



Outbreak Preparation Checklist

Long Term Care Homes

LTC Home: _____

Complete by **November 10th** and fax to CDC at 306-655-4723 or email diseasecontrol@saskatoonhealthregion.ca

Forms, Posters & Supplies

<input type="checkbox"/> completed	<p>Remove the previous poster “The Residents in our Home are Vulnerable to Illness” (Protect our Residents) and replace with the updated “The Residents in our Home are Vulnerable to Illness” (Protect our Residents) poster at all entrances. Discard the old poster.</p> <p>Remove the old posters from the outbreak folder under Posters tab and discard.</p> <p>If additional posters are needed use the “Order form- Checklists & Posters After Outbreak” (DC-463) and email to diseasecontrol@saskatoonhealthregion.ca to receive posters.</p> <input type="checkbox"/> Ensure a supply of hand sanitizer and masks are available. Use a glove or mask stand/table.
<input type="checkbox"/> completed	<p>Remove the previous “Don’t Wait Isolate” poster and discard. Replace with the updated “Don’t Wait Isolate” poster in nursing areas. Ensure location of outbreak kit is noted in the space provided on the poster.</p>
<input type="checkbox"/> completed	<p>Complete, if not done already, “Long Term Care Home Demographics” (Dc-321 fillable PDF emailed and on website www.saskatoonhealthregion.ca/outbreak Complete and email diseasecontrol@saskatoonhealthregion.ca or fax (306)655-4723.</p> <input type="checkbox"/> Place a copy in your outbreak folder under “LTC Home Info” tab.
<input type="checkbox"/> completed	<p>Confirm the “Pharmacy Off Hours Contact Information” (DC-490) information is correct for upcoming year and put into Outbreak Folder under “LTC Home Info” tab.</p>
<input type="checkbox"/> completed	<p>Update the outbreak folder by using the “Outbreak Folder Contents List” (DC-423) found on website at www.saskatoonhealthregion.ca/outbreak</p> <input type="checkbox"/> Remove outdated forms, discard and replace with updated forms. The updated forms for 2020 are: <p>LTC Home info tab</p> <input type="checkbox"/> Outbreak Folder & Kit Contents List (DC-423)* <input type="checkbox"/> Long Term Care Outbreak Demographics (DC-321)* <p>Checklists tab</p> <input type="checkbox"/> Suspect Outbreak Checklist (DC-424)* <input type="checkbox"/> Confirmed Outbreak Checklist (DC-425)* <input type="checkbox"/> Outbreak Declared Over Checklist (DC-429)* <input type="checkbox"/> COVID19 Watch Checklist (DC-424b)* <input type="checkbox"/> COVID19 Outbreak Checklist (DC-425b)* <p>Specimens tab</p> <input type="checkbox"/> 12 COVID19 Pandemic lab requisitions* <input type="checkbox"/> Specimen requisition samples for NP swabs* <input type="checkbox"/> Nasal pharyngeal swab procedure instructions* <input type="checkbox"/> Courier Information (DC-57)*

<input type="checkbox"/> completed	<p>Review posters in outbreak folder under posters tab:</p> <p>Remove and discard the following posters they will not be used until further notice</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suspect Outbreak Staff Room Posters <input type="checkbox"/> Confirmed Outbreak Staff Room Posters <p>Replace the following posters with new updated posters</p> <ul style="list-style-type: none"> <input type="checkbox"/> “An Outbreak of XX has been Declared” Poster <input type="checkbox"/> Prevention front door Posters <input type="checkbox"/> Don’t Wait Isolate <p>Keep the following to use as needed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 20 Contact Precautions Posters <input type="checkbox"/> 20 Contact & Droplet Precautions Posters <input type="checkbox"/> 20 Stop See a Nurse Posters <p>Print and add the following posters to your outbreak folder</p> <ul style="list-style-type: none"> <input type="checkbox"/> 20 Droplet/contact plus precautions poster https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Personal%20Protective%20Equipment/Posters/Droplet-Contact-Plus-Signage.pdf <p>Order (except for droplet/contact plus precautions posters) if needed by completing “Order form- Checklists & Posters After Outbreak” (DC-463) emailing to diseasecontrol@saskatoonhealthregion.ca to receive posters. For Droplet/Contact plus precautions posters print from website, hyperlink above.</p>
<input type="checkbox"/> completed	<p>Review & Update the following and place under “LTC Home Info” tab</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of services that come into the home (i.e. Homecare, foot care, hairdresser, etc.) <input type="checkbox"/> List of services residents attend outside the home (i.e. Cosmo). <input type="checkbox"/> <i>LTC outbreak Team Members Sheet</i> (DC-205)
<input type="checkbox"/> completed	<p>Ensure the following are in the “outbreak kit” at a minimum and have not expired:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 12 nasopharyngeal swabs (UTM with flocced swab) and have a plan in place to have them rapidly replaced (within 24 hours) once used or if more is need due to outbreak. <input type="checkbox"/> 6 Cary Blair stool specimen containers (C&S) <input type="checkbox"/> 6 sterile containers (pink top) <p>Order specimen containers and lab supplies as needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For rural: contact local hospital/lab. <input type="checkbox"/> For urban: (use Physician Office Laboratory Supply Order Form, sample located on the LTC Outbreak Management website): <ul style="list-style-type: none"> ➢ Nasopharyngeal swabs (UTM with flocced swab) order SKU#204783 ➢ Cary Blair stool specimen (C&S) container order SKU#123838 ➢ Sterile stool containers- urine/sputum containers order SKU#42850
<input type="checkbox"/> completed	<p>Have a stock of absorbent commode/bed pan liners/vomit bags available for use in the event of a GI outbreak.</p> <ul style="list-style-type: none"> • Some options (not limited to) <ul style="list-style-type: none"> ➢ Biodegradable hygienic commode bag sku is 212908 ➢ Emesis bag -Value med Vendor code is GL 2500
<input type="checkbox"/> completed	<p>Ensure access (onsite or within 24 hours) to a product that is effective against norovirus (see Long Term Care Enhanced Cleaning Guidelines during a Gastrointestinal or Respiratory Outbreak (DC-438) for list of products) or consult Infection Prevention & Control regarding products.</p>
<input type="checkbox"/> Completed	<p>Ensure a plan is in place (including weekends and STATS) to get more PPE in event your home is running low.</p>
Updating/Training Staff	
<input type="checkbox"/> completed	<p>Review with staff the location of electronic website, <i>Gastrointestinal (GI) and Respiratory (Resp) Outbreak Management in LTC</i>. Located at: http://www.saskatoonhealthregion.ca/outbreak</p>

