NHM STATE MISSION OFFICE

General Hospital Junction,

Thiruvananthapuram 695035,

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DR.RATHAN U. KELKAR IAS

STATE MISSION DIRECTOR (NRHM)

GOVERNMENT OF KERALA

No. NHM/3821/ADMIN1/2020/SPMSU (II)   Dated: 19.05.2021

To

      The District Collector, All Districts

      The District Medical Officer, All Districts

Sir / Madam

  Sub:- Vaccination of Front line workers from departments / organisations - Guidelines issued reg.

  Ref:- 1. This office letter of even number dated 16.05.2021

       2. G.O.(Rt).No.1102/2021/H&FWD dated 19.05.2021

State has started the COVID vaccination for the 18-44 years group, from 17th May 2021 onwards. In view of the limited availability of vaccine when compared to the demand, prioritisation of the beneficiaries in the age group of 18-44 years was done and priority was given to people with comorbidity in this age group. As a next step, State has decided to include the employees of selected Departments/ organisations listed in Annexure I as Front Line Workers (FLW) as a first lot and give vaccination on priority basis .

In this regard, following guidelines are being issued regarding the planning and conduct of COVID vaccination sessions.

1. **Registration of FLW**

1. Beneficiaries of 18-44 years belonging to any of the Departments/ organisations as listed in Annexure I, can be registered by the employer and get prioritised for vaccination as FLW.
2. Employer/Nodal person needs to register the details of such beneficiaries in https://covid19.kerala.gov.in/vaccine/. It will be the responsibly of this nodal person to ensure authenticity of the data uploaded. Detailed Steps for registration are given in Annexure II.

Healthy Children, Wealthy Family
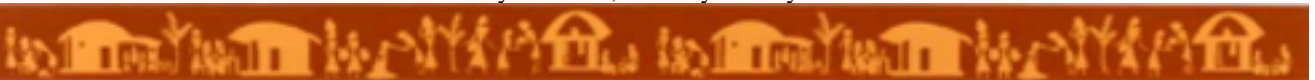
3. Each of the application received will be verified by the District RCHO and those found to be eligible will be approved and employer will be intimated about the same by SMS.
4. Only those beneficiaries who gets approval and session scheduling SMS from the Health department must report to the vaccination centres. At the centre, such beneficiaries must produce the appointment SMS, valid photo ID proof and Department/ organisation ID (as applicable).

2. **Approval and Scheduling of vaccination for eligible beneficiaries**

5. District RCHO/ person designated by RCHO will scrutinize each application received in the portal and approve the eligible beneficiaries for priority vaccination. Subsequently, vaccination centre and date for vaccination may be scheduled by the district team based on the availability of vaccine. Detailed Steps for approval and scheduling are given in Annexure III.

3. **Conduct of session**

6. As intimated earlier, a separate session must be created in CoWIN for the vaccination of 18+ population and all vaccination must be properly documented in CoWIN and ehealth portal.
7. It must be ensured that all sessions are conducted following the COVID protocol.

4. **Vaccination of ≥ 45 years**

8. Vaccination of ≥ 45 years group will be continued using GOI vaccine supply. Districts must publish all available slots for online booking with clear demarcation for first dose and second dose. On spot registration is to be completely avoided.

5. **Maintenance of stock in eVIN and Stock register**

9. As instructed by MOHFW, stock of GOI supply vaccine and State procured vaccine must be maintained separately in eVIN and Stock register.

Inclusion of more groups under FLW category will be communicated in due course of time.

Yours faithfully

Dr.Rathan U. Kelkar IAS

State Mission Director

Approval Valid

Digitally Approved By

Dr.Rathan U. Kelkar IAS

Date: 19.05.2021

Reason: Approved

Copy to

District Program Manager, All Districts

District RCH Officer, All Districts

The document is digitally approved. Hence signature is not needed.

GOVERNMENT OF KERALA
Abstract

Heath & Family Welfare Department - Prioritization for Vaccination for Front Line Workers in the age group of 18-45 years - Sanction accorded - Orders issued.

HEATH & FAMILY WELFARE (F) DEPARTMENT

G.O.(Rt)No.1102/2021/H&FWD   Dated,Thiruvananthapuram, 19/05/2021

Read 1 G.O.(Ms) No. 85/2021/H&FWD dated 29.04.2021

   2 D.O No. 1962432/2020/Imm dated 15.05.2021 from Secretary, GoI, Department of Heath & Family Welfare, Ministry of Heath & Family Welfare.

   3 Minutes of the Review Meeting Chaired by the Hon'ble Chief Minister on 07.05.2021

ORDER

COVID-19 Vaccination drive has entered Phase-3 from 1st May, 2021 wherein all beneficiaries aged 18 years and above has to be vaccinated and as per the Government Order read as 1st paper above State Government decided to give free vaccinations to all citizens in the age group of 18-45 years.

2. As per the letter read as 2nd paper above, Government of India informed that the State may appropriately decide other categories over and above decided by GOI. As decided in the Expert Committee meeting for prioritization for Vaccination in the age group of 18-45 years, a State level meeting with all the officers was conducted on 17th May, 2021.

