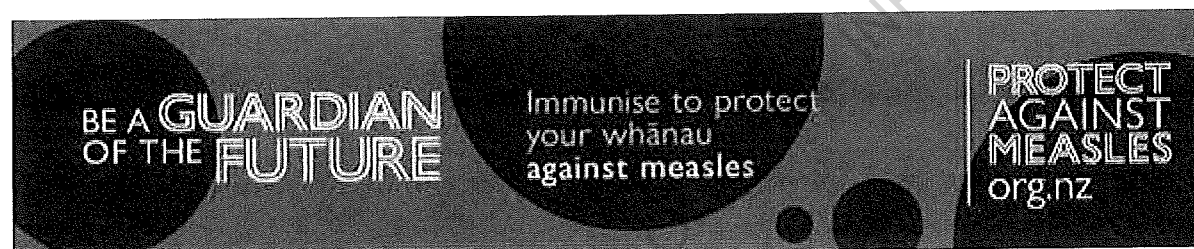
Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

Planning and Funding
 Level 2, 32 Oxford Terrace
 PO Box 1600
 Christchurch 8140

9(2)(a)  [✉ Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

Monday, Wednesday and Friday 9-2.30pm
 Tuesday and Thursday 9 - 5pm



From: Erin Wilmshurst
Sent: Wednesday, 10 March 2021 9:10 AM
To: John Hewitt <john.hewitt@cdhb.health.nz>; Bridget Lester <Bridget.Lester@cdhb.health.nz>; Alan Pithie <Alan.Pithie@cdhb.health.nz>
Subject: RE: Excess vaccine

No – we should follow the process we agreed. I believe that we said UCC were lower risk than 24HS?

Use the table in teams

1. Any 1as? - Yes we need to do some more LPC clinics, but these can not be arranged with the short notice
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3. Any St Johns? Have we linked with them yet around this?
4. Any 24HS? - I can make this happen easily.
5. Hospital staff

Ngā mihi

--Erin

Erin Wilmshurst
 Canterbury Initiative Team Leader

Mobile: 9(2)(a)

Phone:

From: John Hewitt

Sent: Wednesday, 10 March 2021 9:05 a.m.

To: Bridget Lester <Bridget.Lester@cdhb.health.nz>; Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Alan Pithie <Alan.Pithie@cdhb.health.nz>

Subject: RE: Excess vaccine

To give balance we should offer to 24hrs and this be extended to the other urgent care facilities.

From: Bridget Lester <Bridget.Lester@cdhb.health.nz>

Sent: Wednesday, 10 March 2021 8:58 a.m.

To: Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Alan Pithie <Alan.Pithie@cdhb.health.nz>; John Hewitt <john.hewitt@cdhb.health.nz>

Subject: Excess vaccine

Importance: High

Hi guys

We have under delivered on our Orchard Road clinics and we have around 100 dose of the vaccine to be used up by around 3pm tomorrow.

As per our escalation process – should go back to ED and 24hrs? I know there is still around 100 staff to do at 24 hrs.

Regards Bridget

Bridget Lester

Team Leader Child & Youth Health

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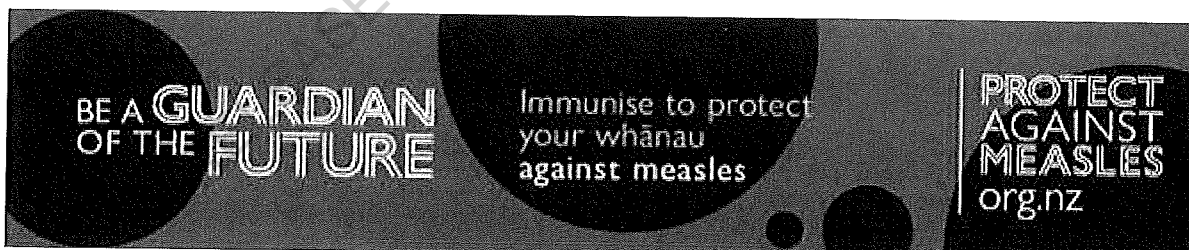
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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 9:27 AM
To: 9(2)(a)@stjohn.org.nz; I
Subject: Covid Vaccine clinic

Hi 9(2)(a)

I am not sure if you are the right people to contact, but you are a link I have with St John.

We have been advised that we have some excess Covid Vaccine stock that needs to be used by around 2pm tomorrow. We are looking at around 100 doses.

