



## **Mendocino County Health & Human Services Agency**

*Healthy People, Healthy Communities*

**H. Andrew Coren, MD, County Health Officer**



### **ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO REGARDING ALLOCATION, ADMINISTRATION AND REPORTING OF COVID-19 VACCINES**

**DATE OF ORDER: February 6, 2021  
EFFECTIVE until rescinded**

**Please read this Order carefully. Violation or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both (Cal. Health & Safety § 120295, *et seq.*; Mendocino County Ordinance No. 4464; Cal. Penal Code § 19)**

**UNDER THE AUTHORITY OF THE CALIFORNIA HEALTH AND SAFETY CODE  
SECTIONS 10140, 101085, 120175, 120176, THE COUNTY OF MENDOCINO HEALTH  
OFFICER ORDERS:**

1. The purpose of this Order is to ensure the County of Mendocino's Vaccine Partners promptly comply with the State of California Department of Public Health (CDPH) directives regarding the allocation, storage, administration, and reporting of COVID-19 vaccines and any future State and federal public health directives regarding the same. The failure to comply with such State and federal requirements, including, but not limited to allocation and daily data reporting guidelines, places the County at risk of losing critical State and Federal COVID-19 vaccine resources, which threatens the public health and safety of the residents of the County of Mendocino. For purposes of this Order, "Vaccine Partners" is defined as the local medical clinics, medical providers and the City of Ukiah, which are specifically authorized by the County of Mendocino to maintain and receive a distribution of COVID-19 vaccines.
2. For any vaccination received or distributed by the County of Mendocino, each Vaccine Partner shall:
  - a. Comply with all enrollment requirements of the CDPH. Such requirements as identified and updated by the CDPH here (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVID-19Vaccine.aspx>)<sup>1</sup>.
  - b. Complete CDPH required training for providers in the California COVID-19 Vaccination Program.

---

<sup>1</sup> Each Vaccine Partner is responsible for regularly reviewing CDPH website and/or communications from CDPH for any revisions or updates to any Guidance, Order, or directive referenced in this Order.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVID-19VaccineTraining.aspx>)

- c. Report patient and COVID-19 vaccine dose and adjuvant (if applicable) information to the local immunization registry (e.g., CAIRS) within 24 hours of vaccine administration. The provider must maintain the vaccine administration records for at least 3 years following vaccination, or longer if required by law.
- d. Comply with CDC requirements for vaccine management, including storage and handling, standards related to the transport of vaccine to community locations for mass immunization clinics, temperature monitoring at all times, maintaining cold chain conditions and chain of custody at all times in accordance with the manufacturer's instructions complying with CDPH policies for dealing with temperature excursions, and monitoring expiration dates. The County Health Officer must be notified of any temperature fluctuations that may affect the efficacy of the vaccine via email to [MHOAC@mendocinocounty.org](mailto:MHOAC@mendocinocounty.org) as soon as discovered. Information on storage and handling may be found at: (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/COVIDVaccineManagement.aspx#>)
- e. Report adverse events to the County Health Officer and to the Vaccine Adverse Event Reporting System (VAERS) (<https://vaers.hhs.gov/>). Any such reporting (VAERS form) shall also be copied via email to: [MHOAC@mendocinocounty.org](mailto:MHOAC@mendocinocounty.org) for each and every adverse occurrence.
- f. Comply at all times with the current, revised and operative CDPH Allocation Guidelines for COVID-19 Vaccine. As of the date of this Order, the "Revision of Allocation Guidelines for COVID-19 Vaccine" is found here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Revision-of-Allocation-Guidelines-for-COVID-19-Vaccine.aspx>. Vaccine Partners shall also strongly discourage individuals from attempting to circumvent the applicable Phases and Tiers such as by volunteers seeking to receive a vaccine.
- g. Deliver an accounting of vaccines used during each mass vaccination event, based upon the patient's tier and phase category. This information shall be sent to [MHOAC@mendocinocounty.org](mailto:MHOAC@mendocinocounty.org). All patient information will be collected as dictated by the California Immunization Registry (CAIRS) at: <https://cairweb.org/covid/>.
- h. Medical staff employed or contracted by each Vaccine Partner will exercise individualized medical judgment in prescribing COVID-19 vaccines for each patient and/or staff member; and will provide to each patient (or legal guardian) and/or staff member receiving a vaccine a COVID-19 vaccine record card, as well as an Emergency Use Authorization (EAU) fact sheet, or vaccine information statement which outlines potential adverse reactions.

- i. Inform the County Health Officer of all planned immunization events as soon as feasibly possible. Vaccine Partner agrees to submit to the County Health Officer a report about their immunization events through an After Action Report or other evaluation tool within 5 days of each event.
3. In addition to the enforcement provisions applicable to violations of Orders of the Health Officer, the failure to comply with any of the directives of this Order will result in the de-authorization of the Vaccine Partner from administering any remaining or future distributions of vaccinations on behalf of the County of Mendocino.
4. This Order shall become effective on February 6, 2021, and will continue to be in effect until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
5. Copies of this Order shall promptly be: (1) made available at County of Mendocino Executive Office, County Administration Building, 501 Low Gap Road, Ukiah, California 95482; (2) posted on the County website [www.mendocinocounty.org](http://www.mendocinocounty.org) and; or (3) provided to any member of the public requesting a copy of this Order.
6. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

**IT IS SO ORDERED**

Date: February 6, 2021

Issued by:

A handwritten signature in blue ink, appearing to read "Howard Coren MD", written over a horizontal line.

Howard Andrew Coren, M.D.  
Health Officer  
County of Mendocino