3. Based on the suggestions of the State level meeting and vaccination requests received in the Department, Government are pleased to notify the following categories as Front Line Workers for prioritization for vaccination in the age group of 18-45 years as a first lot.

1. All workers in Oxygen manufacturing plants, Oxygen Distribution centres, Oxygen filling centres, Drivers of Oxygen tankers

2. People with disabilities

3. Field staff of Indian Railways

4. Railway TTE and Drivers

5. Airport Field & Ground Staff

6. KSRTC Drivers & Conductors

7. Field Journalists of Media

8. Vendors at Fish Markets

9. Vendors at Vegetable Markets

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11. Matsyafed field staff

12. Consumerfed field staff

13. KSEB field staff

14. Kerala Water Authority field staff

15. Petrol Pump Workers

16. Ward Health Members

17. Sannadhasena Volunteers

18. Home delivery agents

19. Head load workers

20. News Paper distributors

21. Milk Distributors

22. Staff at Check post

23. Staff at Toll Booth

24. Hotels and Restaurants Staff

25. Staff of Shops providing essential supplies

26. Citizen service centres' staff

27. Ration shop staff

28. Geriatric care workers

29. Palliative care workers

30. Beverages Corporation workers

31. Field officers of Labour Dept

32. Field officers of Telecom Dept

      4. The detailed Guidelines regarding the registration , vaccination and session planning shall be issued by SMD,NHM and accordingly vaccination to the above mentioned categories shall be started immediately.

<div align="right">

(By order of the Governor)
RAJAN NAMDEV KHOBRAGADE
PRINCIPAL SECRETARY

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To

All Head of Departments concerned.
The State Mission Director - National Health Mission, Thiruvananthapuram.
The Managing Director, Kerala Medical Services Corporation Ltd
The Director of Health Services, Thiruvananthapuram.
The Director of Medical Education, Thiruvananthapuram.
Principal Accountant General (Audit/A&E) of Kerala, Thiruvananthapuram.
All District Collectors
All District Medical Officers
Information & Public Relations (Web & New Media) Department
Stock File/ Office Copy to file F2/31/2020-HEALTH-Part(27)

<div align="right">

Forwarded /By order
Signature Not Verified

Digitally signed by SHEENA PAUL
Date: 2021.05.19 9:04:57 IST
Reason: Approved

Section Officer

</div>

Copy to : Private Secretary to the Honb'le Chief Minister

            Private Secretary to the Honb'le Minister (Health)
            Special Secretary to Chief Secretary
            PA to Principal Secretary (Health)

USER MANUAL
FOR
FRONT LINE WORKER
VACCINATION REQUEST

1. Overview

Employer or designated nodal officer (henceforth referred as Employer) of an organization in each district shall submit vaccination request for frontline workers between 18 to 44 age group who is working under them. Request must be done district wise.

COWIN registration is mandatory for submitting this request. COWIN reference number must be entered against each employee. District health authorities shall process the submitted request and once scheduled employee will get an SMS regarding vaccination date and venue details. Employee can show received SMS and employee ID card at vaccination center for verification.

2. Process Flow

FRONTLINE WORKERS PROCESS FLOW

eHealth KERALA

1. COWIN Registration

2. Employer Registration

3. Employee Details

4. Request Submission

5. Review & Approval

6. Scheduling

7. Spot Registration In Center (After SMS verification)

COWIN   eHealth

19 May 2021   eHealth Kerala   2

1. All employees must be registered under COWIN.
2. Employer or nodal officer registration will be done after Aadhar verification.
3. After registration employee details will be filled.
4. Request will be submitted after marking undertaking and Aadhar verification.
5. Request will be processed by district health team.
6. Once scheduled SMS will be sent to employee with vaccination center, date information.
7. At vaccination center on verifying the SMS received from eHealth portal spot registration will be done in COWIN and vaccination will be administered.

