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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

January 18, 2021

Dear Superintendents and Stakeholders:

Earlier today, Governor Inslee and the Department of Health (DOH) issued a [revised vaccine distribution schedule](#). This was welcome news, and I am grateful for their sincere listening to the response to the initial rollout.

In the new schedule, Phase B1 will now include every Washingtonian age 65 and older. In addition, the state will now allow providers flexibility to offer vaccines for individuals who are eligible for Phase 1B Tier 2 through Tier 4.

This means all school employees are now eligible at the same time. We do not know exactly when there will be enough vaccines available to move to phase B2–B4, but it will likely be when about 50% of those in B1 have received their first dose of the vaccine. So, for example, if a school district sets up a vaccine clinic for its employees, all eligible school and district employees could be vaccinated at the clinic.

As you know, getting all school employees vaccinated quickly is ambitious. This depends most significantly on two factors: (1) available supply of vaccine from producers, and (2) infrastructure in our state to deploy unprecedented numbers of vaccines. We must be organized!

There are four steps each school district must take right now to prepare:

1. Identify your employees that fit the criteria of B1 (age 65 and older). Please be prepared to share this information with vaccine providers in your area. The age of school employees is public information.
2. Identify a single point of contact for your district who will be the primary liaison with your local vaccine providers. We are going to collect these contacts at OSPI ([please submit your contact via this online survey](#)) in order to help expedite connections between school districts and vaccine providers statewide.
3. Begin to establish plans to use your facilities as vaccination sites for your employees. We are working with DOH to acquire a list of approved vaccine providers in every county, and we will send the list to you as soon as we have it.

Superintendents and Stakeholders

January 18, 2021

Page 2

4. Establish preliminary vaccination schedules in partnership with your providers at your facilities, their facilities in the case of retail outlets, or at other established locations.

Although there is not an estimated timeline for how long it will take before enough B1-eligible folks are vaccinated, and the state is ready to move forward with B2–B4 but you need to plan now in case vaccine supply is available in your community sooner than you anticipate.

Finally, today DOH also announced their new Phase Finder tool, called [FindYourPhaseWA.org](https://www.findyourphase.org), designed to notify Washingtonians when they are eligible for a vaccine.

Please submit your point of contact via this online survey by this Friday, January 22:

<https://survey.alchemer.com/s3/6153557/District-Points-of-Contact-for-Local-Vaccine-Providers>

Thank you for your leadership and partnership as we work together to get school staff vaccinated.

Sincerely,



Chris Reykdal  
Superintendent of  
Public Instruction