St John has been indicated as a key group for us to vaccinate. Would you be interested in running a clinic tomorrow? We can get the workforce to support this – you will need to find a space (large) and the 100 frontline health workers – prioritizing those who work with MIQF patents.

I do understand that you might have a private arrangement for vaccination of your staff organized already – but just wanted to offer this to you guys first.

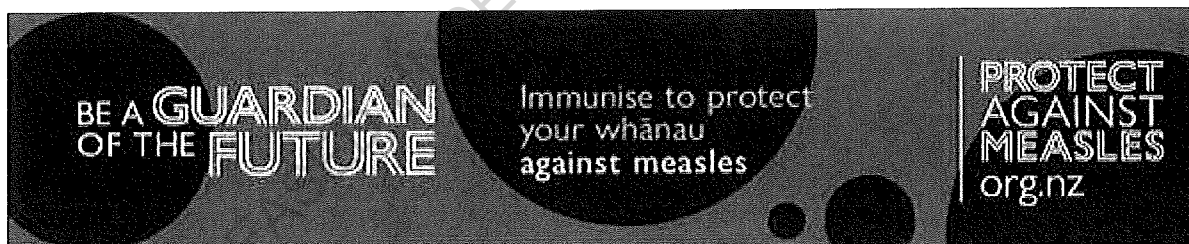
Is this possible?

Bridget Lester
Team Leader Child & Youth Health

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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 10:34 AM
To: 9(2)(a)
Subject: Excess vaccine

Hi 9(2)(a)

Would you and 9(2)(a) have capacity to run a vaccination clinic tomorrow for 24hr staff?

We have excess vaccine and are keen to offer some of this to 24hrs.

Bridget Lester

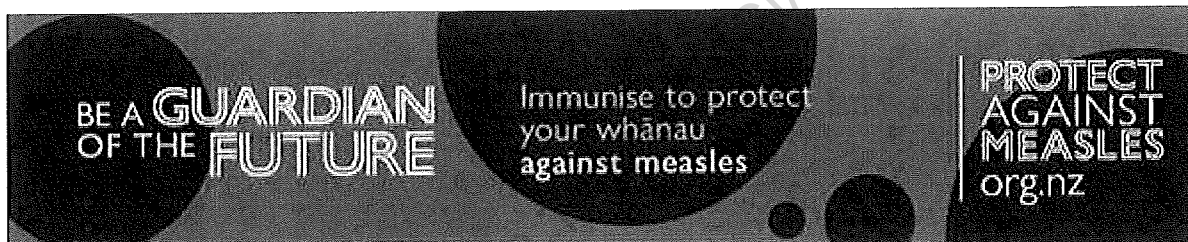
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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 11:05 AM
To: 9(2)(a)
Subject: RE: Excess vaccine

Hi 9(2)(a)

We have heard for St Johns, who are going to take all the vaccine 😊

Just wondering if you guys would be free to help vaccinate though.

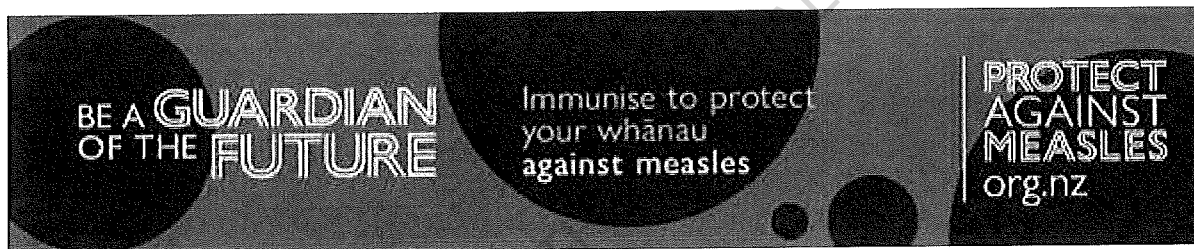
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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 11:08 AM
To: Erin Wilmshurst; John Hewitt; Alan Pithie
Cc: Mick O'Donnell; 9(2)(a)
Subject: RE: Excess vaccine

Hi all

I have linked with St John and they are keen to use up the vaccine.

We are arranging the clinic for 9am tomorrow morning.

