

# Shelter Outbreak Checklist

## Checklist to prevent and control outbreaks

All staff share responsibility for keeping clients safe. This checklist provides general measures for preventing and controlling outbreaks. Refer to the [Guide for Outbreak Prevention & Control in Shelter Sites](#) for more detailed recommendations and follow site-specific policies.

### Always use outbreak prevention practices (before, during and after an outbreak)

- ☐ Perform frequent hand hygiene and use respiratory etiquette.
- ☐ Encourage clients and staff to get recommended vaccines, including COVID-19 and influenza.
- ☐ Perform routine cleaning and disinfection using a wipe-twice procedure.
- ☐ Clean and disinfect high touch surfaces often.
- ☐ Follow safe food handling practices.
- ☐ Remind visitors who have symptoms or who feel unwell not to enter the shelter.
- ☐ Remind staff with symptoms or who feel unwell that they are not to work.
- ☐ Send staff home as soon as possible if they develop symptoms at work.
- ☐ Plan a safe return to work for staff after illness.
- ☐ Monitor for illness and keep clients with symptoms in an area away from others.
- ☐ Offer clients with respiratory symptoms a mask to wear.
- ☐ Have staff wear personal protective equipment (PPE) when in contact with clients who are ill.
- ☐ Call the AHS Population Public Health Support Team (PPHST) at **1-844-343-0971** if there are an unusual number of newly symptomatic clients.

## During an outbreak

- ☐ Follow all recommendations made by the AHS Public Health Outbreak team.
- ☐ Inform staff, clients, service providers and administration of the outbreak.
- ☐ Request clients and staff report symptoms to the shelter operator.
- ☐ Report daily to the AHS Public Health Outbreak team.
- ☐ Increase cleaning and disinfection frequency.
- ☐ Clean contaminated equipment and environmental surfaces between uses.
- ☐ Discontinue buffet and family-style meal service.
- ☐ Limit client handling of shared food, dishes and utensils.
- ☐ Handle linen and laundry soiled with vomit or stool safely. Wear a gown and gloves when handling soiled linens and laundry.
- ☐ Dedicate one laundry room or one washing machine for soiled laundry from clients with symptoms. Run a bleach cycle (without a load of laundry) before washing other laundry.
- ☐ Increase the frequency of cleaning and disinfection of shared transport vehicles.
- ☐ Collect specimens if requested by the AHS Public Health Outbreak team.