

## This Checklist should be completed with Confirmed Outbreak

- Gastrointestinal Illness (GI)** - Three (3) cases of resident/staff illness in one geographic area within 24 hours
- Respiratory Illness** - Three (3) cases of resident/staff illness in one geographic area within 24 hours **OR**  
Two or more cases of Influenza like Illness within seven (7) days, if one is lab confirmed

**Checklist should be completed within 24 hours of Confirmed Outbreak  
And faxed to CDC at (306-655-4723)**

LTC Home: \_\_\_\_\_

Date Confirmed Outbreak declared: \_\_\_\_\_

Lab confirmed organism (if known): \_\_\_\_\_

### Don't Wait . . . Isolate!

Initial

Notes

Don't Wait . . . Isolate!	Initial	Notes
<p><b>Isolate symptomatic residents immediately</b></p> <ul style="list-style-type: none"> <li>• Isolate resident(s) to room (including meals).</li> <li>• If rooms are shared, move the well resident to separate room when possible. If unable, have ill residents use the toilet and the well resident use a commode.</li> <li>• Remove all toothbrushes/denture cups from washroom. Well resident should not enter washroom for toileting or washing.</li> <li>• Provide hand sanitizer in room, increase surface cleaning frequency and clean the commode after each use.</li> <li>• Utilize cleaning &amp; disinfecting process based on your product and organism.</li> </ul> <p><i>SKHR Infection Prevention &amp; Control manual is found online</i> <i>LTC Cleaning and Enhanced Cleaning Guidelines found in Outbreak Folder and online</i></p>		

Don't Wait . . . Isolate! Con't	Initial	Notes
<p><b>Start symptomatic residents on appropriate precautions (contact/droplet/airborne)</b></p> <div data-bbox="163 480 1253 764" style="border: 1px solid blue; padding: 10px; margin-bottom: 20px;"> <p><b>Gastrointestinal</b></p> <ul style="list-style-type: none"> <li>• Contact &amp; Droplet Precautions: when resident has active GI symptoms (diarrhea &amp;/or vomiting)</li> <li>• Contact Precautions: for 48 hours after resident's active GI symptoms have stopped</li> <li>• Isolated for 48 hours after symptoms subside unless otherwise directed by MHO based on organism.</li> </ul> </div> <div data-bbox="163 826 1253 1143" style="border: 1px solid blue; padding: 10px;"> <p><b>Respiratory</b></p> <ul style="list-style-type: none"> <li>• Contact &amp; Droplet Precautions</li> <li>• Isolated for: _____                      _____                      _____                      _____                      _____ as per infection control/MHO recommendations.</li> </ul> </div> <p><i>Precautions Fact Sheet are found online                      If unsure of appropriate precautions, consult Infection Control Practioner (ICP) or CDC</i></p>		

Don't Wait . . . Isolate! Cont.	Initial	Notes
<p><b>Place</b> appropriate precautions poster(s) and required PPE <b>outside</b> resident's room</p> <ul style="list-style-type: none"> <li>• Dirty linen hamper and garbage for used PPE is <b>placed inside</b> room.</li> </ul> <p><i>Precaution Posters found in Outbreak Folder and online</i></p>		
<p><b>Contact resident's family physician/ nurse practitioner</b> for orders related to: medications, treatments, lab testing and/or further assessment for each symptomatic resident.</p>		
<p><b>Provide a copy of appropriate precautions information sheet to family / visitors</b></p> <p><i>Precautions information sheets for client, family and visitors found online</i></p>		

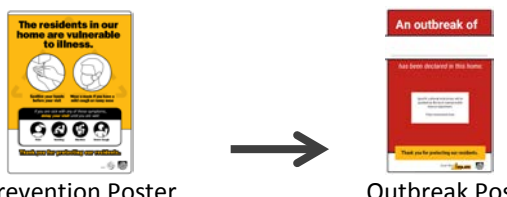
Report Outbreak	Initial	Notes
<p><b>Report Outbreak 24hrs/day - 7days/week to:</b> SHR Communicable Disease Control (CDC) 306-655-4620</p> <ul style="list-style-type: none"> <li>• Confirmed Outbreaks are declared by MHO</li> </ul>		

