



**#313-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #313-21**

DATE: November 19, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **COVID-19 Vaccine Playbook Resource for Students 5 to 11 Years Old**

The Virginia Department of Education (VDOE) is working closely with the Governor's Office, the Virginia Department of Health (VDH), and other state agencies to ensure our schools and communities have the most current information and resources regarding vaccine availability for young children, ages 5 to 11 years old.

The Pfizer-BioNTech COVID-19 vaccine has been approved and is recommended for children 5 to 11 years of age under the Food and Drug Administration's (FDA) Emergency Use Authorization. Two doses of this COVID-19 vaccine, given 21 days apart, is the current recommendation of the [Centers for Disease Control and Prevention \(CDC\)](#). This recommendation does not include a booster or additional doses.

School divisions in conjunction with local health departments or community partners may host vaccination clinics during the school day, before or after school, or at community events. The Frequently Asked Questions (**Attachment A**) flyer, created by VDH, provides information to parents and guardians about the vaccine.

The VDH has developed a resource to support COVID-19 vaccination efforts in the school and community. The [Vaccination of the School-Age Population in a School Setting and in the Community: Playbook to Support Vaccination Events](#) provides resources for planning, operating, and executing vaccination clinics at schools and in the community. The playbook

covers pre-planning steps, necessary communications, mapped out day-of operations, and important legal considerations. Templates for consent forms and communications, in addition to tools and helpful links, can also be found in the playbook. This playbook is an ongoing work in progress and will be updated in accordance with guidance from the CDC and feedback from clinic planners.

### For more information

[Vaccinate Virginia](#) provides information on where to find a free COVID-19 vaccine for parents and children. For additional information, contact Tracy White, School Health Services Specialist, Office of Students Services, by email at [Tracy.White@doe.virginia.gov](mailto:Tracy.White@doe.virginia.gov), or by telephone at (804) 786-8671.

JFL/TLW/rge

- A. Attachment: [Pfizer-BioNTech COVID-19 Vaccine Frequently Asked Questions for Schools](#) (DOCX)