

# ENTERIC OUTBREAK MANAGEMENT CHECKLIST

## For Congregate Living Settings

Refer to this checklist to manage outbreaks as per the Ministry of Health's protocols and the Windsor-Essex County Health Unit (WECHU) recommendations. Retain for your records.

|                                                                                                                                                                                                                                                                                                                                                                                 |                                                                               |                                       |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------|--------------|
| <b>Setting Name:</b>                                                                                                                                                                                                                                                                                                                                                            |                                                                               | <b>Outbreak #:</b><br>2268 – –        | <b>Date:</b> |
| <b>Outbreak Declaration:</b> <input type="checkbox"/> Suspect <input type="checkbox"/> Confirmed                                                                                                                                                                                                                                                                                |                                                                               |                                       |              |
| <b>Affected Area:</b> Entire living setting <input type="checkbox"/> OR Name of unit(s)/floors(s):                                                                                                                                                                                                                                                                              |                                                                               |                                       |              |
| <b>Case definition: determined by the WECHU</b> ( <a href="#">Click here</a> or visit wechu.org)                                                                                                                                                                                                                                                                                |                                                                               |                                       |              |
| <input type="checkbox"/> Abnormal temperature                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Vomiting                                             | <input type="checkbox"/> Diarrhea     |              |
| <input type="checkbox"/> Chills                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> Cramps                                               | <input type="checkbox"/> Nausea       |              |
| <input type="checkbox"/> Malaise/fatigue                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Headache                                             | <input type="checkbox"/> Other: _____ |              |
| <b>CONTACT</b>                                                                                                                                                                                                                                                                                                                                                                  |                                                                               |                                       |              |
| Identify the designated WECHU nurse for your outbreak:<br><b>Nurse Name:</b> _____ <b>Phone #:</b> 519-258-2146 ext. _____                                                                                                                                                                                                                                                      |                                                                               |                                       |              |
| <input type="checkbox"/> For any questions or concerns please contact your designated nurse or the Infectious Disease Prevention (IDP) department at <b>519-258-2146 Ext 1420</b> . The WECHU business hours are from 8:30am - 4:30pm Monday to Friday. Contact the After-Hours hotline at <b>519-973-4510</b> to speak with on-call personnel outside of WECHU business hours. |                                                                               |                                       |              |
| <b>IMMEDIATE ACTIONS</b>                                                                                                                                                                                                                                                                                                                                                        |                                                                               |                                       |              |
| If someone residing in the setting is symptomatic:<br>*More information available below                                                                                                                                                                                                                                                                                         | Individual should remain in their room.                                       |                                       |              |
|                                                                                                                                                                                                                                                                                                                                                                                 | Implement <b>additional precautions</b> (i.e., contact/droplet), if possible. |                                       |              |
|                                                                                                                                                                                                                                                                                                                                                                                 | Provided the necessary <b>medical assessments</b> .                           |                                       |              |
|                                                                                                                                                                                                                                                                                                                                                                                 | <b>Test</b> to determine specific illness.                                    |                                       |              |
| <b>TESTING</b>                                                                                                                                                                                                                                                                                                                                                                  |                                                                               |                                       |              |
| <input type="checkbox"/> Ensure there is a plan in place to test individuals residing in the setting for pathogens in accordance with internal policies and procedures. Refer to the PHO's <a href="#">Kit and Test Ordering Instructions</a> webpage for more information on enteric illness testing.                                                                          |                                                                               |                                       |              |
| <input type="checkbox"/> Consult with your WECHU outbreak nurse and a primary care provider for more information on specific test types and lab requisitions.                                                                                                                                                                                                                   |                                                                               |                                       |              |
| <b>LINE LISTS</b>                                                                                                                                                                                                                                                                                                                                                               |                                                                               |                                       |              |
| <input type="checkbox"/> Create a line list of ill individuals who belong to the outbreak ( <a href="#">click here</a> to download the line list or visit wechu.org).<br>*Only include those on the line list who meet case definition (see above).                                                                                                                             |                                                                               |                                       |              |
| <input type="checkbox"/> Update and fax line lists <b>daily</b> to WECHU <b>by 10:00 am</b> to fax (519)-977-5097.                                                                                                                                                                                                                                                              |                                                                               |                                       |              |
| <b>COMMUNICATION</b>                                                                                                                                                                                                                                                                                                                                                            |                                                                               |                                       |              |
| <input type="checkbox"/> <b>Post outbreak signage at all entrances of building.</b>                                                                                                                                                                                                                                                                                             |                                                                               |                                       |              |
| Notify all staff, students, volunteers, families, and visitors of the outbreak. The WECHU will send your setting an <b>Advisory Notice</b> to reflect the current outbreak.                                                                                                                                                                                                     |                                                                               |                                       |              |
| <input type="checkbox"/> An <b>Outbreak Notification</b> will be <a href="#">posted on the WECHU website</a> alerting others of a current outbreak in a congregate living setting, however identifying details such as the name of the setting and the address will not be disclosed.                                                                                           |                                                                               |                                       |              |

