



Anchorage COVID-19 Vaccine Advisory Committee

Anchorage Health Department (AHD) is convening the *Anchorage COVID-19 Vaccine Advisory Committee* in February 2021. The State of Alaska Department of Health and Social Services (DHSS) has delegated the determination of vaccine allocations to local governments to optimize Alaska's COVID-19 response. In accordance with the phases and tiers set by the State of Alaska, the Anchorage Health Department will use the guiding principles from the CDC, data on community risk for COVID-19 and vaccination levels, and the recommendations of the *Anchorage COVID-19 Vaccine Advisory Committee*, to distribute doses to our community. This process applies only to the State of Alaska vaccine allocation and does not apply to Indian Health Service, Veterans Affairs, or Department of Defense allocations.

About the Committee

Guiding Principles

The *Anchorage COVID-19 Vaccine Advisory Committee* will include representatives from a variety of community groups and perspectives to balance the three guiding principles of Science, Implementation, and Ethics:

Science

- Maximize benefits and minimize harm
- Protect the population's health by reducing mortality and morbidity and preserving societal functioning

Implementation

- Assure feasibility of vaccine distribution
- Uphold community and individual values

Ethics

- Achieve equitable access for all Alaskans by promoting justice and mitigating health inequities
- Ensure transparency through promoting education on science and implementation

Health Equity

Health equity is a central focus for the COVID-19 vaccination effort to address the disparate impacts of COVID-19 on specific communities within Anchorage, documented by AHD surveillance data. The Anchorage Health Department and the Emergency Operations Center (EOC) for the Municipality are working with a range of community leaders to focus outreach efforts to ensure equitable access to vaccines for eligible people in each phase. These efforts may include offering alternative methods to schedule appointments and receive the vaccine through targeted outreach. This will be implemented through partnerships with Tribal Health Organizations, Federally Qualified Health Centers, local health care providers, and community and faith-based organizations.

Committee Membership

AHD will invite committee members from a variety of community groups and perspectives to join the committee. AHD, EOC and DHSS will be represented and offer subject matter expertise to the committee; these staff will not be considered committee members. AHD will seek representation specifically from communities within the Municipality of Anchorage who are at increased risk for

contracting COVID-19 and/or who may have barriers to vaccine access. AHD has identified the following groups through AHD COVID-19 data analysis and the State of Alaska COVID-19 Vaccine Allocation Guidelines: elders/seniors, health care workers and settings, essential workers, congregate settings, and people who identify as Alaska Native/ American Indian, Native Hawaiian and Pacific Islander, Black or African American, Hispanic, Asian, those with English as a Second Language, and/or LGBTQ.

COVID-19 Data for Committee Review

The committee will review current COVID-19 data to inform its recommendations. Regular data reports to the committee will include the following:

- Case counts, infection rate, hospitalization rates and death rates, by age, race, ethnicity, and population wide
- Vaccination doses and rates by age, race, ethnicity, and population wide
- Trends in infection rate by age, race, ethnicity, and population wide
- Case counts occurring in incarcerated populations and among people experiencing homelessness
- Geography of cases and vaccinations
- Effectiveness of providers at administering the vaccine and reaching target populations
- Summary of initial vaccine dose requested by provider types

Preparation Materials

AHD will email a list of materials and links prior to the committee's first meeting to help members become oriented to the process. Members are welcome to participate even if they are very new to serving in this type of role; all invited members are experts in one or more ways that will be valuable in providing AHD guidance to allocate vaccine doses each month.

Honoraria and Member Assistance

An honoraria per meeting is offered to each committee member who is not already being compensated to engage in this work. This will be sent by mail to the member as a debit card at the end of each month. To request honoraria for participation on the committee please email meghan@agnewbeck.com. Members can request assistance with language translation or access for hearing or visual impairments, please let us know.

