

<b>Facility Name:</b>	<b>Phone:</b> ( )	<b>Facility Contact:</b>
<b>Address:</b>	<b>Postal Code:</b>	<b>Date:</b>
<b>REPORTING OUTBREAKS</b> <b>Weekdays</b> - 8:30 a.m to 4:30 pm: Call your Toronto Public Health (TPH) Liaison <b>Afterhours</b> - After 4:30 p.m., weekends and statutory holidays: Call 311 (or 416-392-2489), ask to speak to the Communicable Disease Manager  <b>MAIN TPH OFFICE PHONE:</b> <b>East Region:</b> 416-338-7492 <b>West Region:</b> 416-338-1521		<b>TORONTO PUBLIC HEALTH LIAISON</b>  <b>Name:</b>  <b>Phone:</b> (416) -  <b>Fax:</b> (416) -  <b>Email:</b>

	Reviewed = ✓	Yes = Y	No = N	Not Applicable = N/A
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<b>A</b>	<b>POLICIES AND PROCEDURES</b>
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Each home should have a comprehensive set of policies and procedures related to outbreak (OB) management including but not limited to: Immunizations, staff exclusions, influenza and antiviral use, enteric and respiratory surveillance, specimen collection.

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| 1 | Does the facility have policies and procedures in place related to outbreak management?                        |  |
| 2 | At a minimum, are the policies and procedures reviewed annually?   |  |
| 3 | When changes are made to the policies and procedures are they communicated to staff, volunteers and residents? |  |

<b>B</b>	<b>EDUCATION</b>
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Education should be provided upon hire/placement and annually. Education programs should include: IPAC core competencies, outbreak management, immunization and mechanisms to reduce disease transmission. Consider providing separate training sessions for front-line staff versus Environmental and Housekeeping staff.

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| 1 | Is role-specific training provided to staff on outbreak preparedness and IPAC policies and procedures annually? |  |
| 2 | Is annual training provided to volunteers?  |  |
| 3 | Is outbreak information provided to residents and their families?   |  |

<b>C</b>	<b>SURVEILLANCE</b>
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Facilities should have a surveillance program in place in order to identify the presence of infections in their residents and quickly detect patterns of spread that may indicate the start of an outbreak.

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| 1 | Is there a surveillance process in place to identify enteric or respiratory outbreaks?            |  |
| 2 | Who is responsible for reviewing surveillance data for residents and staff? (e.g. DOC, ICP) _____ |  |
| 3 | In the absence of the surveillance lead, who provides back-up? (e.g. ADOC, Charge RN) _____       |  |
| 4 | Are front-line staff made aware of whom they are to report new or suspected outbreaks?            |  |

<b>D</b>	<b>OUTBREAK REPORTING</b>
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Confirmed and suspected outbreaks of *Diseases of Public Health Significance* are to be reported as soon as they are identified to the local Medical Officer of Health or designate under the **HPPA & LTCHA (O. Reg. 79/10, s. 107(1)(5))**

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| 1 | Review case, suspect outbreak and outbreak definitions as outlined in the MOHLTC Recommendation documents.   |  |
| 2 | Review Respiratory Illness Outbreak Framework (Outbreak classifications – Mild, Standard, and Influenza).  |  |
| 3 | Review possible changes in outbreak severity which necessitates a need to consult with Public Health.  |  |
| 4 | TPH Reporting Forms (Initial OB Reporting Form, Line Lists) available at <a href="https://www.toronto.ca/community-people/health-wellness-care/information-for-healthcare-professionals/infection-control-info-for-health-professionals">https://www.toronto.ca/community-people/health-wellness-care/information-for-healthcare-professionals/infection-control-info-for-health-professionals</a> . |  |

<b>E</b>	<b>SUPPLIES AND RESOURCES</b>
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General control measures including environmental cleaning, wearing appropriate Personal Protective Equipment (PPE) and hand hygiene will interrupt disease transmission.

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| 1 | Review your inventory of supplies and expiry dates as applicable (e.g. nasopharyngeal (NP) kits, enteric kits, PPE, OB signage, disinfectant, isolation caddies). Specimen kits provided by TPH. Discard expired kits. |  |
| 2 | Ensure staff are aware of where OB supplies are stored and that they are accessible during outbreaks.  |  |
| 3 | Specimen fridge location _____   |  |
| 4 | Review Requisition form requirements - 2 identifiers must be labelled on the bottle. Secure lid to prevent leakage.  |  |
| 5 | Routine Disinfectant Used (non-OB): _____; Contact Time: _____   |  |
| 6 | Disinfectant Used During Outbreaks: _____; Contact Time: _____   |  |

<b>F</b>	<b>VACCINATION/ANTIVIRAL PREPARATION</b>
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Vaccination and antiviral medication play a key role in the management of outbreaks of influenza, as they are effective for both the prevention and early treatment of influenza infection.

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| 1 | Is there a method for tracking staff and resident influenza immunization for easy retrieval during an outbreak? Retain a list of unvaccinated staff to determine if antiviral use/exclusion is recommended. |  |
| 2 | Liaise with your pharmacy. Does your pharmacy require creatinine clearance testing? If yes, have creatinine levels been collected and documented on file prior to the beginning of outbreak season?         |  |
| 3 | Does the facility prepare preauthorized antiviral orders for all residents?   |  |
| 4 | Does the facility review and/or obtain resident consents?   |  |

Facility Contact Name (PRINT)	Facility Contact Signature	Signature of Liaison
White Copy: Facility   Yellow Copy: TPH File		Revised Date: August 6, 2019