

**To:** District Superintendents, Charter and Private School Leads  
**From:** Susan Bunting, Secretary of Education  
**Date:** January 12, 2021  
**Subject:** Phase 1B - Educator Vaccination Planning

The Delaware Department of Education (DDOE) has been working with the leadership of district, charter, independent, private and parochial schools as well as with the Delaware State Education Association to create a comprehensive vaccination plan for education-related personnel in our elementary, middle and high schools (including contractors, non-Delaware residents who work in Delaware schools, substitutes, and student teachers).

This plan will be managed and administered by the DDOE in partnership with the Division of Public Health. Individual schools WILL NOT need to develop their own plans or criteria for vaccine distribution. Information will become available over the next two weeks to include a vaccination toolkit (appropriate for all faculty and staff), details of the vaccination plan that include a survey to gauge interest in participation, how to register once the vaccine is available, and every step in between. It is expected that educators' vaccinations (Phase 1B) will begin in early February. Currently, approximately 30,000 education-related staff are eligible.

The DDOE is currently planning for the following:

- **Vaccination Toolkit** - The toolkit will be in the form of a webpage on the DDOE website. This page will provide educators with links to multiple informational sites regarding the vaccines themselves as well as the vaccination process (i.e. CDC and DPH COVID-19 websites). It will also house a video created by DPH that answers questions submitted by teachers through DSEA. The website will eventually house the information related to dates and times as well as the registration process for vaccination events. **The expected launch date for this site is Tuesday, January 12<sup>th</sup>.** Throughout the vaccination process the website will be continually updated.
- **LEAs' and Private Schools' Estimated Numbers Verification** - DDOE has pulled numbers for all employee groups in schools throughout the state. This list will be sent to superintendents and charter/private school leads on **Monday, January 11<sup>th</sup>.** Verification of numbers provided as well as the addition of contractors and other staff is due by **Friday, January 15<sup>th</sup>.**
- **Interest Survey** - In an effort to further refine numbers, DDOE has developed a brief survey that includes information related to the vaccination process and questions regarding intent to participate. This survey will be deployed directly to employees as well as to districts/charters/private schools to send to contractors on **Wednesday, January 13<sup>th</sup>.** Responses are due by **Wednesday, January 20<sup>th</sup>.**
- **Matrix for Vaccine Distribution to Education Related Personnel** - DDOE is creating a staged approach to vaccination in Phase 1B. Three stages are being developed. Individuals will self-identify into each of the three stages as appropriate. Stages do not cite specific jobs (i.e. classroom

teacher, paraprofessional, custodian). Instead descriptions such as age 65 or older and works with special populations with limited opportunity to follow public health measures are used.

- **Framework for Implementation** - Rather than plan for individual sites at each Delaware school, DDOE will initially be planning for mass vaccination events in each county according to the stages developed. All public, private and parochial schools will be included in these events. DDOE is partnering with a pharmacy group to provide mass vaccination clinics at designated volunteer school sites as well as at several store fronts the provider has available for use. Additionally, the provider will identify one location in each county for educators to schedule individual walk-in times. DDOE intends to participate in the already scheduled state drive-thru pod vaccination events as well. DDOE will continue to work with DPH and its vaccination liaison, Rebecca Walker.
- **Registration Process** - An online registration system (i.e. Eventbrite) will be developed to manage registration across the state. This site will provide numbers for the event as well as deliver the paperwork necessary to the participant. DDOE will manage this system and will provide information, as appropriate, to districts, charters, and private schools.
- **Communication Plan** - DDOE will work internally with its communications team to develop multiple channels of communication throughout the process. This will include sharing information with other state agencies for distribution. The regularly scheduled Wednesday morning meetings will serve as another conduit for regular communication along with chiefs' meetings and check-ins with the various representative groups to include state legislators.

***For additional information please feel free to contact [Christine.alois@doe.k12.de.us](mailto:Christine.alois@doe.k12.de.us).***