



To the IRC Vendor Community:

Attached is a letter from the Department of Developmental Services and Inland Regional Center (IRC) regarding prioritizing specific vendor's staff for the COVID-19 vaccine. IRC is recommending that each vendor create a very simple sample letter on their agency letterhead, for their staff, with the Vendor number and type, and have their staff take it and the IRC letter, as well as the DDS letter, to the vaccination site. Your staff will need to take a current pay stub, identification showing they are employees of your business, as well as proof of residency, making them eligible to receive the vaccination. Please make sure you are up to date on the information on either/both the Riverside and San Bernardino County Department of Health websites, as things have been changing rapidly just in the last two weeks. Information on specific counties can be found below:

### **San Bernardino County**

Vendor staff who live and work in San Bernardino County may schedule their COVID-19 vaccination by visiting <https://sbcovid19.com/testing-sites>

### **Riverside County**

Vendor staff who live and work in Riverside County may schedule their COVID-19 vaccination by visiting <https://sbcovid19.com/vaccine/locations/pharmacies>

As of this moment, vaccinations are being administered to participants qualifying as Phase 1A, Tier 1-3 as well as Phase 1B, Tier 1. Appointments are required at all county PODs (points of dispensing) along with community partner sites.

Appointment times are expected to be set in approximately 15-minute increments, though based on feedback from the community, expected wait for vaccine administration is about 1-1.5+ hours upon arrival. Times may vary depending on location and number of appointments. You are expected to stay 15 minutes after administration for safety monitoring.

IRC has also advocated directly to the Riverside and San Bernardino County Departments of Public Health on behalf of those we serve. San Bernardino County has opened up a dialogue reference to our clients, staff, care providers, and vendors' needs regarding the COVID-19 vaccination. We have had an open discussion about behaviors and the need for disability awareness at the vaccination locations. They also have a total number of clients (16 and up) served by IRC who live in their catchment area to prepare for the next phases and tiers.

We have created a page for you to review critical information regarding the COVID-19 pandemic and recommend you periodically check-in for new information and resources.

<https://www.inlandrc.org/coronavirus>

Attachments: DDS Vaccine Letter for Direct Service Employees, IRC Vaccine Letter for Vendor Staff

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



January 13, 2021

To Whom It May Concern:

California's regional centers serve people with intellectual and/or developmental disabilities. Regional centers utilize contracted providers to care for their clients. The purpose of this letter is to clarify that these providers' employees who provide direct care, in-home-support and other health and developmental services are "health care workers" pursuant to the State of California's [Vaccination Plan \(https://covid19.ca.gov/vaccines/#When-can-I-get-vaccinated\)](https://covid19.ca.gov/vaccines/#When-can-I-get-vaccinated), and thus are prioritized for COVID-19 vaccination within Phase 1A.

These contracted service providers include, but are not limited to:

- Intermediate care facilities for persons who need non-continuous nursing supervision and supportive care
- Other licensed adult residential facilities
- Congregate living health facilities
- Home health care and in-home supportive services
- Community health workers, including promotoras
- Supported living and independent living services providers
- Family home agencies and their subcontractors
- Other in-home service providers, including individuals such as respite workers, clinical staff, applied behavioral analysis providers, staff providing independent living skills training, and staff providing Early Start services

The eligibility of these employees can be ascertained by a letter from their employer, as defined above, verifying their employment as listed above.

We hope this letter clarifies the eligibility of these essential health care staff for the COVID-19 vaccine pursuant to Phase 1A of the State's Plan, and thereby assists in protecting the health of Californians most at risk from COVID-19 impacts.

Sincerely,

A handwritten signature in black ink that reads "Nancy Bargmann".

NANCY BARGMANN  
Director

**"Building Partnerships, Supporting Choices"**



# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

P. O. Box 19037, San Bernardino, CA 92423

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January 12, 2021

To Whom it May Concern:

This letter, along with a pay stub, serves as confirmation that this person is an employee of an Inland Regional Center (IRC) vendor.

IRC is a private, non-profit, public benefit corporation that contracts with the State of California, through the Department of Developmental Disabilities, to provide services and supports to persons with intellectual and developmental disabilities living in Riverside and San Bernardino Counties, through a variety of vendors pursuant to the requirements set forth in the Lanterman Developmental Disabilities Services Act (*Welfare and Institutions Code §4500 et seq.*).

The staff of IRC vendors are classified by the State of California's COVID-19 Vaccination Roadmap as either being within Phase 1A – Tier 1, i.e. staff who have direct contact with residents of Intermediate Care Facilities and other licensed residential facilities, or within Phase 1A – Tier 2, i.e. staff who are either in-home health care or community health workers, including, but not limited to, vendored programs such as supported living services, family home agencies, congregate living health facilities, home health care, respite workers, providers of applied behavioral analysis, independent living skills providers, and providers of early start services.

Sincerely,

Vince Toms

Community Services Director  
Inland Regional Center