

**COVID-19 Vaccine Sequencing Strategy Collaborative -
Greater Sudbury, and the districts of Sudbury and Manitoulin
TERMS OF REFERENCE**

O: February 2, 2021

As a local public health agency with responsibilities under the [Ontario Public Health Standards](#) for immunization and infectious and communicable disease control, Public Health Sudbury & Districts has the overall responsibility for the unprecedented COVID-19 Vaccination Program. This responsibility is executed in close collaboration with others in health care and non-health care sectors.

The work of the COVID-19 Vaccine Sequencing Strategy Collaborative for Greater Sudbury and the districts of Sudbury and Manitoulin will be informed by the Public Health Sudbury & Districts [COVID-19 Vaccination Program Playbook](#) which provides the essential pillars/overarching framework for the development of geographic and sector-specific implementation plans to outline a coordinated approach for vaccine program. This monumental collective effort will ensure that the overall objectives of the Public Health Sudbury & Districts COVID-19 Vaccination Program are achieved. These objectives include:

1. Minimize societal disruptions, including infrastructure and economic impacts.
2. Implement sustained public education and community outreach efforts.
3. Maintain public confidence.
4. Achieve a coverage rate of 75% of those eligible for vaccine by the provincially prescribed timelines.

Purpose

To provide recommendations to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table on the vaccine sequencing of populations or groups of individuals across the Public Health Sudbury & Districts service area in alignment with the broader vaccine priority groupings as determined by the province.

Planning Assumptions

The COVID-19 vaccine environment is very dynamic with many key elements either yet not known or rapidly evolving. Assumptions are therefore required to make planning possible. Refer to the Public Health Sudbury & Districts [COVID-19 Vaccination Program Playbook](#) for the current planning assumptions. As the assumptions are confirmed or otherwise stated, the Playbook will be updated.

COVID-19 Vaccine Sequencing Strategy Collaborative Objectives

1. To ensure recommendations:
 - Align with provincial directions and guidance including the [Ethical Framework for COVID-19 Vaccination Distribution](#) to promote consistency, stewardship, accountability and public trust.
 - Use the [National Advisory Committee on Immunization EEFA Framework](#) to systematically consider local programmatic factors including ethics, equity, feasibility and acceptability.
 - Are informed by expert opinion including members from diverse population groups disproportionately impacted by COVID-19.
 - Support an effective and expeditious vaccination strategy.
2. Maintain an awareness of changes to provincial guidance regarding the sequence of populations to be vaccinated.

3. Routinely monitor prioritization-related operational issues and work collaboratively with the Public Health Sudbury & Districts COVID-19 Vaccine Command Table and other health system partners to problem solve issues accordingly. Ensure urgent issues are escalated to the Command Table.
4. Support knowledge transfer and information sharing concerning sequencing with neighbouring health units in Northeastern Ontario and, secondarily, other health units across the province.
5. Provide recommendations to the COVID-19 Vaccine Command Table on outreach activities to maximize participation of groups that are sequenced before other populations/groups and advise of access barriers that may prevent a population/group from being vaccinated before other populations/groups.
6. Provide advice on data collection as it relates to monitoring of progress of vaccination in sequential groups for planning purposes.

Reporting Relationship

The COVID-19 Vaccine Sequencing Strategy Collaborative (Collaborative) reports to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table through the Co-Chairs (Appendix A).

Collaborative Membership

The Collaborative will consist of representation from each of the following sectors, and membership will not exceed 20. Initial membership will be upon invitation from Public Health Sudbury & Districts. Membership should also include a mix of rural and urban representatives.

- Public Health Sudbury & Districts
- Diverse community representation including a minimum of at least one representative from:
 1. Indigenous; First Nations
 2. French language speaking community
 3. Newcomers to Canada
 4. Older adults
 5. African, Carribean, Black Community
 6. Inuit
 7. Homelessness/shelters/housing
- Administrative and clinical leadership from key health sectors including a minimum of one representative from:
 1. Acute care/hospitals
 2. Mental health and addictions
 3. Primary care
 4. Patient/family/caregiver
 5. Home care
- A bioethicist (*may be on a consultation basis pending availability*)
- Other(s) as identified

Vaccine Sequencing Strategy Collaborative Members' Responsibilities and Guiding Principles

- To actively participate in meeting the Collaborative's objectives.
- To carry out the objectives outlined within the Terms of Reference.
- To participate in the Collaborative meetings and complete assigned tasks.
- Members will be expected to seek input from, and relay information to, their respective sectors, including their own organizations and relevant tables.

- Members will work in a respectful, professional, collaborative, consensual and empowering manner and recognize and respect the diversity of opinions.
- Members will make every reasonable effort to ensure the effective, meaningful and fair participation of all members.
- To seek input from, and relay information to, their respective sectors, including their own organizations and relevant tables.
- To work in a respectful, professional, collaborative, consensual and empowering manner and recognize and respect the diversity of opinions.
- To make every reasonable effort to ensure the effective, meaningful and fair participation of all members.
- To keep confidential any issues or materials indicated as such by the Co-Chairs.

Proceedings

Co-Chairs

- The Collaborative will be a co-chair model, including leadership from Public Health Sudbury & Districts and a representative from the membership as supported by the Collaborative.

Role of Co-Chairs

The Co-Chairs will share responsibility for the following:

- Coordinate and chair meetings
- Hold meetings at a location convenient for all committee members
- Disseminate all materials relevant to meetings (given dynamic circumstances, these may be just-in-time receipt)
- Indicate if any materials or issues are to be handled in a confidential manner
- Retain official committee documents, including but not limited to agendas, minutes and correspondence (PHSD responsibility)
- Forwards reports, minutes, recommendations and supporting documentation from the Vaccine Sequencing Collaborative in writing to the COVID-19 Vaccine Command Table.

Role of the Recorder

A recorder appointed by Public Health Sudbury & Districts will track key decisions and meeting action items and assist the Co-Chairs in follow up as applicable.

Frequency and Duration of Meetings

- The Collaborative will meet initially 1-2 times per week. If needs emerge between meetings, the co-chairs will reach out to the group between meetings for an ad-hoc meeting, or work with specific members in the interim, with a report-back to the broader group.
- Duration: **1 hour** or determined by co-chairs
- Meeting schedule/dates to be mutually agreed upon by the Vaccine Sequencing Collaborative members.
- Meetings will be held virtually.

Quorum

Quorum is met when at least 50% of members are present.

Date Collaborative Formed

January 27, 2021

APPENDIX A

Local Organizing Structure

COVID-19 Vaccination Program Organizing and Partner Engagement Framework