Bridget Lester

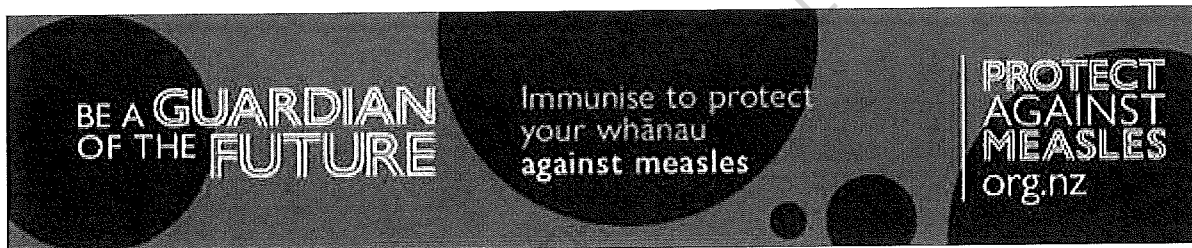
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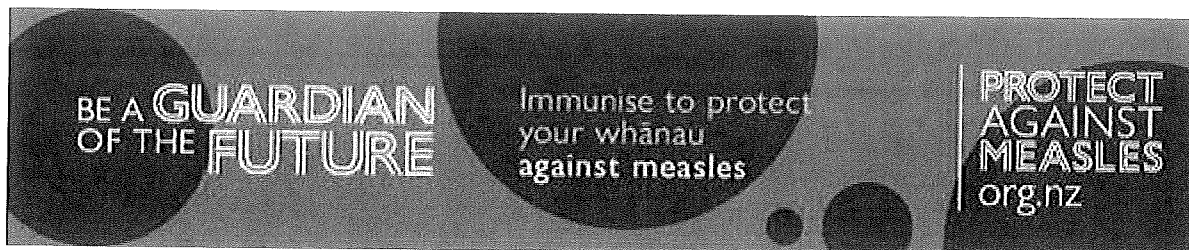
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Bridget Lester

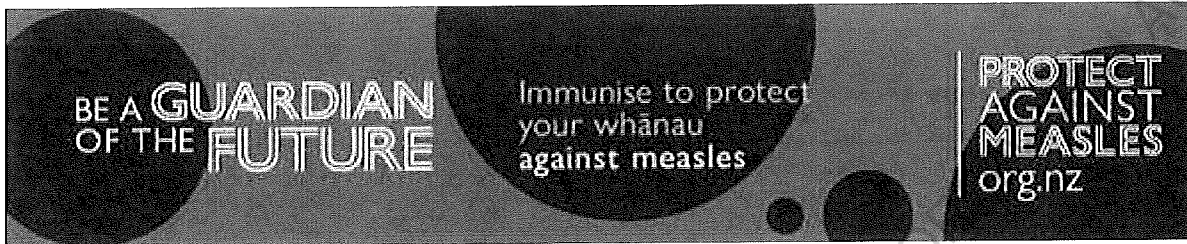
Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

Planning and Funding
Level 2, 32 Oxford Terrace
PO Box 1600
Christchurch 8140

9(2)(a)  [✉ Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

Monday, Wednesday and Friday 9-2.30pm
Tuesday and Thursday 9 - 5pm



RELEASED UNDER THE OFFICIAL INFO

Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 11:13 AM
To: Sally Wright; Rebecca Lord
Subject: Excess vaccine

Hi all

We are holding a clinic tomorrow at St John using up some excess vaccine.

The clinic will be at St John, (location to be determined) and hopefully we will run a team of 3 vaccinators, doing 10 per hour.

We will need two admin to support this programme – are you both free to do this?

Bec – can you draw up a booking sheet for us to send to St John. First vax at 9am, and the 10 minutes apart, with three vaccinators.

Regards Bridget

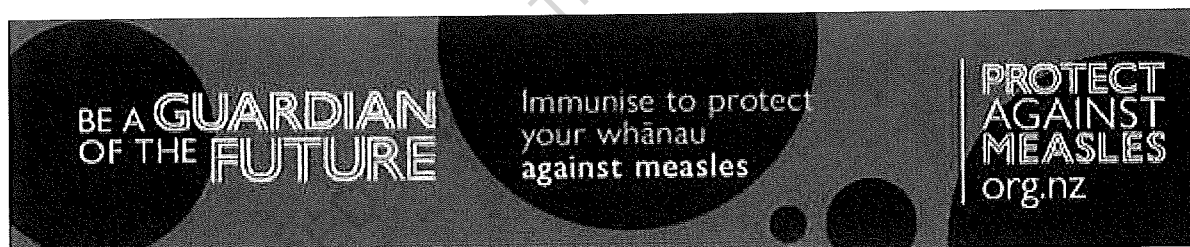
Bridget Lester
Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

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Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 11:32 AM
To: Rebecca Lord; Sally Wright
Subject: RE: Excess vaccine

We have around 100 to use up.

