JOB AID FOR COVID-19 VACCINE ADMINISTRATION


1. GENERAL INFORMATION

- **Vaccine:** Janssen Ad26.COV2.S COVID-19 vaccine, multi-dose vial. Each vial contains 5 doses of 0.5 ml
- **Schedule:** One dose of 0.5 ml
- **Age indication:** 18 years of age and older
- **Route and site of administration:** Intramuscular, in the deltoid muscle of the upper arm

2. STORAGE CONDITIONS AND SHELF LIFE OF VACCINE

<table>
<thead>
<tr>
<th>STORAGE CONDITIONS</th>
<th>SHELF LIFE</th>
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</thead>
<tbody>
<tr>
<td><strong>Unopened vaccine vials:</strong></td>
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<tr>
<td>Freezer: -25 °C to -15 °C</td>
<td>24 months by expiry date</td>
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<tr>
<td>Refrigerator: +2 °C to +8 °C</td>
<td>Up to 4.5 months (not exceeding expiry date)</td>
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<td>Prior to use, avoid vaccine exposure to direct sunlight and ultraviolet light.</td>
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<td></td>
<td>Do NOT refreeze the vaccine, once thawed.</td>
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<tr>
<td>**Opened vial (after first puncture of the vial) **:</td>
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<tr>
<td>Refrigerator: +2 °C to +8°C</td>
<td>Up to 6 hours</td>
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<td>During use, vaccines can be handled in room light conditions.</td>
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<td></td>
<td>Punctured vaccine vials should be discarded within 6 hours after first puncturing OR at the end of the immunization session, whichever comes first.</td>
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*Write on the vial the date and time of first opening (first puncturing of the vial).

**NOTE:** Keep the vials in the original carton in order to protect from the light and to record the expiry date for the different storage conditions, if applicable. Update the expiry date on the outer carton when moving unopened vial from the freezer to +2 °C to +8 °C storage. Cross out the original expiry date. (Updated expiry date: up to 3 months at +2 °C to +8 °C, not exceeding the original expiry date). The vaccine should be used or discarded by the updated expiry date.

**Thawing of frozen vaccine:**
- Frozen vaccine vials may be thawed in the refrigerator (between +2 °C to +8 °C) This will take approximately 2 hours for a single vial and 12 hours for a carton of 10 vials.

**NOTE:** Do NOT refreeze thawed vaccine.

3. MATERIAL NEEDED FOR VACCINATION AND SUPPLIES

- Syringe for vaccine administration (0.5 ml or 1 ml syringe with 0.1 ml graduations) with 23-gauge (or narrower) needle
- Sterile single-use antiseptic swabs
- Safety box for sharps disposal
- Medical treatment kits to manage allergic reactions in the event of an acute anaphylactic reaction
- Personal Protective Equipment (PPE) for vaccinators and recipients (gown; gloves; medical mask, face shield, goggles) as per the national infection prevention and control guidelines
- Hand hygiene (alcohol-based hand rub or running water and soap) and surface cleaning agents

4. CONTRAINDICATIONS AND PRECAUTIONS FOR VACCINATION

**Contraindications:**
- History of severe allergic reaction (e.g., anaphylaxis) to any component of the vaccine.

**Precautions:**
- Acute febrile illness
- Individuals receiving anticoagulant therapy or those with thrombocytopenia or any coagulation disorder (such as haemophilia) because bleeding or bruising may occur following an intramuscular administration
**PREPARATION AND ADMINISTRATION OF VACCINE**

**NOTE:** The thawed vaccine is ready to use. Do NOT dilute the vaccine. Do NOT freeze the vaccine, once thawed.

### PREPARATION FOR VACCINE ADMINISTRATION ENVIRONMENT

| 1 | • Be sure to wear correct personal protective equipment (PPE) before administering vaccines. Ensure that the implemented policies for the use of face coverings for vaccine recipients are in place. |
| 2 | • Assess recipient status:  
  ‣ Screen for contraindications and precautions (see above).  
  ‣ Review vaccination history: Has any other vaccine been administered within the previous 14 days? If yes, discuss delaying of vaccination (a minimum interval of 14 days following other vaccines should be observed).  
  • Place the patient in a sitting position, looking to the other side. |