3. Employer/Nodal Officer Registration

1. Type below URL in any browser in your computer.
   https://covid19.kerala.gov.in/vaccine/

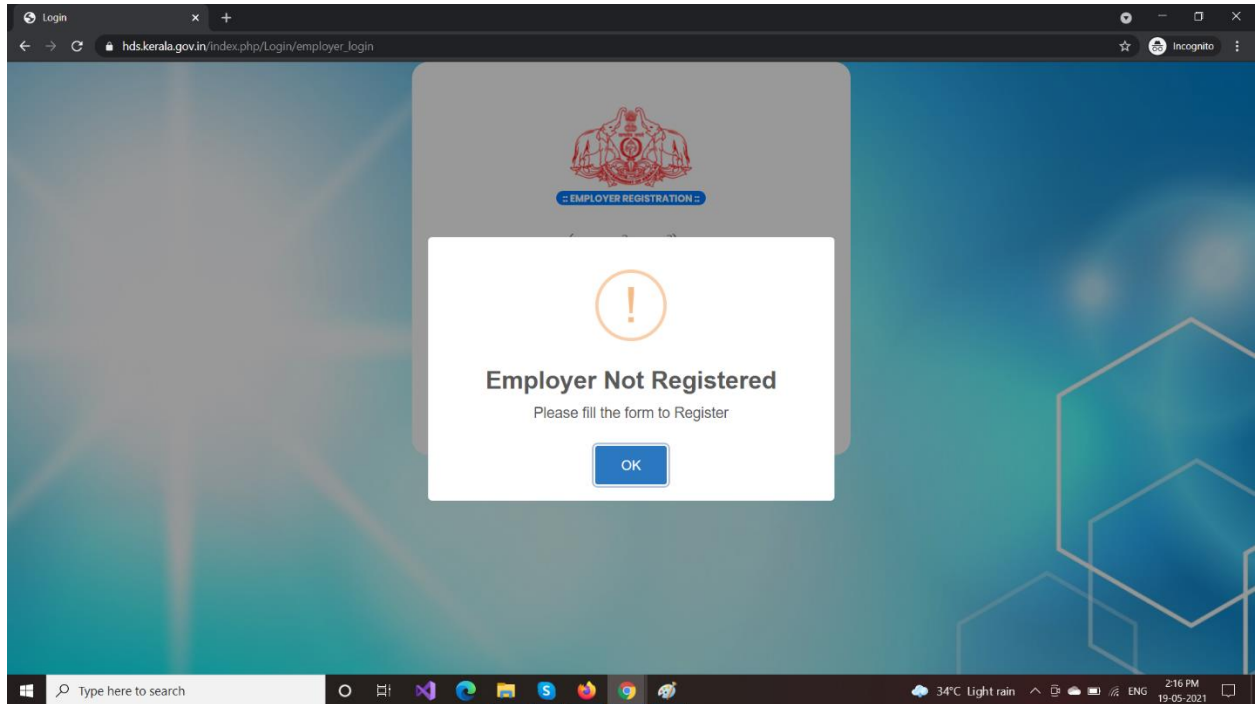2. Select "FRONTLINE WORKER" option.
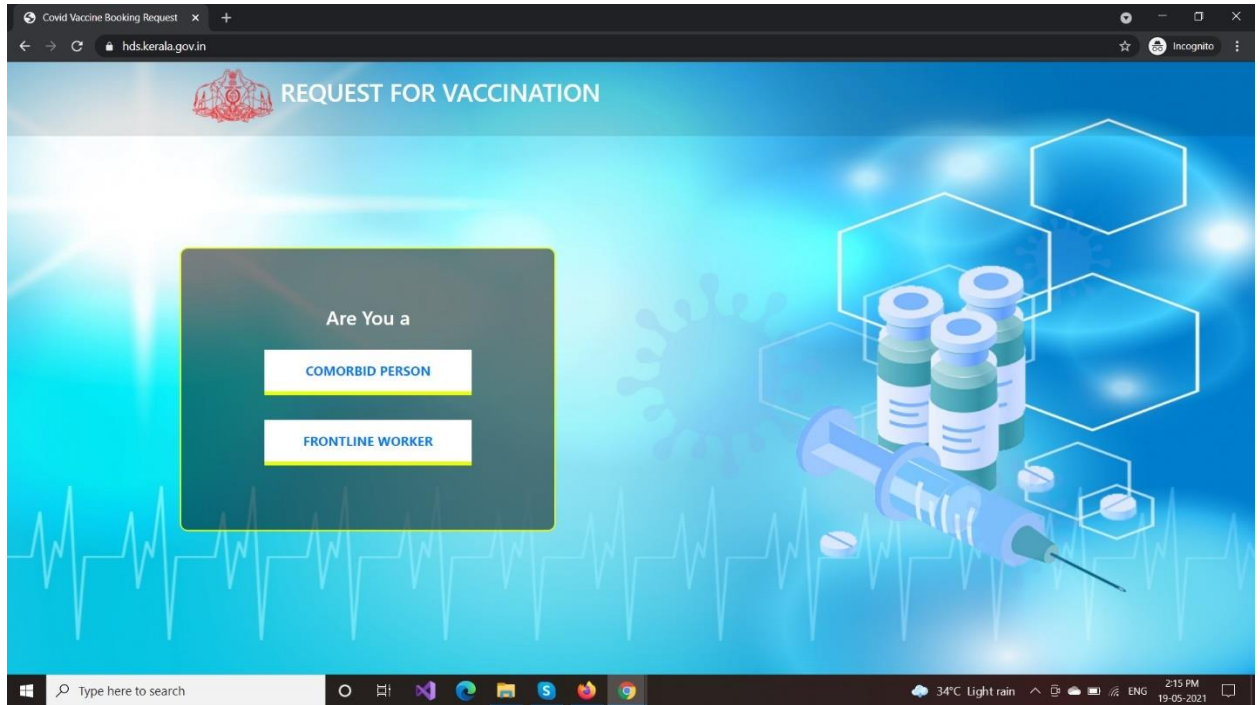
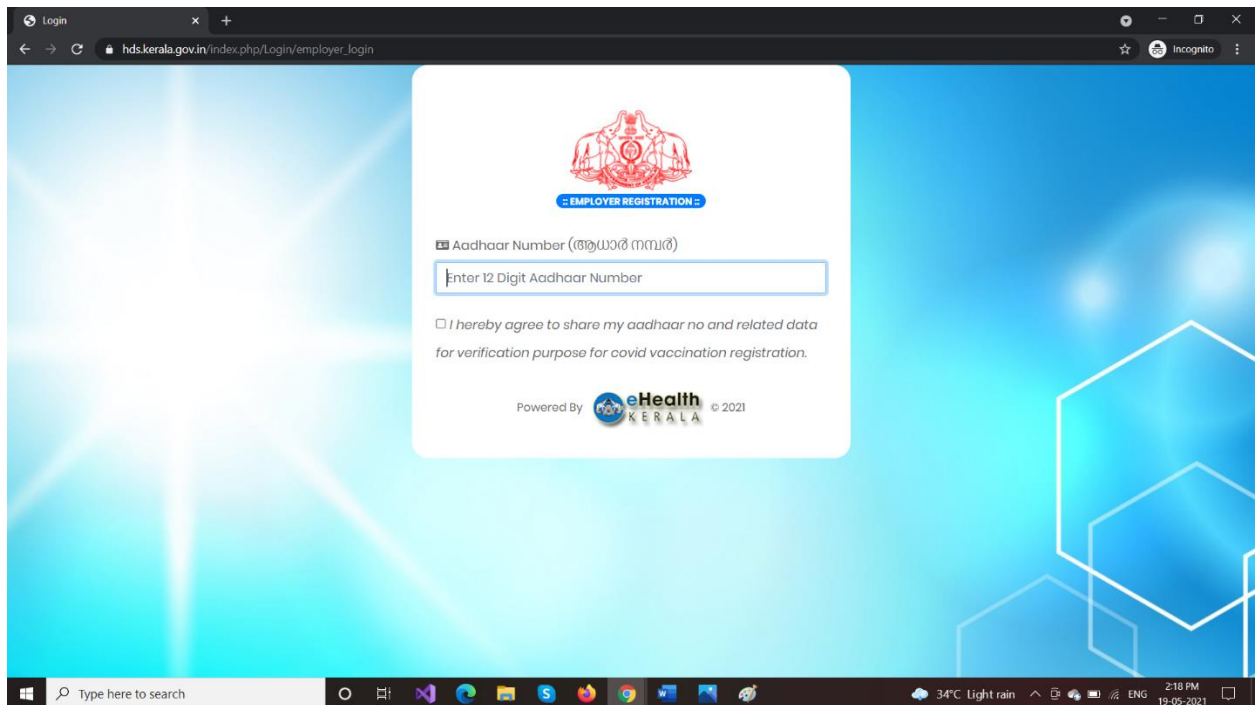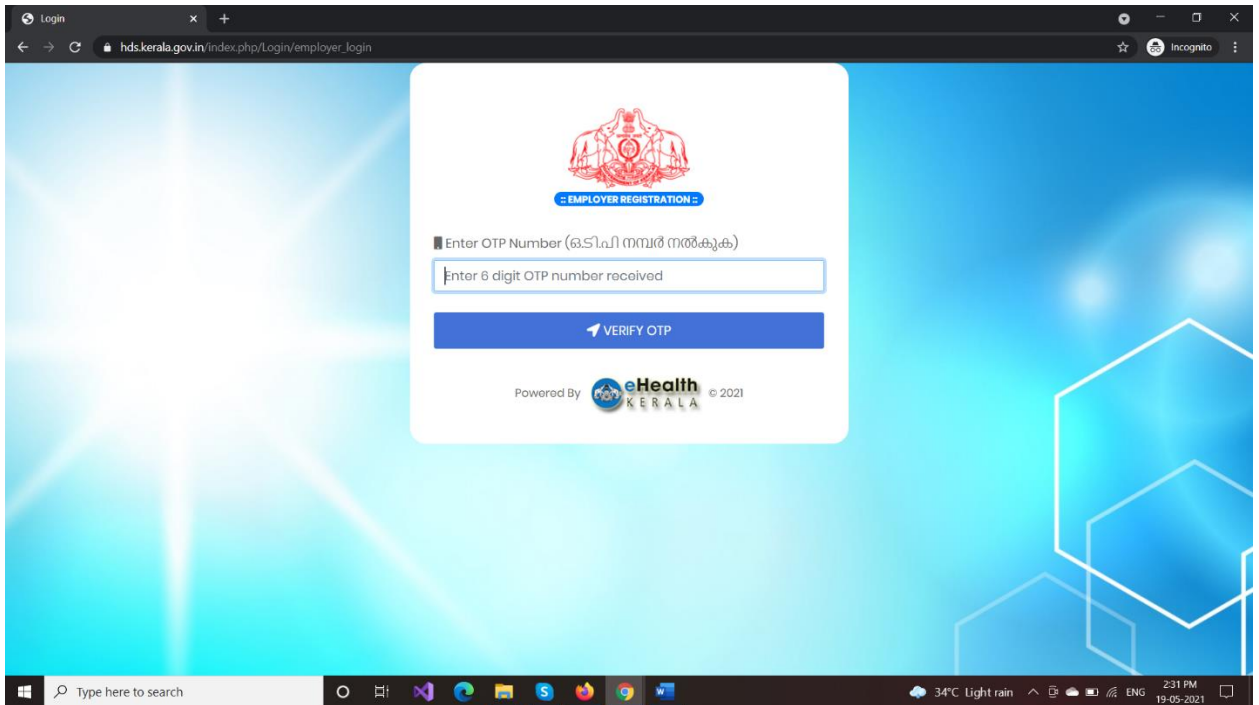3. Enter