Can you call or text 9(2)(a)

He was just popping into a meeting when I spoke to him, so maybe a text to call you when he is free.

Bridget Lester

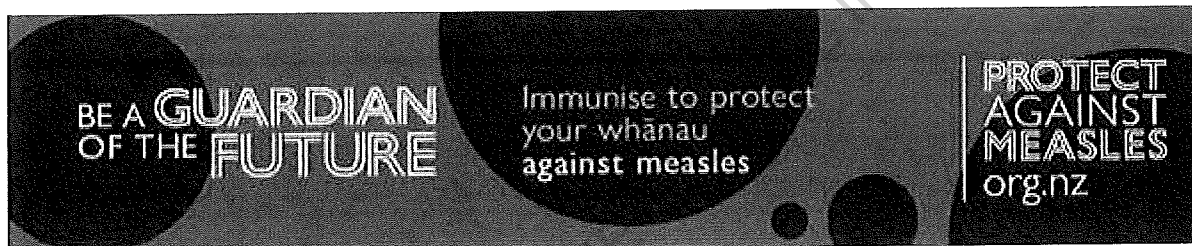
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Christchurch 8140

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Monday, Wednesday and Friday 9-2.30pm
Tuesday and Thursday 9 - 5pm



From: Rebecca Lord
Sent: Wednesday, 10 March 2021 11:19 AM
To: Bridget Lester <Bridget.Lester@cdhb.health.nz>; Sally Wright <Sally.Wright@cdhb.health.nz>
Subject: RE: Excess vaccine

Hi Bridget,

Yes I will be available.

Do we know how many vaccines we have available or the time that these need to be used beforehand so I can do the booking sheet?

Thanks,
Becs

From: Bridget Lester
Sent: Wednesday, 10 March 2021 11:13 AM
To: Sally Wright <Sally.Wright@cdhb.health.nz>; Rebecca Lord <Rebecca.Lord@cdhb.health.nz>
Subject: Excess vaccine

Hi all

We are holding a clinic tomorrow at St John using up some excess vaccine.

The clinic will be at St John, (location to be determined) and hopefully we will run a team of 3 vaccinators, doing 10 per hour.

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Regards Bridget

Bridget Lester

Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

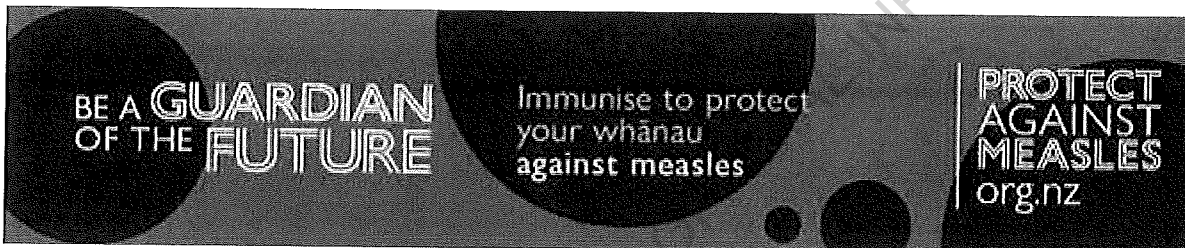
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Christchurch 8140

9(2)(a)

✉ Bridget.Lester@cdhb.health.nz

Monday, Wednesday and Friday 9-2.30pm

Tuesday and Thursday 9 - 5pm



RELEASED UNDER THE

INFORMATION ACT

Bridget Lester

From: Bridget Lester
Sent: Wednesday, 10 March 2021 3:26 PM
To: Sally Wright; Rebecca Lord
Subject: FW: Covid Vaccine clinic[EXTERNAL SENDER]

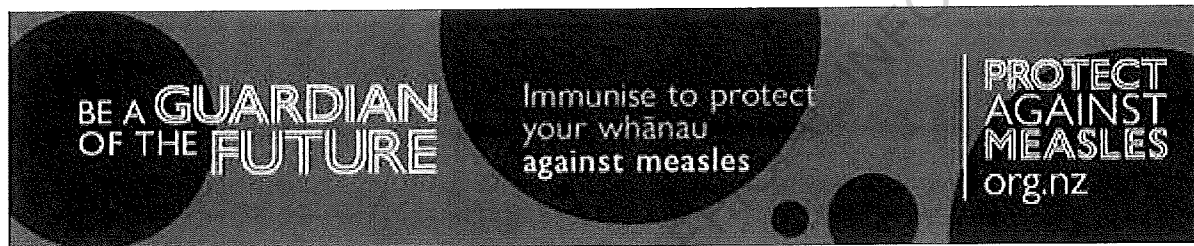
Importance: High

Bridget Lester

Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

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PO Box 1600
Christchurch 8140
☎: 021 198 2057 | ✉ Bridget.Lester@cdhb.health.nz
Monday, Wednesday and Friday 9-2.30pm
Tuesday and Thursday 9 - 5pm



