

COVID-19

A message from Ballad Health Corporate
Emergency Operations Center (CEOC)



>> READ AND CASCADE TO ALL TEAM MEMBERS. <<

TO: Incident Commanders, Facility Leadership, Senior Leadership Team

FROM: Ballad Health Corporate Emergency Operations Center (CEOC)

DATE: January 26, 2021

TITLE: Team member vaccination process update

ACTION: Please read and share with all team members.

All Ballad Health team members remain eligible to receive the COVID-19 vaccine. This includes all medical staff members, new and established team members, volunteers who are working in the hospitals (especially if they are over the age of 75), members of critical governance structures and our outsourced services, including Ensemble and Morrison Healthcare. **Receiving the COVID-19 vaccine is encouraged and free of charge for all team members.**

Important updates to the team member vaccination process for first doses:

- **To receive the first dose of the vaccine, team members must call Team Member Health at their facility, or the nearest facility to their primary work location, to schedule an appointment.** Scheduling begins Wednesday, Jan. 27.
- Tennessee-based team members may schedule an appointment through Team Member Health at any of the three tertiary care hospital PODs – Bristol Regional Medical Center, Holston Valley Medical Center or Johnson City Medical Center – based on their preferred location.
- Virginia-based team members may schedule an appointment at their preferred community vaccination center (CVC) in Abingdon or Norton.
- Community healthcare workers should contact a local health department or health district to obtain their vaccine.
- **Appointments are required. No drop-ins are permitted, due to the planning required to prepare the vaccine for use.**
- The Tennessee PODs will remain open as long as Ballad Health has sufficient vaccines supplies; once these vaccines are depleted, team members will need to receive their vaccines through regional health departments.
- Please bring your Ballad Health badge, wear a mask and plan to wait for at least 15 minutes following your vaccine to be observed.
- **You must return to the same POD 21 days later (Pfizer) and 28 days later (Moderna) to receive the second dose of the vaccine, so plan accordingly.** Please select a date for the first dose based on your availability to receive the second dose according to this schedule.

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Second doses continue to be offered at the same site where the team members' first dose was administered – team members will be provided the date/time of their second shot vaccine when they receive the first shot.

Tennessee POD schedule for Feb. 1-5

Call Team Member Health to schedule an appointment.

- Bristol Regional – Lower level conference center
 - Monday, Wednesday and Friday **only** from 9 a.m.-4 p.m.
- Holston Valley – B Building; take the B elevators to the third floor
 - Monday and Friday **only** from 7-11 a.m.
 - Wednesday from 4-7 p.m.
- Johnson City Medical Center – 7th-floor auditoriums
 - Monday and Wednesday **only** from 7-11 a.m.
 - Friday from 4-7 p.m.

Virginia

Call Team Member Health to schedule an appointment.

- Abingdon – Johnston Memorial Hospital Medical Office Building, first floor
- Norton – Ballad Health Medical Associates Urgent Care, beside the Norton Community Hospital emergency department

If you or a team member has additional vaccine-related questions, please contact 423-302-6999 or BalladHealthCorporateEOC@balladhealth.org.

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