employer or nodal officer's mobile number.
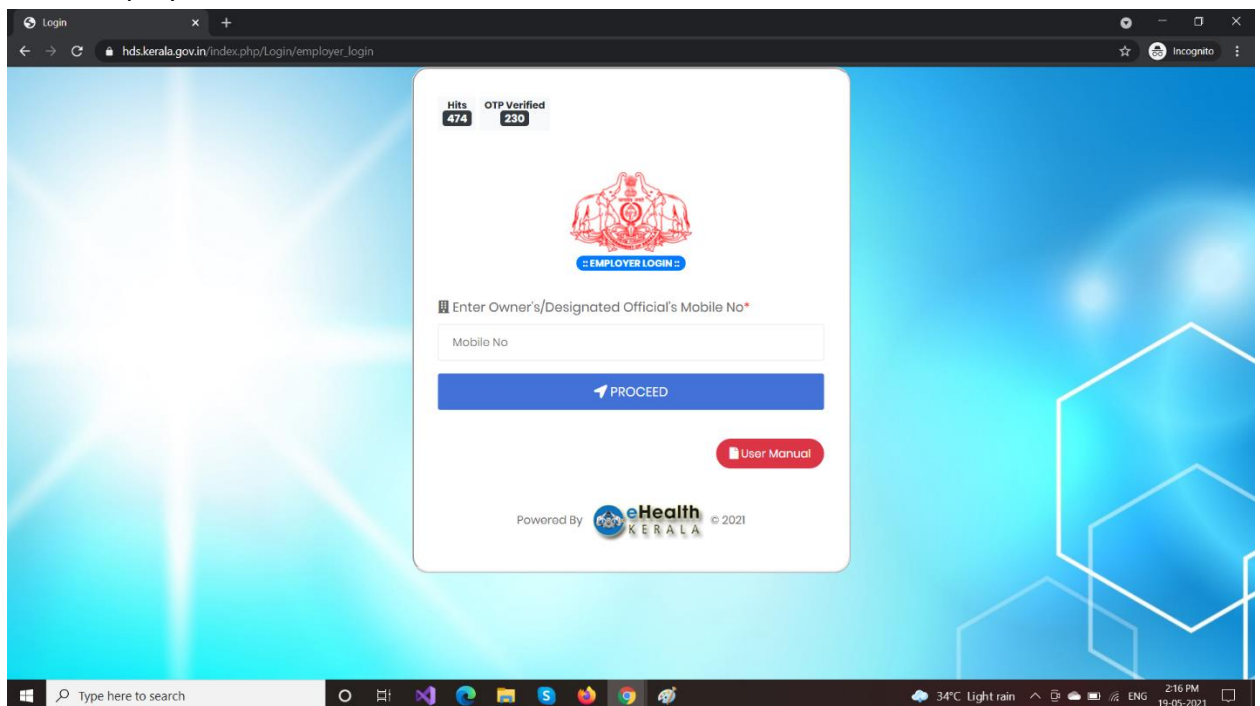
4. The OTP received in his mobile number has to be entered for verification.