Committee Process

Monthly schedule

AHD anticipates the committee will meet once per week during the first two weeks of each month. The committee will make recommendations to AHD to determine local distribution of COVID-19 vaccine. The timing of the committee's recommendations must fit into the monthly schedule set by DHSS, as follows:

During first week of the month: Convene initial informational meeting with committee to review results from previous month and discuss strategy for upcoming month.

10th of month: Anchorage Health Department reviews vaccine provider pre-survey requests against vaccine availability

15th of month: Convene committee to review vaccine provider pre-survey data; review COVID-19 data; identify priority areas and populations within current phase and tiers; apply guiding principles; committee makes recommendations to AHD for monthly allocation plan

18th of month: AHD reviews committee recommendations and drafts allocation plan using the allocation process described below; shares with committee, providers and community

25th of month: AHD finalizes allocation plan to submit to DHSS

26th of month: DHSS and AHD notify providers of their approved allocations

28th of month: Deadline for providers to order vaccine in VacTrAK for the upcoming month

Ongoing: Monitor and report data to assess vaccination rate for each priority population and total population. If additional vaccine comes available during the month, AHD allocates according to plan principles.

Meeting Format

Meetings will occur via Zoom. Members are encouraged to keep video on to increase participation; breakout groups may be used to increase discussion on specific topics. We will also use polling and the chat function to enable members who may prefer not to speak to share their views.

Meeting duration will be approximately 2 hours. In February, to allow time to orient committee members and to meet the allocation schedule, we will host one combined meeting that will be 3 hours. In March and later months, there will be two meetings per month during the first and second week of the month. We will poll committee members to find the time that best accommodates member schedules.

February 10, 2021, 2-5:00 pm

Kick-off Meeting

- Purpose: Initial informational meeting to introduce and orient committee members, review committee purpose, membership, schedule, and proposed process (outlined in this document). We will also review and discuss the previous month's allocation and rationale and proposed allocation and rationale for March.
- Objectives:
 - Welcome and introduce committee members
 - Orientation to the vaccine allocation process
 - Review data and previous month's allocation and rationale
 - Discuss communities of focus for outreach

March and later months

First meeting of month (during week 1)

- Purpose: Review results from previous month and discuss strategy for upcoming month.
- Objectives:
 - Welcome and introduce committee members
 - Review data and previous month's allocation and rationale
 - General discussion and questions regarding any changes in allocation and/or rationale for coming month
 - Discuss communities of focus for outreach
 - Questions and other topics

Second meeting of month (during week 2, before the 15th)

- Purpose: Committee makes recommendations to AHD for monthly allocation plan
- Objectives:

- Review vaccine provider pre-survey data
- Review COVID-19 data
- Identify priority areas and populations within current phase and tiers
- Develop committee recommendations for AHD monthly allocation plan
- Identify communities of focus for outreach

Meeting Facilitation + Summaries

AHD contractor, Agnew::Beck, will provide meeting facilitation and meeting summaries for committee members sent by email the day following a committee meeting. There will likely be other material shared with committee members; we will try to keep emails consolidated and essential to respect committee members' time.

Standard Meeting Agenda

Kick-off Meeting:

<i>Time</i>	<i>Item</i>
30 minutes	Welcome and Introductions <ul style="list-style-type: none"> ● Welcome and thank you for serving ● Committee members, brief introductions ● Review agenda and objectives ● Quick review of Zoom functions
1 hour	AHD Presentation <ul style="list-style-type: none"> ● Advisory role of the committee and role of AHD ● COVID-19 pandemic overview, vaccine information ● Community perspectives, guiding principles ● Agreements for meetings ● Review vaccine allocation process ● Updates and other information
15 minutes	AHD Data review and previous month's allocation and rationale <ul style="list-style-type: none"> ● Presentation ● Committee member questions
45 minutes	Committee member comments and questions <ul style="list-style-type: none"> ● Round robin: Each committee member has up to 2 minutes to comment ● Use polling and chat function to collect comments from committee members who prefer not to share comments verbally
20 minutes	Committee discussion of potential changes to previous month's allocation for upcoming month
10 minutes	Wrap-up and preparation for next meeting <ul style="list-style-type: none"> ● Identify questions to research or other items

