

## SUSPECTED / OUTBREAK CHECKLIST

### *Group/Residential/Personal Care Homes*

This document assumes that the site has acquired a supply of PPE in adequate amounts and quality to minimize staff exposure. It also assumes the site is tracking staff utilizing a COVID questionnaire, and that visitors are strictly limited, and their contact information collected. (Refer to Outbreak Toolkit for more detailed information.)

<b>When you have one resident / client with symptoms:</b>	
	Isolate suspected COVID-19 positive resident. Provide commode for shared bathroom situation. Set up a PPE station outside room.
	Call 811 to initiate testing
	Observe for additional symptomatic resident and staff
<b>When you have two (2) or more residents and/or staff with symptoms:</b>	
	Isolate and care for additional symptomatic residents. Send sick staff home with instructions to contact 811 for testing.
	Immediately contact the following: <i>(insert local phone numbers)</i> <ul style="list-style-type: none"> <li>• site manager/owner _____ <i>(establish a designated contact person for your agency and share this with Public Health)</i></li> <li>• Local public health office _____ <i>(ask for a single point of contact)</i></li> </ul>
	Start a list of ill residents and staff. (Maintain this throughout outbreak)
	Ensure workers are wearing appropriate PPE: (1) medical grade mask and face shield at all times, and (2) medical grade mask, face shield, gown and gloves to enter room of ill person. Stress the importance of handwashing and correct don/doff procedures for PPE. <ul style="list-style-type: none"> <li>• Order additional PPE as needed</li> </ul>
	Arrange for additional testing as per instructions from Public Health and /or 811
	Notify primary health provider to determine if further treatment is required.
	Retrieve staff and visitor tracking sheet for contact tracing purposes. Plan for regular teleconferences with Public Health. Contact SASWH Infection Control as needed.
	Limit other residents to their rooms, including meal service. Postpone all communal activities (e.g. day programs, activities) until the outbreak is over.
	Initiate increased cleaning and disinfecting procedures, paying attention to high touch areas and high traffic areas including staff break rooms
	Restrict new admissions until outbreak is over.
	Contact residents' families and inform them. Limit visitation to compassionate care.
	Perform symptom monitoring twice daily on other non-symptomatic residents.