<input type="checkbox"/> completed	Have any nursing staff who may be in charge and any other staff who may benefit complete the LTC Home Outbreak Prep elearning available on e-learning under Long Term Care
<input type="checkbox"/> completed	Ensure alternate nurses are trained to implement outbreak protocol in absence or unavailability of DOC/Manager/Clinical Lead. <input type="checkbox"/> Have staff view the LTC outbreak Prep Video on the website
<input type="checkbox"/> completed	Ensure at minimum 3 staff will be trained to use the updated LTC database. <input type="checkbox"/> Training for database will be sent out soon.
<input type="checkbox"/> completed	Ensure that a minimum of 6 staff have permission to the folder that has the LTC Outbreak database by Nov 1. • Location of database is S:\Public_Health_Services\Outbreak_Databases\LTC Home Name
<input type="checkbox"/> completed	Review LTC GI & Resp. Outbreak Management kit, folder & website with staff, including: <ul style="list-style-type: none"> • “Don’t wait isolate” posters • Outbreak kit contents & location and outbreak folder. • PPE Donning & Doffing Video (link on website) • Reporting suspected outbreaks to Communicable Disease Nurse (CDC) and Infection Control Practitioner (ICP) by calling one number 306-655-4620. • What signs & symptoms to watch for in residents • Germ Smart Hand Hygiene video found at www.germsmart.ca • Precautions posters • Specimen collection & transport including plan on weekends and STATs • Location of extra PPE and plan to get more on weekends and STATs
<input type="checkbox"/> completed	Review SHR staff policy <i>Management of Employees, Physicians and Other Health Care Workers During Influenza Outbreaks in Health Care Facilities</i> (SHR Policies and Procedures Number 7311-30-017). <ul style="list-style-type: none"> • Ensure that staff is aware of policy. • OH&S will send a list of all employees immunized with influenza vaccine once policy is implemented. • Review Influenza collective agreement interpretations and Q&A’s for each union on the LTC outbreak Management website under Manger resources.
Influenza Season Preparation	
<input type="checkbox"/> completed	Access current NACI Statement on Seasonal Influenza (found on website) or use Google search: NACI Statement on Seasonal Influenza 2020-2021. https://www.canada.ca/en/public-health/services/reports-publications/canada-communicable-disease-report-ccdr/monthly-issue/2020-46/issue-5-may-7-2020/naci-summary-influenza-2020-2021.html
<input type="checkbox"/> completed	Provide the information sheet “ <i>Influenza for Residents in Long Term Care</i> ” (DC-496) found on the website under “Disease Fact Sheets.”
<input type="checkbox"/> completed	Reoffer Influenza vaccine and/or Tamiflu prophylaxis to residents who have declined previous years.
<input type="checkbox"/> completed	Check that creatinine clearance for the purpose of outbreak preparation (antiviral dosing) is completed on each resident: <ul style="list-style-type: none"> • On admission • In presence of renal impairment or deterioration of health status. • Annually (can use residents birthday as date of annual creatinine but ensure Tamiflu orders are up to date for current year.)
<input type="checkbox"/> completed	Ensure antiviral consent for each resident is complete.
<input type="checkbox"/> completed	Complete “ <i>Osetamivir Prophylaxis during Influenza Outbreak in Long Term Care Order Set</i> ” (SHR form# 104132) for each resident before October 31 2020.
<input type="checkbox"/> completed	Include new residents in influenza program (vaccination & <i>Osetamivir Prophylaxis during Influenza Outbreak in Long Term Care Order Set.</i>)



<input type="checkbox"/> completed	Scheduled influenza immunization for residents (and staff if applicable).
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Completion --

<input type="checkbox"/> completed	Complete this form and fax it to CDC at 306-655-4723 or email diseasecontrol@saskatoonhealthregion.ca . <ul style="list-style-type: none">• Add original to outbreak folder under "LTC Home Info" tab:<ul style="list-style-type: none"><input type="checkbox"/> <i>Outbreak Preparation Check List (DC-300)</i>
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Comments:

Date Form Completed:	Form Completed by (Print):
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- Original copy with LTC Home
- Copy faxed or emailed to CDC as above.

