



## Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**LISA J. PINO, M.A., J.D.**  
Executive Deputy Commissioner

January 3, 2021

Dear COVID-19 Vaccine Provider:

Thank you for your continued partnership with the New York State Department of Health (NYSDOH) during the roll-out of the State's COVID-19 vaccination program. As one of a limited number of facilities eligible to receive and administer vaccine, it is important you make vaccination efforts the center of your focus and prioritize all efforts to move vaccine quickly into the arms of eligible individuals. Such efforts likely require offering extended daily and weekend hours.

Week 4 (beginning January 4) of the State's vaccination program significantly expands the Phase 1A eligibility, making more than 2 million individuals eligible to be vaccinated. Vaccine demand should far outpace the number of doses available in each community and as such each facility must fully utilize all vaccine within one week from when it is delivered, or remaining doses will be moved to a location that can administer the vaccine more efficiently. All vaccine in inventory prior to January 4, including prior set asides, must be fully administered to eligible priority populations by end of day on January 7, 2021. Any doses that are not administered by end of day on January 7 will be redistributed to another facility and future allocations to such facilities will be limited, and possibly eliminated. Notify NYSDOH by January 6 if you are not on pace to administer all doses by January 7.

The first group to be vaccinated at any facility or vaccination site will be health care personnel at high risk for transmitting or becoming infected with COVID-19, including direct care, administrative staff, and food and housekeeping services staff who have contact with patients or infectious materials. Facilities that have vaccinated all frontline direct care and patient-facing health care workers and still have vaccine available should proceed to vaccinating the next groups of health care and patient-facing workers, whose job responsibilities require in-person presence, including those health care workers that will be expected to participate in the hospital or health system's surge response for their facility, continuing to prioritize by risk.

If your facility is unable to administer all doses within this week, please contact us at [CovidVaccineNotUsed@health.ny.gov](mailto:CovidVaccineNotUsed@health.ny.gov). Staff will work with you to arrange the redistribution of excess vaccine.

Sincerely,

Howard A. Zucker, M.D., J.D.  
Commissioner of Health