Specimen Collection	Initial	Notes
<p><b>Collect Specimen samples from both symptomatic residents</b></p> <ul style="list-style-type: none"> <li>• Ensure the residents family physician or MRP (most responsible health care provider) is listed as ordering physician &amp; copy to Dr. J. Hasselback and LTC Home.</li> <li>• Include outbreak # provided by CDC or MHO on requisition</li> <li>• Ensure specimen collection &amp; labeling is correct</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Gastrointestinal</b> – collect 2 stool samples</p> <ul style="list-style-type: none"> <li>• One C&amp;S (Carey-Blair media)</li> <li>• One Viral Studies (sterile container)</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Respiratory</b> - collect 1 nasopharyngeal swab – UTM</p> </div> <ul style="list-style-type: none"> <li>• Follow regular lab procedures for your home unless otherwise directed by MHO</li> <li>• Specimen containers and requisitions can be found in Outbreak Kit</li> <li>• For rural LTC homes see site specific standard work for weekend specimen transport</li> <li>• A maximum of 6 specimens to be sent per type of outbreak unless directed by MHO or need for residents care decisions/assessments</li> </ul> <p><i>Lab Specimen Transport Instructions found in Outbreak Folder and online</i>  <i>Lab Requisition Samples found in Outbreak Folder and online</i>  <i>NG Swab instructions found online</i></p>		

Notification of Confirmed Outbreak	Initial	Notes
<p><b>Notify DOC/Manager/Clinical Lead</b></p>		
<p><b>Notify LTC Staff</b></p> <ul style="list-style-type: none"> <li>• Communicate with staff, through your usual process (i.e. email, SSO broadcasting system, text, etc.) the following:             <ul style="list-style-type: none"> <li>- Be diligent with hand hygiene</li> <li>- Remind &amp; assist residents to perform hand hygiene frequently</li> <li>- Show visitors how to put on and take off PPE properly</li> <li>- Disinfect commonly-used items before &amp; after use</li> <li>- Keep personal items of staff working in outbreak separate from staff working in non-outbreak area</li> <li>- Wear clothing that is easily laundered in hot soapy water and can be dried in a hot dryer</li> <li>- Leave shoes at work</li> <li>- Remove all food from nursing stations</li> <li>- Remove shared items from staff room (i.e. magazines)</li> </ul> </li> <li>• Post Applicable Disease Fact Sheet in staff area</li> <li>• Advise staff of outbreak in shift exchange</li> <li>• Advise staff of outbreak before their shift if possible</li> </ul> <p><i>Notice of Outbreak Poster can be found in the Outbreak Folder and online</i>  <i>Disease Facts Sheets are available online</i></p>		
<p><b>Notify all LTC Home Departments</b> (laundry, food &amp; nutrition, therapies, environmental services etc.)</p>		
<p><b>Notify all Non LTC Home Staff</b> they should not enter units affected by outbreak except to provide essential therapeutic services (with appropriate PPE)</p>		
<p><b>Notify volunteers and students</b> they should ideally be excluded from working on units affected by a confirmed outbreak.</p>		

# Outbreak Checklist

# CONFIRMED OUTBREAK

<p><b>Notify visitors of outbreak</b></p> <p>Replace Prevention entrance poster With outbreak entrance poster.</p> <p>Notify family of residents of outbreak via email if possible <i>Visitor Restriction During Outbreak Policy found online</i></p>	 <p>Prevention Poster → Outbreak Poster</p>		
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## Outbreak Database

	Initial	Notes
<p><b>Start Outbreak Database (if not already done)</b> <i>Outbreak Data Base Quick Reference found in Outbreak Folder and online</i> <i>Complete Outbreak Electronic Data Entry Manual found online</i></p>		
<p><b>Send staff and resident line lists, daily on business days, 1 hour before teleconference. If that is not possible then no later than 1400 (Mon-Fri)</b> <i>Paper copies of line list found in Outbreak Folder and online</i></p>	See table below	

Line List sent to CDC	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16

Continue daily until outbreak declared over by MHO

## Outbreak Team Meeting

	Initial	Notes
<p><b>Establish Outbreak Team including:</b> DOC/clinical lead, env. serv., laundry, food service etc.</p>		