### WITHDRAW OF VACCINE

**NOTE:** NEVER use expired vaccine. NEVER use punctured vaccine vials beyond 6 hours after first needle puncture.

| 3 | • Perform hand hygiene before vaccine preparation. Follow aseptic technique throughout vaccine preparation. |
| 4 | • Remove thawed vaccine vial from the refrigerator and allow vaccine to come to room temperature (up to +30 °C) before administration. |
| 5 | • Hold the vaccine vial upright and gently swirl it for 10 seconds. **Do NOT shake** the vaccine vial.  
  • The vaccine is **colourless to slightly yellow**, with **clear to very opalescent suspension**.  
  **NOTE:** Do NOT use if liquid is discoloured or if visible particles are observed. |

| 6 | • Wipe off the stopper of the vaccine vial using a NEW sterile single-use antiseptic swab.  
  • Using a NEW sterile 23-gauge (or narrower) needle, withdraw 0.5 ml of vaccine from the vial.  
  • After first puncture of the vial, write the date and time of opening on the vaccine vial label.  
  **NOTE:** The same needle to withdraw and administer the vaccine can be used, unless contaminated or damaged. |
| 7 | • Ensure the prepared syringe is not cold to the touch.  
  • Ensure the liquid in the syringe is colourless to slightly yellow, with clear to very opalescent suspension.  
  • Ensure the vaccine volume in the syringe is of 0.5 ml. |
| 8 | • Keep punctured vaccine vial at +2 °C to +8 °C and administer vaccine within 6 hours.  
  • Discard any unused vaccine in punctured vaccine vials at the end of the immunization session, or 6 hours after first puncturing, whichever comes first.  
  • It is **normal for liquid to remain** in the vial after withdrawing the final dose. Discard any remaining vaccine in the vial after 5 doses have been extracted. |

### ADMINISTRATION OF VACCINE

| 9 | • Bring the dose of vaccine from the designated preparation area immediately to the patient treatment area for administration.  
  • Administer the vaccine immediately by intramuscular injection in the deltoid muscle of the upper arm. |
| 10 | • Discard the used syringe into the safety box or safe syringe container (without recapping the needle). |
| 11 | • Observe recipients for **15 minutes** after vaccination to watch for any immediate adverse reaction. |
| 12 | • **Record vaccination** including date, name and batch number of vaccine. Provide a document to the vaccinated person recording the vaccination. |
| 13 | • **Report any suspected adverse reactions** according to the national procedures. |
MANAGEMENT OF ANAPHYLAXIS AND ANXIETY-RELATED REACTIONS

Events of anaphylaxis and anxiety-related reactions may occur. Make sure that a health-care worker competent in identifying and treating these reactions, and necessary equipment and medications, are available. Take precautions to avoid injury from fainting.

COMMUNICATION DURING VACCINATION VISIT

1. Explain the benefits of the vaccine
   “The COVID-19 vaccine is a safe way to protect yourself from the COVID-19 (coronavirus) disease.”

2. Enquire about and screen for contraindications and precautions
   “We want to make sure it will be safe for you to receive the vaccine.” [Ask about the contraindications and precautions listed above.]

3. Explain the process
   “The vaccine is given through an injection into the upper arm. You may feel a slight pinch when the needle goes in. Afterwards, we want you to stay here for 15 minutes to be sure you don’t have any allergic reactions.”

4. Explain the common side effects
   “We want you to be aware of some common side effects of the vaccine. [Explain common and rare side effects.] Common side effects may feel like flu and may even affect your ability to do daily activities, but they should go away in a few days. If you have pain or discomfort, contact your doctor.

5. Resolve concerns and answer questions
   Listen actively to show interest and concern and ask about any questions or concerns about receiving the COVID-19 vaccine.
   • Respond with empathy and understanding.
   • Offer positive encouragement.
   • Be respectful and avoid arguing.

<table>
<thead>
<tr>
<th>Common patient concerns</th>
<th>Example responses from health workers</th>
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<tbody>
<tr>
<td>“I am worried about the possible side effects.”</td>
<td>“I understand that you want to make the best choice for yourself. What potential side effects are you concerned about?” [Address as appropriate]</td>
</tr>
<tr>
<td>“I am not sure what to do. I have heard and read so many things about the vaccine that I don’t know what to believe.”</td>
<td>“I understand that so much contradictory information can be confusing. I am happy to answer your questions and also refer you to trustworthy sources of information online.”</td>
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6. Inform about the necessary follow-up
   Even after vaccination please continue to wear a face mask that covers your nose and mouth, wash your hands often and follow physical distancing advice. Together with vaccination, this gives you and others the best protection from catching the virus.”

SOURCES


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