

GUIDELINES FOR LINE LISTING

Line List (definition)	A system to track residents and staff who meet case definition.
Responsibility	It is recommended that only one person per shift be responsible to assess each new case.
Submit daily	Fax or submit via secure FTP site the line list to the Public Health Branch daily, before noon, until the outbreak is declared over.

▶ Separate lists	Keep separate line lists: one for residents and one for staff; one for each floor/unit.
▶ Who to include	Only those residents or staff who meet case definition criteria will be included on the list.
▶ Chronological order	List cases in the chronological order of their onset of symptoms.
▶ Recording	Ensure that all data are recorded in the appropriate columns.
▶ Adding new	Add new residents and staff who meet case definition onto the existing list.
▶ Errors	If an error is made, draw a line through it and initial it.
▶ Deleting	Do <u>not</u> delete cases from the line list when they have recovered.
▶ Recovery date	Record the date when the last symptom occurred. Record this date on the line list 48 hours after the date when the last symptom occurred.