5. If verified, and Employer not already registered, Employer Aadhaar number will be asked for Employer Authentication

6. Enter employer or nodal officer's Aadhar number and verify received OTP.

7. If authenticated / verified the Employer has to register.
8. Select Employer district.
9. Select Employer organization type from the approved list.
10. Enter organization name.
11. If organization type is government following details to be entered.
    a. Employer Official ID card for upload
12. If organization type is private following details to be entered.
    a. LSGD license number
    b. LSGD license document to be uploaded
13. Employer or nodal officer name as in Aadhaar will be shown in the form (uneditable)
14. Enter employer or nodal officer designation and employer number.

Government Organization

Private Organization

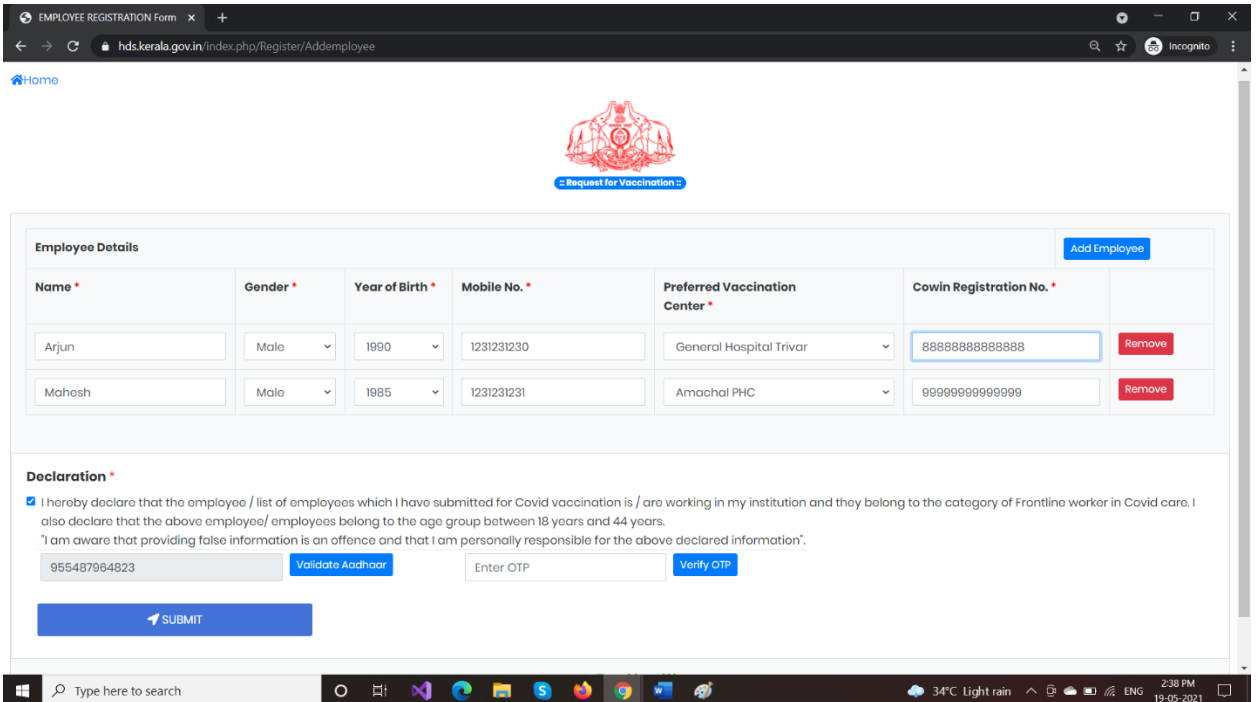15. Click "SUBMIT" button.

16. After successful employer registration, Employee details input screen will be displayed.

4. Employee Details Submission

➢ Once registration is completed employee entry screen will be displayed.

➢ Click "Add Employee" button.

➢ Enter employee name, gender, year of birth, mobile number, preferred vaccination center, COWIN registration number and click "Add employee" button to enter next employee.

➢ Read the undertaking form and select checkbox.

➢ Reenter the employer or nodal officer Aadhar number and validate OTP.

➢ Submit request.

➢ Request will be sent to selected district health department.

5. Directions to Employer

- Each organization can deploy as many responsible 'Employers' for easy and effective submission of employees.
- Employers can submit multiple batches of employee.
- It is the responsibility of the Employer (Government or Private) alone to ensure that the employees submitted under his / her registration are as per the existing orders and guidelines issued by Government from time to time.
- The Approver (Health Department) will be ensuring the authenticity of the Employer and will approve the list of employees submitted by him/her.

6. SMS Notifications

- ➢ SMS will be sent to requested employer once request is approved or rejected by district health team.
- ➢ Once vaccination is scheduled SMS will be sent to individual employee mentioning vaccination center, date and timeslot.

7. Verification Done At Vaccination Center

- ➢ At vaccination center employee shall submit the following documents for verification
  1. SMS received regarding vaccination scheduling.
  2. ID proof to verify.
- ➢ Based on the verification spot registration will be done in COWIN and vaccinator will administer vaccine.

FRONTLINE WORKER

REQUEST PROCESSOR

USER MANUAL

GOVERNMENT OF KERALA

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(By order of the Governor)
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PRINCIPAL SECRETARY

To

All Head of Departments concerned.
The State Mission Director - National Health Mission, Thiruvananthapuram.
The Managing Director, Kerala Medical Services Corporation Ltd
The Director of Health Services, Thiruvananthapuram.
The Director of Medical Education, Thiruvananthapuram.
Principal Accountant General (Audit/A&E) of Kerala, Thiruvananthapuram.
All District Collectors
All District Medical Officers
Information & Public Relations (Web & New Media) Department
Stock File/ Office Copy to file F2/31/2020-HEALTH-Part(27)

Forwarded /By order
Signature Not Verified
Digitally signed by SHEENA PAUL
Date: 2021.05.19 19:04:57 IST
Reason: Approved

