

GUIDELINES FOR OUTBREAK LINE LISTS, UPDATE FORM, AND HOSPITALIZATION AND DEATH TABLE

Introduction	The outbreak line list, update form and hospitalization and death table are tools to help track and manage an outbreak.
Purpose	<p>The outbreak update form provides a summary of concerns, changes to line lists, and immunization counts.</p> <p>The hospitalization and death table provides a summary of hospitalization and death details in the facility during an outbreak.</p> <p>These forms do not replace calls and meetings with your outbreak investigator. An investigator will be reviewing your documents and may follow up with you to clarify details and provide further guidance as needed.</p>
Submit Monday-Friday (Excluding Statutory Holidays)	<p>Facilities in outbreak are expected to forward the forms via secured FTP link (preferred – provided upon request) or by fax, before noon (12:00pm), until the outbreak is declared over.</p> <p>COVID-19 outbreak the fax number is 905-762-2119</p> <p>Non-COVID-19 outbreak fax number is 905-660-4889</p> <p>Please ensure that the line list is <u>legible, comprehensive, organized</u>, and is forwarded in order of page numbers.</p> <p>Should your line list be delayed for any reason, please let your investigator know as soon as possible.</p>
Best Practices	It is recommended to designate one person to update and send the line list. Please ensure there is a plan in place for situations when this individual is not available.
Separate Lists	<p>Keep separate line lists: one for residents/attendees and one for staff; one for each floor/unit.</p> <p>For example, if there is a multi-unit outbreak affecting both residents/attendees and staff, please use new line list for staff and residents/attendees, for each affected unit.</p>

Who to Include	<p>Only those residents/attendees or staff who meet case definition criteria will be included on the list.</p>
	<p>COVID-19 Cases - Appendix 1: Disease: Diseases caused by a novel coronavirus, including Coronavirus Disease 2019 (COVID-19)</p>
	<p>Non COVID-19 Cases – Appendix 1: Disease: Respiratory Infection Outbreaks in Institutions and Public Hospitals</p>
	<p>Gastroenteric Cases - Appendix 1: Disease: Gastroenteritis Outbreaks in Institutions and Public Hospitals</p>
Recording	<p>Please list cases in chronological order based on symptom onset or test date (if asymptomatic).</p>
	<p>Ensure that <u>all</u> data is recorded in the appropriate columns. If more details are available such as additional symptoms, clarification of which symptoms experienced, rapid testing, etc., please use the comment section.</p>
Errors	<p>If an error is made, draw a line through it and initial it.</p>
Deleting	<p>Do not delete cases from the line list when they have recovered.</p>
<p>If you have any questions regarding how to complete the line lists, please contact your York Region Public Health outbreak investigator to provide information and education as needed.</p>	