

## **COVID-19 Project Narrative:**

Provide a detailed work plan that describes how your entity will accomplish all activities proposed for this project. The plan must also describe a clear method for reporting and evaluating the services and activities to be provided.

To be acceptable, project must:

- Scope must include allowable activities included in the announcement.
- Must contain clear milestones/activities/tasks and timeline for project completion (funding expires **June 30, 2022**).

**Funds are "one-time" only and projects should not incur future recurring costs.**

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Funds from the Immunizations-Locals COVID-19 grant will be utilized to increase Collin County's capacity to coordinate and offer COVID-19 vaccinations. These funds will primarily be used for one new staff position, a Registered Nurse, whose primary tasks will include:

- Educating vaccine providers on the storage, handling, and administration of COVID-19 vaccines
- Coordinating the distribution of vaccines to Collin County's contracted vaccination sites and partner agencies
- Managing Collin County's COVID-19 vaccinations through ordering, receiving, tracking inventory, and completing state vaccine reporting
- Administering vaccines in COVID-19 vaccine clinics at Collin County Health Care Services

Additionally, funds will be used to buy supplies needed to administer or store vaccines such as personal protective equipment, sharps containers, supplemental needles, syringes, and data loggers. Funds will also be used to support paying Collin County employees working vaccine operations overtime and to buyout time off and compensatory time accrued during the COVID-19 vaccine response that staff have been unable to utilize due to ongoing, long-term vaccine operations.

Work Plan:

- Objective 1: Hire a Registered Nurse to coordinate Collin County's vaccine operations within two months of the grant start date.
- Objective 2: Purchase all supplies needed for vaccine operations by August 31, 2021.

- Objective 3: Complete at least one training per quarter for vaccine providers regarding the storage and handling of COVID-19 vaccines or their administration.
- Objective 4: Coordinate and complete vaccine transfers to partners. It is expected that for the first two quarters of this grant that this activity will occur weekly.
- Objective 5: Provide data on vaccine deliveries, administration, and transfers for weekly internal inventory reports.
- Objective 6: Ensure that all state required vaccine reporting is completed weekly. This will include reports from DSHS, TDEM, and any other required reports.