



Manage a Confirmed Outbreak

All staff share the responsibility for keeping residents safe. The following actions should be completed once a COVID-19 outbreak has been confirmed. This checklist provides general measures only – always refer to the corresponding section in the guide for detailed recommendations. When applicable, follow site-specific protocols.

1. Infection Prevention Control Measures		Guide Section
<input type="checkbox"/>	Monitor to identify newly symptomatic residents at the site – see Table A.	2.1/3.2
<input type="checkbox"/>	Isolate and collect swabs for all residents with symptoms in Table A.	2.1
<input type="checkbox"/>	Place signage outside the room of symptomatic residents, alerting HCW/staff and visitors of precautions required.	3.1
<input type="checkbox"/>	Conduct a Point of Care Risk Assessment prior to every resident interaction.	6.1
<input type="checkbox"/>	Wear continuous mask and eye protection in all resident care areas. Additional PPE may be required based on a Point of Care Risk Assessment .	5.2
<input type="checkbox"/>	Perform strict hand hygiene in accordance with AHS Hand Hygiene Policy or site policy.	3.1
<input type="checkbox"/>	Report PPE breaches or hand hygiene breaches to supervisor, OHS, or WHS as appropriate.	6.1
2. Administrative Measures		Guide Section
<input type="checkbox"/>	Notify appropriate HCW/staff/departments within the site/facility.	5.2
<input type="checkbox"/>	Advise HCW/staff of relevant work recommendations and/or restrictions.	5.2
<input type="checkbox"/>	Place outbreak signage at the entrance of the facility/unit.	5.2
<input type="checkbox"/>	Inform residents' families/guardians/agents of the facility outbreak status.	5.2
<input type="checkbox"/>	Report daily using <i>Facility CDC Outbreak Daily Report Portal</i> (and to IPC as per Zone process).	2.1/5.2
<input type="checkbox"/>	Ensure adequate availability of all supplies.	5.2
<input type="checkbox"/>	Assign HCW/staff to care for asymptomatic residents before symptomatic residents whenever possible.	3.12
<input type="checkbox"/>	Follow site process for COVID-19 treatments as applicable.	6.2
<input type="checkbox"/>	Alert transport staff and the receiving site to put in place appropriate precautions, if a symptomatic resident is attending another site for a medical appointment.	5.3
3. Resident Restrictions		Guide Section
<input type="checkbox"/>	Isolate residents who develop symptoms (as per Table A) or who test positive, in their rooms with appropriate precautions.	6.1/6.3
<input type="checkbox"/>	Facilitate essential medical treatment for symptomatic and COVID-19 positive residents in their rooms when possible.	6.7

4. Restrictions to Admissions/ Transfers/Discharges on Affected Units/Site	Guide Section
<input type="checkbox"/> Implement restrictions for the facility/unit as directed by the Public Health Outbreak Team.	5.4
<input type="checkbox"/> Use Risk Assessment Worksheet and Matrix for admissions / transfers / discharges (as per Zone process).	6.4
5. Group/Social Activities and Other Events	Guide Section
<input type="checkbox"/> Permit asymptomatic residents to take part in daily activities.	3.3
<input type="checkbox"/> Follow Public Health Outbreak Team direction on whether to continue with routine group activities.	5.7
<input type="checkbox"/> Use outbreak measures such as physical distancing, masking, hand hygiene, and enhanced surveillance for low-risk group activities that can continue under the direction of the Public Health Outbreak Team.	6.7
<input type="checkbox"/> Postpone high-risk group activities (e.g., singing, bus outings, large group activities).	6.7
<input type="checkbox"/> Continue personal services (e.g., hair styling) with the service provider wearing a mask and eye protection. Recommend the asymptomatic residents receiving the service wear a mask when possible.	6.7
6. Nourishment Areas/Sharing of Food	Guide Section
<input type="checkbox"/> Deliver meals to symptomatic and COVID-19 positive residents in their rooms.	3.8
<input type="checkbox"/> Continue group dining with IPC measures, such as physical distancing and hand hygiene, for asymptomatic residents.	6.8
<input type="checkbox"/> Use single serve items and discontinue family style dining as recommended by the Public Health Outbreak Team.	5.8
7. Visitors and Designated Support Person(s) (DSP)	Guide Section
<input type="checkbox"/> Follow any visitor restrictions as recommended by the Public Health Outbreak Team/site policy.	5.10
<input type="checkbox"/> Recommend visitors/DSP wear a mask while at the facility.	3.10
<input type="checkbox"/> Discourage symptomatic visitors/DSP from visiting residents.	3.10
<input type="checkbox"/> Advise visitors/DSP of the importance of hand hygiene.	3.10
<input type="checkbox"/> Advise visitors/DSP of the potential risk of exposure to a symptomatic resident and ensure the use of additional PPE.	3.10
8. HCW/Staff Outbreak Control Measures (including volunteers, students, physicians)	Guide Section
<input type="checkbox"/> Encourage HCW/staff to get all recommended COVID-19 vaccines.	6.12
<input type="checkbox"/> Advise HCW/staff to monitor for signs and symptoms of illness and to not attend work if symptomatic.	3.12
<input type="checkbox"/> Ask HCW/staff to report to manager/designate of any symptoms.	3.12
<input type="checkbox"/> Advise HCW/staff who develop symptoms at work to put on a mask and leave the workplace as soon as possible.	3.12

- Inform HCW/staff to use a self-administered Rapid Antigen Test or book an appointment for molecular testing, if experiencing symptoms from Table A. 2.1/6.12

- Inform HCW/staff to monitor for symptoms for 7 days and wear a mask when at work, if they are a close contact of a COVID-19 case. 6.12

9. Specimen Collection Guide Section

- Follow the Public Health Outbreak Team testing recommendations for symptomatic residents. 3.13

- Ensure proper collection, handling and labelling (including EI #) on all specimens. 3.13

10. Enhanced Environmental Cleaning and Disinfection Guide Section

- Follow recommendations in [Principles for Environmental Cleaning and Disinfection](#). 3.14

- Clean and disinfect low touch surfaces at least once per day and high touch areas at least twice per day. 3.14

- Use a 'wipe twice' procedure (a 2-step process) to clean and then disinfect surfaces. 3.14

- Conduct a thorough enhanced cleaning when the outbreak is closed. 10

Notes:
