

# Pediatric COVID-19 Checklist:

## Best Practice Strategies from California VFC High-Performing Clinics



**“If we don’t step up, kids won’t get vaccinated.”** — *Eureka Community Health Center*

### 1. Get ready. Get support!

- Enroll in MyCAvax** (if not yet enrolled). Get enrollment support to complete the application. Convenient [online clinical COVID-19 immunization training](#) is available on-demand.
- Promote vaccine availability** to all eligible patients via patient portals, [social media posts](#), [flyers and posters](#).
- Review your Awareness Card and goal** on your [myVFCvaccines](#) dashboard with your team. Set a goal based on your Awareness Card data.
- Access COVID-19 help resources:** COVID Call Center: 833-503-1245, [Weekly Provider Q&A](#) Fridays at 9am (see on-demand 30-min [quickinars](#) on key vaccination strategies), or biweekly [tech support forums](#) Mondays at 12pm.

### 2. Support effective conversations with parents.

- Watch and share CDPH “[crucial conversations](#)” webinars**, and download [resources](#) to help communicate confidently with parents.
- Ensure all clinic staff are vaccinated.** Make vaccination personal. Being able to say, “*I’m vaccinated and so are my own kids and/or loved ones*” builds trust.
- Print out and wear “I got my COVID shot” stickers (also in B&W).** Check with your [local health department](#) about ordering ready-to-wear stickers and buttons, or post a [notice that all staff are vaccinated](#) in your waiting area.

### 3. Don’t miss an opportunity to vaccinate.

- Check patients’ immunization status** in your EMR or CAIR/RIDE at every visit. Encourage MAs to use routing slips or other reports to remind physicians to administer COVID-19 vaccines and boosters.
- Co-administer COVID-19** with other routine pediatric vaccines, including flu. Share this [COVID-19 Co-administration Tips job aid](#) with clinical staff.
- Vaccinate siblings or family members** that come along on the visit.
- Consider vaccine-only appointments**, walk-ins, and weekend/evening clinics.
- Vaccinate every eligible person**, even if it means puncturing a vial at the end of the day.
- Have dedicated days/times for COVID-19 vaccination** when demand is high.

### 4. Book appointments in advance and send reminders.

- Book appointments for additional doses needed** when scheduling the 1st dose or before families leave the clinic after getting the first shot.
- Remind patients of COVID-19 vaccine and booster** appointments via patient portals, text messages, phone calls, or postcards.

### 5. Monitor inventory to maintain vaccine supply.

- Check your pediatric COVID-19 vaccine inventory regularly** (pro-tip: check it daily!)
- Re-order in small amounts on myCAvax weekly** to re-stock your vaccine supply.