

Dear Colleague,

Thank you for your enquiry about the COVID-19 vaccination programme.

The NHS in Staffordshire and Stoke-on-Trent has made an excellent start to rolling out COVID-19 vaccines, with many of our over 80s, care home staff and residents and at risk health and care staff having already received the vaccine. Over the coming weeks more at risk people will be invited to come forward as the supply of the vaccine increases.

Frontline health and care workers, who provide direct care for patients will be invited for a vaccine over the coming weeks and months. Similar to the NHS, we are asking all providers to risk assess their staff to identify those who are most at risk first. These are likely to be prioritised for the vaccine:

- Staff working on the vaccination programme
- Staff who have frequent face-to-face contact with patients and who are directly involved in patient care in either secondary or primary care, mental health, urgent and emergency care and community settings
- Laboratory, pathology and mortuary staff
- Those working for a sub-contracted provider of facilities services such as portering or cleaning
- Temporary, locum or 'bank' staff, including those working in the COVID-19 vaccination programme, students, trainees and volunteers who are working with patients
- Frontline social care workers directly working with vulnerable people who need care and support irrespective of where they work (for example in hospital, people's own homes, day centres, or supported housing); or who they are employed by (for example local government, NHS, independent sector or third sector).

If you believe that staff in your organisation are eligible as frontline health and care workers, we ask you to follow the below steps, including:

- Identify a single point of contact for your organisation that the NHS can liaise with when vaccines are available and share their contact details with us
- Do an assessment within your organisation to identify all your frontline health and care workers, please let us know how many there are
- As part of your assessment, consider who should be prioritised for the vaccine first as this is a gradual roll out
- Ensure you have all their contact details so they can be contacted quickly if we contact you/your single point of contact
- Please use the below link to let us know you have frontline health and care workers and who your single point of contact is, we will then add you to our contact lists and when the time is right we will let you know. If you experience any issues with the link please contact us at [primarycare.covid-19@staffsstokeccgs.nhs.uk](mailto:primarycare.covid-19@staffsstokeccgs.nhs.uk)

**\*To Complete Staff vaccination form click here: [Staff Vaccination form](#)**

This is the biggest vaccination programme the NHS has ever undertaken. This is a rolling programme and it will take several months to complete as we prioritise those most at risk first. We will continue to increase our capacity to deliver the vaccine to staff and patients with additional local vaccination services, hospital hubs and vaccination centres launching over the coming weeks and months.

In preparation for receiving the vaccine, we ask health and care providers to encourage staff to:

- please be patient in waiting for your vaccine appointment, we will contact you;
- when we do contact you, please attend your booked appointments;
- have your NHS number ready as you may be asked for this. You will find this on any prescriptions or letters from the NHS or on the NHS app;
- continue to use your PPE and comply with social distancing measures, hands, face and space – this is more important than ever with the rising numbers and new strain, even if you have received your vaccine these measures remain in place
- and please continue to follow all the guidance to control the virus and save lives.

We would like to thank you for your patience as we work hard to vaccinate as many people as possible over the coming months.

To find out more visit our website: <https://www.twbstaffsandstoke.org.uk/>

Yours sincerely,



Sarah Jeffery  
Acting Deputy Director of Primary Care  
Staffordshire CCG

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