Section Officer

Copy to :   Private Secretary to the Honb'le Chief Minister
Private Secretary to the Honb'le Minister (Health)
Special Secretary to Chief Secretary
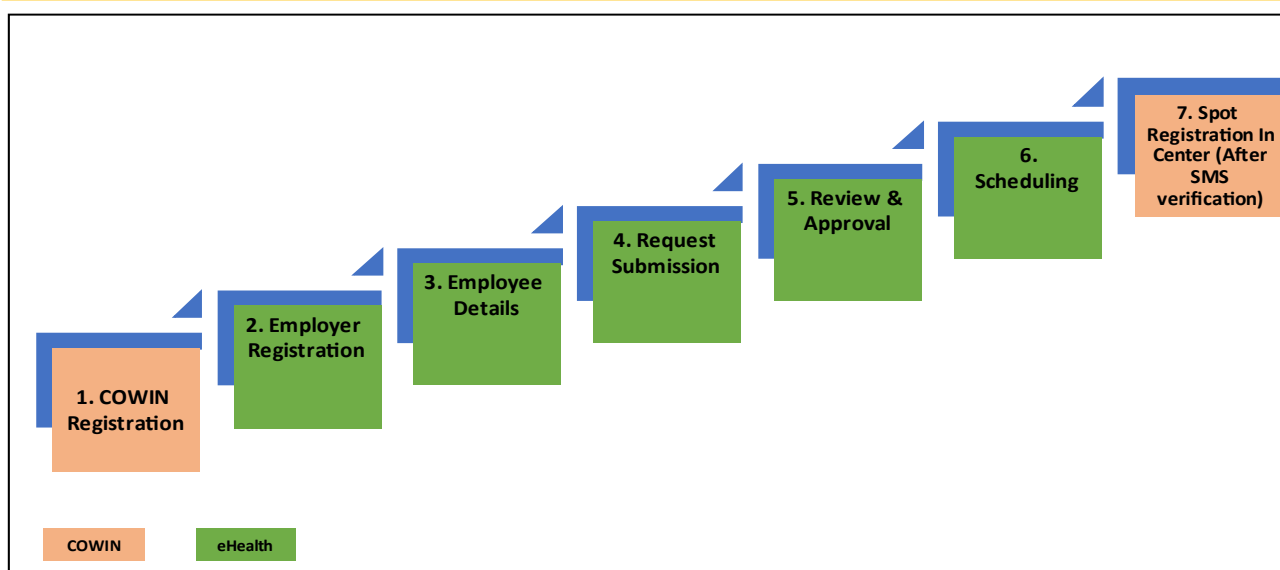PA to Principal Secretary (Health)

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2. Process Flow

FRONTLINE WORKERS PROCESS FLOW


19 May 2021   eHealth Kerala   2

1. All employees must be registered under COWIN.
2. Employer or nodal officer registration will be done after Aadhaar verification.
3. After registration employee details will be filled.
4. Request will be submitted after marking undertaking and Aadhaar verification.
5. Request will be processed by district health team.
6. Once scheduled SMS will be sent to employee with vaccination center, date information.

7. At vaccination center on verifying the SMS received from eHealth portal, spot registration will be done in COWIN and vaccination will be administered.

3. Login

1. Type below URL in any browser in your computer or mobile.
   https://covid19.kerala.gov.in/vaccineapp/
2. Login page will be displayed.
3. Enter your PEN number as username and password.
4. Click "Login"
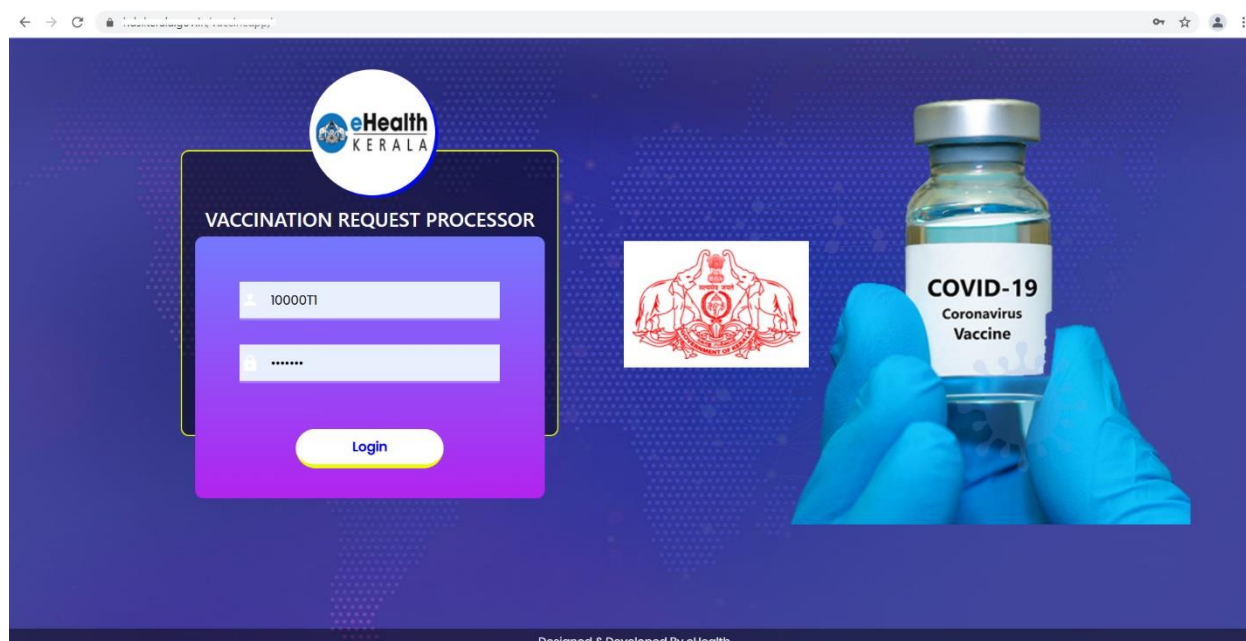
4. Home Screen