From: 9(2)(a) <[REDACTED]@stjohn.org.nz>
Sent: Wednesday, 10 March 2021 3:21 PM
To: Bridget Lester <Bridget.Lester@cdhb.health.nz>; 9(2)(a) <[REDACTED]@stjohn.org.nz>
Subject: Covid Vaccine clinic[EXTERNAL SENDER]
Importance: High

Hi Bridget,

If you could please get the consent forms through that would be great.

9(2)(a) <[REDACTED]> will be your contact tomorrow – his number is 9(2)(a) <[REDACTED]> will be onsite from 0800, and I have arranged for IT to be also onsite to assist with any internet access you may need.

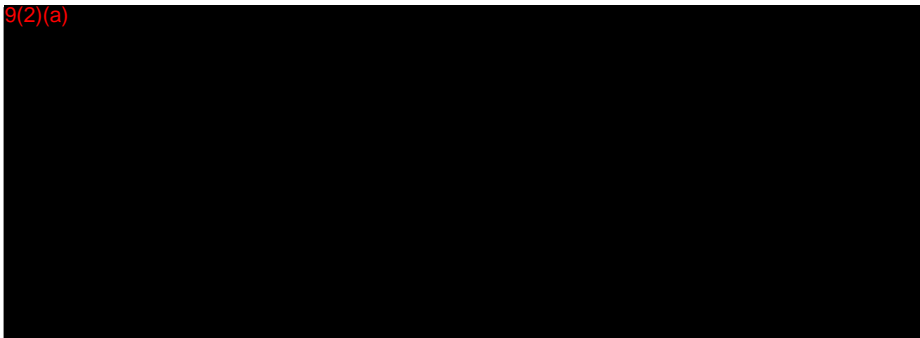
Hei konā mai

9(2)(a) <[REDACTED]>

9(2)(a) <[REDACTED]>

District Operations Manager – Canterbury
St John Ambulance New Zealand | *Hato Hone Waka Manaaki o Aotearoa*

9(2)(a)



From: Bridget Lester <Bridget.Lester@cdhb.health.nz>

Sent: 10 March 2021 09:27

To: 9(2)(a) @stjohn.org.nz; 9(2)(a) @stjohn.org.nz

Subject: [EXTERNAL] Covid Vaccine clinic

Hi 9(2)(a)

I am not sure if you are the right people to contact, but you are a link I have with St John.

We have been advised that we have some excess Covid Vaccine stock that needs to be used by around 2pm tomorrow. We are looking at around 100 doses.

St John has been indicated as a key group for us to vaccinate. Would you be interested in running a clinic tomorrow? We can get the workforce to support this – you will need to find a space (large) and the 100 frontline health workers – prioritizing those who work with MIQF patents.

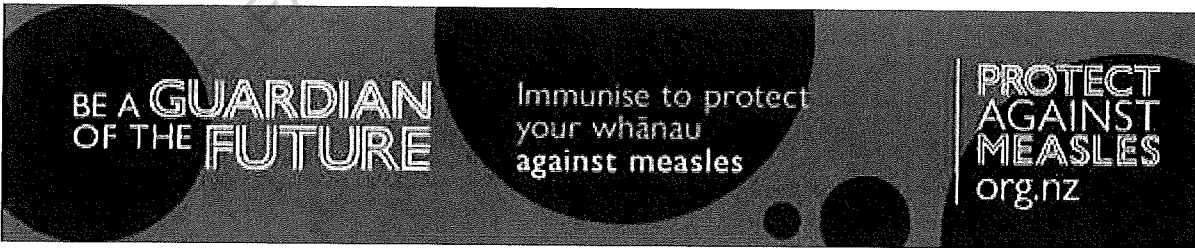
I do understand that you might have a private arrangement for vaccination of your staff organized already – but just wanted to offer this to you guys first.

Is this possible?

