

Tips for Completing the Outbreak Line List

Fax DAILY updates with newly symptomatic individuals.

North Zone Fax number: 1-855-532-4373, unless instructed to fax to an alternate fax number

- **First Outbreak Line List submitted for an outbreak**
 - Include all individuals who are currently ill, indicating the date of symptom onset and symptom codes for each individual
 - The first Line List can be faxed to the 1-855-532-4373. You will then be contacted with an alternate fax number for subsequent line lists for the current outbreak.
 - Gastrointestinal outbreaks can be reported directly to the local environmental health inspector and then faxed to the number provided by the inspector.
 - If unable to contact the inspector please fax the Line List to the 1-855-532-4373 number
 - Respiratory and other outbreaks can be reported directly to the intake CDC at 1-855-513-7530 and then fax the Line List to the 1-855-532-4373.
- **Subsequent Line Lists for the current outbreak**
 - Fax the Line List on a DAILY basis, until otherwise instructed by Public Health / Public Health Inspector.
 - List only newly ill people who have not been previously reported during the current outbreak
 - If no one new is ill fax in a Line List, indicate “no new ill” by answering “No” to “*Are there any newly symptomatic individuals?*”
- **General tips for completing the Outbreak Line List**
 - Fill in as many fields as possible
 - The last row of the Line List indicates the total number of students/children and staff who are newly symptomatic today and **not** those reported on previous days’ Line Lists (who have not yet recovered)
 - This row must be completed daily to assist Public Health in determining the stage of the outbreak.
 - In the top section it asks for the total number of students/children attending your school and the total number of staff at your school
 - Please refer to the “Symptom Codes” located at the bottom of the Line List
- **If there are any questions please contact 1-855-513-7530 or your local public health unit.**