First meeting of month:

<i>Time</i>	<i>Item</i>
10 minutes	Welcome and Introductions <ul style="list-style-type: none"> • Committee members, please say hello in the chat • Review agenda and objectives
15 minutes	AHD Presentation <ul style="list-style-type: none"> • Review vaccine allocation process and guiding principles • Review EOC outreach efforts • Updates and other information
15 minutes	AHD Data review <ul style="list-style-type: none"> • Review current data trends and findings • Identify priority areas and populations within current phase and tiers • Review previous month's allocation and rationale • Committee member questions
45 minutes	Committee member comments or questions <ul style="list-style-type: none"> • Round robin: Each committee member has up to 2 minutes to comment • Use polling and chat function to collect comments from committee members who prefer not to share comments verbally
20 minutes	Committee discussion of recommended changes to previous month's allocation
15 minutes	Wrap-up and preparation for next meeting <ul style="list-style-type: none"> • Identify questions to research or other items

Second Meeting of the Month

<i>Time</i>	<i>Item</i>
10 minutes	Welcome and Introductions <ul style="list-style-type: none"> • Committee members, please say hello in the chat • Review agenda and objectives
15 minutes	AHD Presentation <ul style="list-style-type: none"> • Review vaccine allocation process and guiding principles • Review EOC outreach efforts • Updates and other information
15 minutes	AHD Data review

	<ul style="list-style-type: none"> • Review current data trends and findings • Identify priority areas and populations within current phase and tiers • Review previous month's allocation and rationale • Review vaccine provider pre-survey data for upcoming month (Janet) • Committee member questions
45 minutes	<p>Committee member comments or questions</p> <ul style="list-style-type: none"> • Round robin: Each committee member has up to 2 minutes to comment • Use polling and chat function to collect comments from committee members who prefer not to share comments verbally
20 minutes	<p>Committee discussion to form recommendations for AHD monthly allocation plan</p> <ul style="list-style-type: none"> • Live notetaking to develop recommendations during meeting to be finalized and sent out the following day for review
15 minutes	<p>Wrap-up and preparation for next meeting</p> <ul style="list-style-type: none"> • Identify questions to research or other items

References:

1. State of Alaska COVID-19 Vaccine Allocation eligibility
<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/VaccineAvailability.aspx>
2. Vaccine Distribution—Equity Left Behind?, JAMA Editorial, January 29, 2021
<https://jamanetwork.com/journals/jama/fullarticle/2776053>
3. CDC Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines Currently Authorized in the United States
<https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>
4. AK epidemiology mortality and morbidity reports highlighting Covid-19 health disparities stratified by age and high-risk conditions
http://www.epi.alaska.gov/bulletins/docs/b2020_13.pdf
http://www.epi.alaska.gov/bulletins/docs/b2020_12.pdf
5. Vaccine Communication Tips
<https://debeaumont.org/covid-vaccine-poll/covid-vaccine-poll-vaccine-communications-tips/>
6. Framework for Equitable Allocation of COVID-19 Vaccine. Washington, DC: The National Academies Press
<https://doi.org/10.17226/25917>
7. Evidence Table for COVID-19 Vaccines Allocation in Phases 1b and 1c of the Vaccination Program
<https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/covid-19/evidence-table-phase-1b-1c.html>
8. CDC Phased Allocations slides
<https://www.cdc.gov/vaccines/acip/meetings/downloads/slides-2020-12/COVID-02-Dooling.pdf>
9. CDCMMWR The Advisory Committee on Immunization Practices' Updated Interim Recommendation for Allocation of COVID-19 Vaccine — United States, December 2020. Available at
<https://www.cdc.gov/mmwr/volumes/69/wr/pdfs/mm695152e2-H.pdf>