Bridget Lester
Team Leader Child & Youth Health

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Christchurch 8140

9(2)(a) [✉ Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)
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Bridget Lester

From: Bridget Lester
Sent: Friday, 12 March 2021 10:39 AM
To: IMAC RIA South Island
Subject: CDHB Vaccine contingency plan
Attachments: Expiring vaccine contingency plan .docx

Hi [REDACTED]

Can you send this to [REDACTED] its our excess vaccine contingency plan.

Regards Bridget

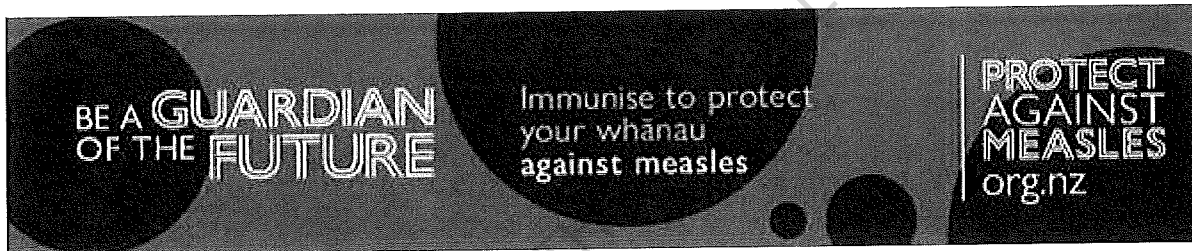
Bridget Lester
Team Leader Child & Youth Health

Canterbury and West Coast District Health Board

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PO Box 1600
Christchurch 8140

[REDACTED] | ✉ Bridget.Lester@cdhb.health.nz

Monday, Wednesday and Friday 9-2.30pm
Tuesday and Thursday 9 - 5pm



From: Rebecca Lord
Sent: Wednesday, 10 March 2021 10:45 AM
To: Bridget Lester <Bridget.Lester@cdhb.health.nz>
Subject: RE: Help

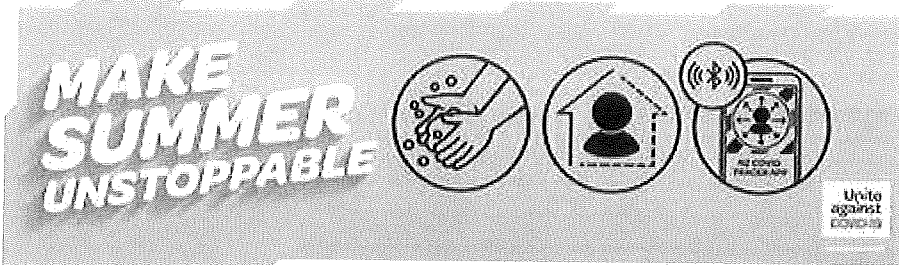
Is this the one you are after??

Ngā mihi,

Rebecca Lord
Admin Coordinator

COVID-19 Immunisation Team

covid.imms@cdhb.health.nz



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From: Bridget Lester
Sent: Wednesday, 10 March 2021 10:32 AM
To: Rebecca Lord <Rebecca.Lord@cdhb.health.nz>
Subject: Help

Can you find on teams the escalation list for left over vaccine – or check with Lisa to see where it is.

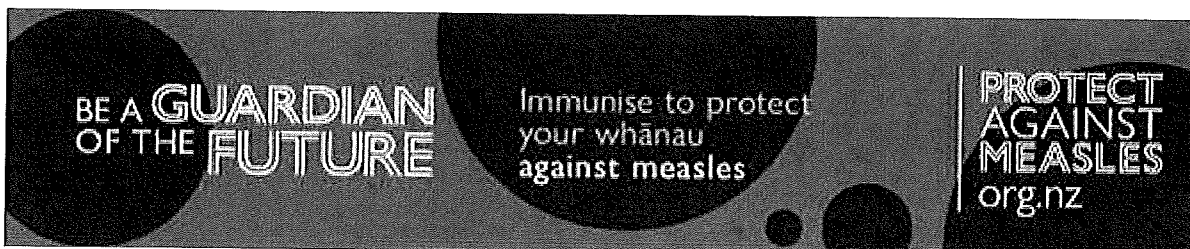
I can't find it....

Bridget Lester
Team Leader Child & Youth Health

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9(2)(a) | [✉ Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

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Bridget Lester

From: Bridget Lester
Sent: Monday, 15 March 2021 2:39 PM
To: 9(2)(a)
Subject: Covid Vaccine - Tomorrow at Orchard Road

Importance: High

Hi 9(2)(a)

We have some excess vaccine that needs to be used up. Would any members of your team be keen to pop down to our Orchard Road clinic to be vaccinated tomorrow?

