Daily Outbreak Update Form, Line List, Hospitalization and Death table, and Upload Instructions

Use the below Daily Update Form and line list to track ill staff and children (symptoms and onset dates, stool kits, resolution dates, etc.) and flag any issues requiring assistance or follow up from your investigator. Please send each business day to YRPH and include this completed form each time a line list is submitted by fax (905-660-4889) or secure York Region Server. [Instructions for uploading outbreak facility documents to York Region Secure Server (FTP)](#_Steps_for_Uploading) is on page 14. For more questions, please contact your assigned investigator.

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| **Outbreak #** |  | |
| **Facility name** |  | |
|  |  | |
| **Facility Response** | | |
| Today's date | YYYY-MM-DD | |
| Name and contact details of individual completing daily update form, line list, and hospitalization and death table |  | |
| Total # of line list pages |  | |
|  |  | |
| **Today’s Key Concerns** | | |
| No concerns today: | | |
| Concerns identified (e.g., staffing concerns, IPAC, PPE supplies, PPE breaches, etc.) |  | |
|  |  | |
| **Line List Updates for Today** | | |
| No changes to the line list today: | | |
| Any changes to today’s line list:  *Please indicate any changes to the line list today. This may include addition of new symptomatic residents or staff, hospitalizations, deaths. Please mark the corresponding line list page and case number.* |  | |
|  |  | |
| **Cumulative (Total) Counts** | **Residents** | **Staff** |
| Total # of cases |  |  |
| Total # of line listed deaths |  |  |
| Total # of line listed hospitalizations |  |  |
| *Please ensure each hospitalization/death are recorded in the line list as well as the Hospitalization and Death Chart.* | | |
|  | | |
| **IPAC and Precautions in Place:** | | |
| Last IPAC inspection date | YYYY-MM-DD | |
| Units/floors on droplet contact precautions |  | |

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## Hospitalization and Death Tracker

**Note:** The intent of this chart is to track hospitalizations and deaths throughout the duration of the outbreak. For each new hospitalization or death, facilities should keep this chart up to date as the details below become available.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Identification** | | | **Hospitalization** | | | | **Death** | |
| Name  (last name, first name) | Date of birth | Line listed | Name of hospital | Reason for hospitalization | Admission date | Discharge date | Date of death | Cause of death |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |
|  | YYYY-MM-DD | Y/N |  |  | YYYY-MM-DD | YYYY-MM-DD | YYYY-MM-DD |  |

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| Hospitals | * Cortellucci Vaughan Hospital * Mackenzie Health Richmond Hill Hospital * Markham Stouffville Hospital * Southlake Regional Hospital | * Branson Ambulatory Care Centre * Hospital for Sick Children * Humber River Regional Hospital (specify site) * Michael Garron Hospital * Mount Sinai Hospital * North York General Hospital | * Princess Margaret Hospital * Royal Victoria Regional Health Centre * Scarborough & Rough Hospital (specify site) * Sunnybrook Health Sciences Centre * St. Michael’s Hospital * St. Joseph’s Health Sciences Centre | * Toronto General Hospital * Toronto Western Hospital * Trillium Health Centre West Park Hospital * William Osler Hospital (specify site) * Women’s College Hospital |

Last updated: April 2023

## Steps for Uploading Outbreak Documents to York Region Secure Network (FTP site)

|  |  |
| --- | --- |
| **Instruction** | **Screenshot** |
| 1. Use the login details (username and password) provided in the Outbreak Information email to login to your account at our York Region Secure Network (FTP) Portal:    1. <https://ftp.york.ca/EFTClient/Account/Login.htm> |  |
| 1. Once you have logged in, you will be taken to the secured website.    1. You can drag and drop the files from your computer into the Dropbox OR you can click on the Upload Symbol  to select files to share from your computer.    2. Ensure file is saved with the outbreak number associated with your workplace and the name of your workplace (e.g. 2270-2020-00553 – Name of Facility – Daily Update Form, Line List, and Hospitalization and Death Table). |  |
| 1. If you uploaded the wrong file, select it and click on the garbage bin symbol to delete it from the drop box. |  |
| 1. Contact your investigator by e-mail or phone call to inform them you have added documents to the secured site. |  |