# Outbreak Checklist

# CONFIRMED OUTBREAK

<p>Outbreak Team should meet daily to discuss resident cases and infection control measures (ICMs) until outbreak is declared over.</p> <p><b>Designate one staff member in charge of outbreak for each shift.</b> Eg. days, nights, evenings, weekends</p>		
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Cohort Staff	Initial	Notes
<p>Staff working in affected area <b>does not</b> work in other areas until outbreak is over.</p> <p>Staff providing care to ill residents does not assist with or deliver meals to well residents.</p> <p>Staff working in affected areas and unaffected areas take breaks separately.</p> <p>Cohort dietary staff. Food preparation staff should not have contact with ill residents.</p>		

Hand Hygiene	Initial	Notes
<p><b>Ensure Hand Hygiene signage is posted throughout facility</b> <i>Germ Smart Hand Hygiene posters available at <a href="http://www.germsmart.ca">www.germsmart.ca</a></i></p>		
<p><b>Ensure soap, paper towel and hand sanitizer dispensers are full daily</b></p>		
<p><b>Remind &amp; assist residents to preform hand hygiene frequently, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Before and after meals/snacks</li> <li>• Before and after any activity</li> <li>• After using washroom</li> </ul> <p><b>Residents who are unable to use ABHR can use hand sanitizing wipes SKU#212128</b></p> <p><i>Note – some enteric infections cannot be killed with hand sanitizer – consult Infection Control if unsure</i></p>		

## Enhanced Cleaning

	Initial	Notes
<p><b>Ensure cleaning staff are following the Long Term Care Enhanced Cleaning Guidelines during a Gastrointestinal or Respiratory Outbreak (DC-438)</b></p> <p>Enhanced surface cleaning should be done a minimum of twice daily using a 1-Step or 2-Step cleaning process, with focus on high hand contact areas and ill resident rooms Follow specific product instructions.</p> <p><i>Additional cleaning information &amp; video found online LTC Routine Cleaning &amp; Enhanced Cleaning Guidelines found in Outbreak Folder and online</i></p>		
<p><b>GI Only</b></p> <p><b>In symptomatic resident 's room(s), place all non-essential and non-food items into a plastic bin with lid or plastic bag that is dated for 2 weeks</b> (stuffed animals, extra books, extra pillows, blankets etc. . . )</p> <p>If the resident is distressed by the removal of items or if some items are essential for their emotional wellbeing, the items not stored should be cleaned regularly and once resident's precautions are discontinued.</p> <ul style="list-style-type: none"> <li>• Discuss regular cleaning of specific items on teleconference with Infection Control Practioner (ICP)</li> </ul>		
<p><b>Post the Enhanced Cleaning Guidelines Daily Checklists</b> in corresponding areas.</p> <ul style="list-style-type: none"> <li>• Resident Room Equipment Twice Daily Enhanced Cleaning Checklist (DC-435)</li> <li>• Common Areas in LTC Home Twice Daily Enhanced Cleaning Checklist (DC-434)</li> <li>• Resident Care Equipment Twice Daily Enhanced Cleaning Checklist(DC-433)</li> <li>• Found in Outbreak Folder</li> <li>• Must be copied before use</li> </ul>		
<p><b>Complete the checklist twice daily</b></p>		

## Kitchen/ Food Service

Initial

Notes



# Outbreak Checklist

# CONFIRMED OUTBREAK

Ensure kitchen is following <b>“Public Eating Establishment Standards”</b> found online		
<b>Cohort dietary staff.</b> Food preparation staff should not have contact with ill residents. Including delivery of trays. Direct Care staff should not enter kitchen when home is in outbreak.		
Ensure staff performs hand hygiene between assisting residents during meals.		
Dining room tables, chairs and chair arms cleaned and disinfected with a food safe product.		
Dispose of any food that has been handled by an infected person or exposed to aerosolized virus (eg. vomiting in a 7-8 meter surrounding area).		
Dishes from ill residents should be put into dishwasher immediately. Disposable dishes are not required.		
<b>Ice machines:</b> Bulk ice machines with a scoop are to be shut off, emptied, sanitized and left unused. Automatic ice dispensing machines may be used but require sanitization as a high contact area		
Remove all shared food and decorative items from dining tables (flowers, candy dishes, containers for straws, salt/pepper sugar/ cream, table cloths). Clean and store. Place single serving amounts of necessary items at each place setting.		
Ensure water cooler taps/spouts/handles and coffee stations are disinfected twice daily and alcohol based hand rub is available nearby.		
Clean & sanitize holding carts and dish trolleys (including the wheels) and keep away from dirty dish area.		