We have around 40 spots to fill.

If yes, I will arrange for the booking link to be sent to you.

Regard Bridget

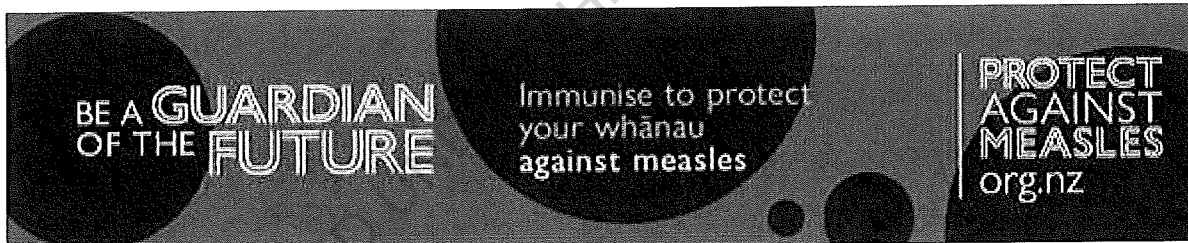
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Bridget Lester

From: Bridget Lester
Sent: Friday, 26 March 2021 3:36 PM
To: Kim Sinclair-Morris
Cc: Ralph La salle; Karalyn van Deursen; Becky Hickmott; Hector Matthews; Alan Pithie; Erin Wilmshurst
Subject: Further clarification around excess vaccine

Hi all

I have been asked to provide some further clarification around excess vaccine.

1. We can now confirm that there are 54 doses of the vaccine (based on what has been given at other clinics today)
2. To date 36 staff of the 24hr surgery have been vaccinated.
3. We understand that there are around 150 people to be vaccinated there. So this vaccine is being offered to these group of remaining staff.
4. Other groups who have received excess vaccine are St John (150), ED staff (72) and Maori and Pacific Providers (Est 20 but not confirmed as this was given from Orchard Road so don't have completed visibility on this).
5. The vaccine is being provided by our Immunisation Coordination Teams (both Pegasus and Canterbury Imms)

Regards Bridget

Bridget Lester

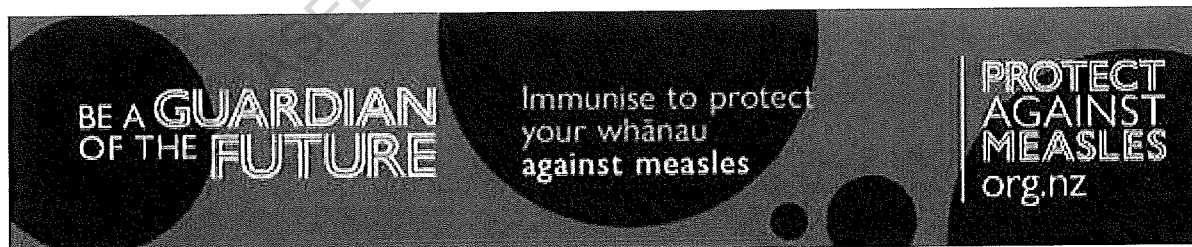
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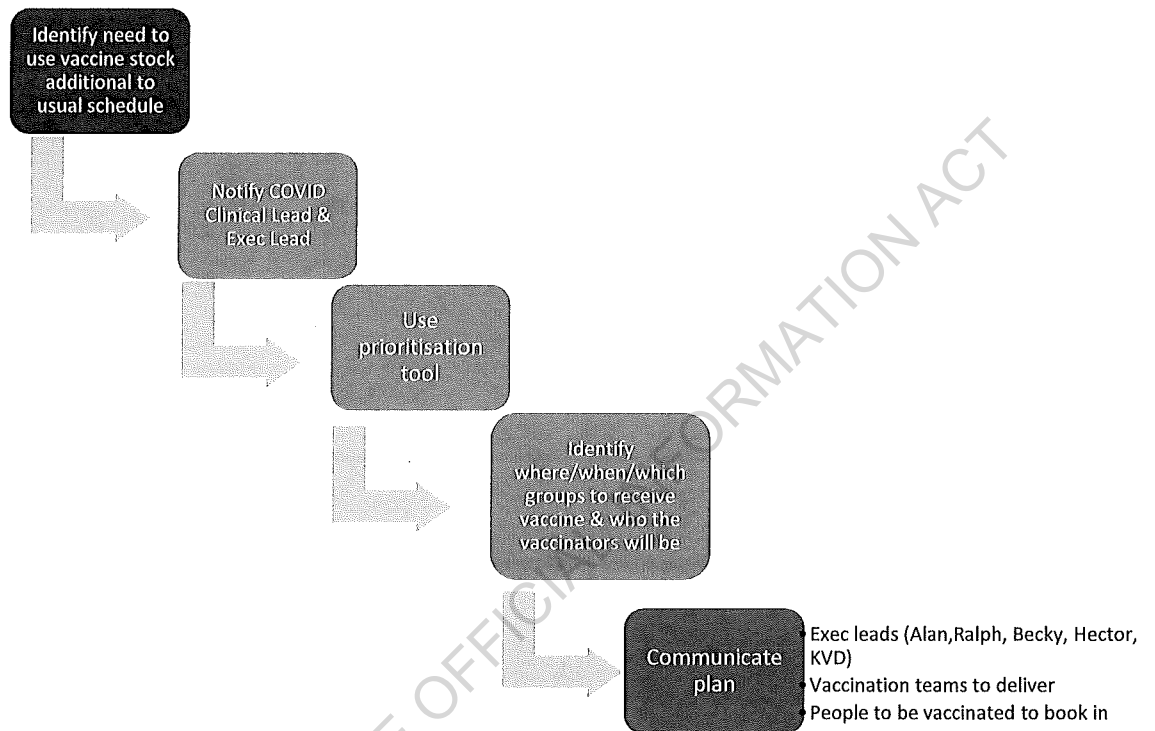
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Expiring vaccine contingency plan

