

## HALTON REGION PUBLIC HEALTH • Office of the Medical Officer of Health

TEL: 905-825-6000 • TOLL FREE: 1-866-442-5866 • FAX: 905-825-1444

TO: Halton Physicians, Nurse Practitioners, Emergency Departments, other Healthcare Providers

FROM: Dr. Joanna Oda, Associate Medical Officer of Health

DATE: July 5, 2023

RE: Important information on how to get your vaccines – pick up or courier

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### QUICK FACTS

- Starting **July 6, 2023**, healthcare professionals can choose to either:
  - have vaccines couriered to their facility at their expense, or
  - pick up vaccines at the Halton Regional Centre at 1151 Bronte Road in Oakville on Tuesdays (9:00 a.m. - 11:30 a.m.) and Wednesdays (9:00 a.m. - 1:30 p.m.).
- Orders will continue to be distributed every other week according to the [Vaccine Distribution Schedule](#).
- When placing a vaccine order online, follow [Vaccine Storage and Handling Guidelines](#) by maintaining **no more than a one-month supply** of vaccines and ensuring your refrigerator capacity is large enough to store your vaccines.

### To use the courier option:

- You must have an account with a vaccine courier service.
- To set up an account with Critical Path, facilities must complete an [Account Activation Form](#) and email it to [ar@criticalpath.ca](mailto:ar@criticalpath.ca).
- If you have questions about the account setup process, [email](#) or phone (905-212- 8333) Critical Path.

### To use the pick-up option:

**When:** When placing your [vaccine order online](#), select your pick-up day, which is either:

- Tuesdays from 9:00 a.m. to 11:30 a.m. or
- Wednesdays from 9:00 a.m. to 1:30 p.m.

Your pick-up window week will alternate bi-weekly and correspond with your municipality's [Vaccine Distribution Schedule](#).

**Where:** Pick up your vaccine order at the Halton Regional Centre, 1151 Bronte Road in Oakville. When you arrive:

- Park on the north side of the building in either the designated spots for vaccine pick up or at the visitor parking in Lot I.
- Enter through the door labelled “STM-2B”. This entrance is located across from parking lot I, beside the main loading dock.
- Please go to the Facilities Service Desk for vaccine pick-up.
- If you require an accessible entrance, please use the entrance on the east side of the building, and reception will direct you to the Facilities Service Desk.

See [map](#) for directions on where to park and how to enter the building.

**What to bring:** Have the following ready:

1. Your facility name and holding point code. Vaccine Management staff at the Facilities Service Desk will ask for this information. You can find your holding point code on your online ordering form, vaccine fridge, and temperature logbook.
2. All supplies required to maintain cold chain during vaccine transportation. This includes a pre-conditioned cooler that is between +2.0°C and +8.0°C. Each cooler must have the following:
  - a digital thermometer
  - ice packs
  - water blankets
- Since vaccines are temperature sensitive, a Halton Region staff member will check your transport cooler(s) to ensure it's within the correct temperature range (+2.0°C to +8.0°C) before providing your vaccine order.
- Please bring enough pre-conditioned coolers to accommodate the size of your order.
- Your vaccine order will not be released if you do not have all equipment required to maintain cold chain during vaccine transportation.

**ADDITIONAL RESOURCES**

- [Vaccine Information for Physicians](#) webpage, Halton Region Public Health
- [Vaccine Storage and Handling Guidelines](#), Ontario Health

Please report all suspected/confirmed cases of Diseases of Public Health Significance (only report COVID-19 cases occurring in high-risk settings) to Public Health immediately by calling 311, 905-825-6000 or toll free at 1-866-442-5866.

PLEASE PROVIDE A COPY TO ALL PHYSICIANS IN YOUR OFFICE AND/OR POST IN EMERGENCY DEPARTMENTS AND PHYSICIAN LOUNGES. IF YOU HAVE ANY ISSUES WITH THIS ATTACHMENT, PLEASE EMAIL [DOCTORS@HALTON.CA](mailto:DOCTORS@HALTON.CA).