## Laundry & Garbage

Initial

Notes

<p><b>Ensure Laundry Department is following SHR Linen Policy 20-60</b>  <i>SHR Linen Policy found in Infection Control Policy &amp; Procedures online</i></p>		
<p><b>Clean linen carts should stay outside of the outbreak area.</b> If they must be in the outbreak area then they need to be covered. (I.e. plastic covering). To prevent contamination.</p>		
<p>Ensure garbage bags are tied and placed in garbage containers immediately. (Do not leave on floors).</p>		
<p>Indoor garbage cans should have foot release or lid removed</p>		

## Cancel Group Activities

	Initial	Notes
<p><b>Cancel the following group activities:</b></p> <ul style="list-style-type: none"> <li>• Food related /communal sharing (cooking, potluck parties)</li> <li>• Group activities where there is hand contact with other residents, staff, environment or general supplies (dancing, playing cards, tossing beach ball puzzles, etc.)</li> </ul> <p><b>Other group activities can continue with well residents, not on precautions, as long as there is no sharing of hand contact items.</b></p> <ul style="list-style-type: none"> <li>• Hand Hygiene must be performed before and after activities.</li> </ul> <p>Individual residents may leave for outings with family &amp; friends.</p> <p>Special circumstances can be discussed with IPC &amp; CDC at teleconferences.</p>		
<p><b>Recreation therapy services can continue if modified to follow enhanced infection control measures.</b></p>		
<p><b>Remove shared items that cannot be cleaned</b> (Puzzles, newspapers, cards, magazines, books, crafts,</p>		

etc.)		
<b>Cancel Non-Essential Services</b> Hair Salon, Pet Therapy, VON Foot Care, Chapel		
<b>Cancel non-essential meetings held in home</b>		

## Admissions/Transfers, Medical Appointments & Visits

	Initial	Notes
<p><b>Move-In and transfers during an outbreak</b> After approval from both discharging &amp; receiving MRHP’s approval from the Medical Health Officer, during a confirmed outbreak, is required for:</p> <ul style="list-style-type: none"> <li>• New admissions</li> <li>• Transfers from one Long Term Care Home to another</li> <li>• Discharge from acute care back to their own Long Term Care home if admitted due to reasons unrelated to the outbreak (i.e. hip surgery)</li> </ul> <p>Approval is <b>not</b> required for:</p> <ul style="list-style-type: none"> <li>• Medical appointments (i.e. dental, specialist, physician)</li> <li>• Medically necessary services (i.e. ER visit, dialysis)</li> <li>• Discharge from acute care back to their own Long Term Care Home if admitted during the outbreak for reasons related to the outbreak (i.e. admitted with influenza A during an influenza A outbreak)</li> </ul> <p><b>If approval is required</b></p> <ul style="list-style-type: none"> <li>• <b>Follow the Work Standard Transfer and Move-In to LTC Homes during a Confirmed Respiratory or Gastrointestinal Outbreak</b> <i>found online.</i></li> <li>• <b>Complete</b> the “Request for Transfer or Move-Ins during a Confirmed Outbreak” form found online.</li> </ul>		
<b>Medical Appointments for residents should continue as planned. Advise doctor’s office of outbreak.</b>		

# Outbreak Checklist

# CONFIRMED OUTBREAK

**Access Bus:**

- Only well residents to use
- Ensure good hand hygiene by resident before boarding bus

**Individual Residents may leave the home for visits.** Resident and their family/friends should be advised of the outbreak risks.

**Limit Visitors**

- Visitors to perform hand hygiene when entering & leaving the home
- Limit visit to one resident
- Follow precautions

*Regional policy found online*

## Facility Closure- **Only** Under MHO Direction

LTC Home closure may be required as per the MHO Recommendations

Date of Closure: \_\_\_\_\_

MHO: \_\_\_\_\_

Date Re-opened: \_\_\_\_\_

## Additional Comments:

**Fax completed Confirmed Outbreak Checklist to CDC (306-655-4723) within 24 hours**

When the outbreak is declared over by the MHO, complete the  
Outbreak Declared Over checklist.