Draft pathway/process for setting up additional clinics with expiring vaccine



Draft contingency plan logic

- Prioritise delivery of expiring stock based on risk of contact with COVID-19 & aligned with agreed sequencing of vaccine delivery
- Below contingency table assumes COVID Alert Level 2 (or 1) in Canterbury, i.e.; no community cases
- As a living document, this will need to evolve if the situation changes and as vaccination is rolled out.

Draft contingency plan

The below figures assume we are still administering Dose 1; these would be increased if we are administering Dose 2.

Clinic locations must be loaded into CIR ahead of time; individuals' details can be added at the time if required, although preferable these are known ahead of time.

Tier	Group to be vaccinated	Key Contact – Name and Phone	Availability notice required	Indicative volume of people who could be available	Vaccination Clinic Location options	Vaccination Workforce	Comments/Queries
1a	Airport workers (Air NZ and airport agencies)	9(2)(a)	24 hours	50	Airport – Orchard Road	Vaccination programme to provide	
1a	Port – LPC	9(2)(a)	24 hours	Fewer than 20	Port – LPC	Vaccination programme to provide	May not be best use of resources for small group of people.
1a	Port – SSA	9(2)(a)	N/a		N/a		Logistics too complicated.
1a	MIQ	9(2)(a)	24 hours	Fewer than five	MIQ sites.	Vaccination programme to provide.	May not be best use of resources for very small group of people.
1a	CBAC Testing service staff	9(2)(a)	12 hours	Fewer than five	Orchard Road	Vacc Programme to provide	May not be best use of resources for very small group of people.
1b	Border worker household contacts	9(2)(a)	Greater than 24 hours	Unknown	None		Logistics too complex to provide vaccine at short notice under current model & Pfizer vaccine
2	St John	9(2)(a)	Immediately 12 hours	10-15 30	Mobile workforce – can travel to sites, e.g.; Orchard Road.	Vacc Programme to provide	St John training vaccinators
2	24HS	9(2)(a)	12 hours	Minimum of 30 with 12 hours notice, could do 60 if had 24 hours	24HS/Pegasus	Immunisation coordinator – 9(2)(a)	150 staff, 36 vaccinated as of 4 March
2 – still TBC	Hospital staff at risk of exposure to COVID (ED, AMAU, SARA, ICU, Crisis Resolution, Maternity Ax Unit/Gynae)	9(2)(a)	6-12 hours	Minimum of 20	ED	DHB occupational health and/or site vaccinators	Set up clinic, then inform people once the clinic is set up. Make sure it is high-risk clinical staff who receive the vaccine (as opposed to non-clinical staff or volunteers). No problem getting 20-30 people each time.
2	Community testers	9(2)(a)	12 hours	Minimum of 20	Orchard Road	Immunisation coordinator – 9(2)(a)	9(2)(a) to work out logistics of how to communicate messages to practice.