➢ Once user login home page will be displayed.
➢ Home page will have brief description about the available options.
➢ New option named "Employer Request List" is introduced in left panel for FLW requests.
➢ Below "Employer Request List" there are 3 options.
  ➢ Employer Pending Requests
  ➢ My Employer Pending List
  ➢ Employee Schedule Approval List

4.1 Employer Pending Requests

➢ When user logs in and select "Employer Pending Request" they will get the list of total pending employer requests for his/her district.

➢ From the total pending list each user can click "Add To My List" which will allocate first 25 requests to the user's "My Employer Pending List".

➢ User can add multiple batches of 25 requests to "My Employer Pending List".

➢ User can verify the employer's name and uploaded document present in the request.

➢ If the employer is private their LSGD license number and document will be uploaded while requesting.

➢ If the employer is government, then Employer Official ID will be uploaded while requesting.

4.2 My Employer Pending List

➢ FLW requests that are allocated to logged in user will be listed here.

➢ Request date, pending days and other request details will be shown for verification.

➢ User can verify the uploaded document present in the request.

  ✓ If the employer is private their LSGD license number and document will be uploaded while requesting.

  ✓ If the employer is government, then employer's official ID will be uploaded while requesting.

➢ User can select the status in the action column dropdown. This will have option to "Approve", "Reject", "Pending".

➢ After selecting the status against all requests, click submit button to save the status against each.

➢ If status is selected as "Rejected" rejection reason must be selected.

➢ Employer wise details will not be available in this section. User can either "Approve" or "Reject" a request.

➢ Notification SMS will be sent to requested employer.

➢ All pending requests that is allocated for a user can be moved back to common pool by clicking "Transfer All Requests To Common Pool". You can either submit all applications with updated status or transfer all application back to main list.

➢ It may be noted that the user is approving the authenticity of the employer based on existing Government directions

4.3 Employee Schedule Approval List

- All approved request of the district will be listed in this screen.
- User can click "Open Request" and view the list of employees present in it.
- Vaccination center present in request will be auto-populated, user can change if required. Schedule date and time slot can be selected.
- Employee Scheduling could be submitted one by one.
- For bulk scheduling user can select vaccination center, schedule date, time slot and click "Schedule All".
- Once schedule is updated SMS will be sent to each individual employee mentioning vaccination center and date.

EMPLOYEE SCHEDULE APPROVAL LIST

DISTRICT : IDUKKI   Logged in as Dr Suresh Varghese   LOGOUT

Approved From Date 01/05/2021   Approved To Date 31/05/2021

SEARCH

Count: 1

Request Date	Ageing	Organization Name	Number Of Employees	LSGD License Number	
19/05/2021 15:06	0	NGO ORGANISATION	2	null	Open Request

Schedule All will submit all employees in this request irrespective of the filters chosen

Vaccination Centre Alackode PHC   Scheduled Date : 20/05/2021   Time Slot : 9 AM to 11 AM   Number of Bookings : 0   Schedule All

Vaccination Centre Select   Comorbidity All   Search

Sl No	Approved Date	Name	Year of Birth	Gender	Mobile Number	COWIN Registration Number	Comorbidity	Vaccination Center	Schedule Date	Number Of Booking	Slot	
1	19/05/2021	TestEmployeeone	1986	Female	8129099108	12345432112344	No	Alackode PHC			Select	SCHEDULE
2	19/05/2021	Newmployee	1979	Male	8547951373	12345432112345	Yes	Arakullam PHC			Select	SCHEDULE

5. Generate Report

➢ Existing reports are modified considering the eligibility type.

➢ Eligibility type ("Comorbid person" and "Frontline worker") will be shown in separate column.

➢ Option to filter report based on eligibility type is introduced.

6. Directions Given To Employer / Approver

➢ Each organization can deploy as many responsible 'Employers' for easy and effective submission of employees.

➢ Employers can submit multiple batches of employee.

➢ It is the responsibility of the Employer (Government or Private) alone to ensure that the employees submitted under his / her registration are as per the existing orders and guidelines issued by Government from time to time.

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➢ At vaccination center employee shall submit the following documents for verification
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