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| <input type="checkbox"/>                                                                                                                                | Convene an Outbreak Management Team (OMT) and meet daily to review the status of the outbreak and communicate updates to the WECHU.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>PUBLIC HEALTH INSPECTOR</b>                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Identify the designated Public Health Inspector (PHI) from WECHU for your setting, if applicable:                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                                                                                                | <b>PHI Name:</b> _____ <b>Phone #:</b> 519-258-2146 ext. _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Your Public Health Inspector (PHI) may reach out to conduct a site visit.                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>IPAC OUTBREAK MEASURES</b>                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Refer to <a href="#">WECHU IPAC Hub</a> website and the Ministry of Health documents for additional resources related to outbreak control measures:     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                                                                                                | <a href="#">Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings – February 2025</a> , or as current.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <a href="#">Appendix 1: Ontario Public Health Standards, Gastroenteritis Outbreaks in Institutions and Public Hospitals – May 2022</a> , or as current. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/>                                                                                                                                | <b>Outbreak Education</b><br>Provide education to those in the setting about outbreak control measures, such as proper use of masks, cleaning hands, and reporting new symptoms to staff.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/>                                                                                                                                | <b>Case Control Measures</b><br>Symptomatic individuals should remain in their room and cohort cases (i.e., limit movement of individuals between outbreak areas and non-outbreak areas) where/when possible.<br>Refer to <a href="#">Section 7.3</a> of the <i>Infection Prevention and Control (IPAC) and Outbreak Management in Congregate Living Settings</i> document for more information on outbreak control measures by outbreak type.                                                                                                                                                                                |
| <input type="checkbox"/>                                                                                                                                | <b>Additional Precautions</b><br>All positive cases should be placed on <b>contact precautions</b> in addition to routine practices. <b>Droplet precautions</b> may be required based on PHO's <a href="#">Risk Assessment Related to Routine Practices and Additional Precautions</a> . Refer to <a href="#">Section 2.0</a> of the <i>Infection Prevention and Control (IPAC) and Outbreak Management in Congregate Living Settings</i> document or <a href="#">PHO's Routine and Additional Precautions</a> webpage for more information.<br>Post additional precautions signage on the door of case rooms, when possible. |
| <input type="checkbox"/>                                                                                                                                | <b>Staff/Students/Volunteers Control Measures</b><br>Minimize movement of staff/students/volunteers between outbreak and non-outbreak areas as much as possible (i.e., cohorting staff).<br><b>Exclude</b> ill staff/students/volunteers for <b>at least 48 hours</b> after their last symptom or longer if indicated by internal policies.<br><b>NOTE: If a specific illness is known, disease-specific exclusions apply.</b><br>If dietary staff become ill while working, discard all ready-to-eat food they prepared while on shift.                                                                                      |
| <input type="checkbox"/>                                                                                                                                | <b>Dietary</b><br>Ensure there is a dining policy in place to separate exposed and unexposed individuals.<br>Provide in-room tray service meals within the outbreak area, if available. <b>Ensure the staff who deliver meals are practicing proper hand hygiene in between rooms.</b><br><b>DO NOT</b> dispose of food samples until speaking with your PHI or WECHU nurse.                                                                                                                                                                                                                                                  |
| <input type="checkbox"/>                                                                                                                                | <b>Visitor Control Measures</b><br>Restrict visitors to essential caregivers on affected units.<br>Ensure those who do visit:<br><ul style="list-style-type: none"> <li>Are screened for signs and symptoms of illness.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                              | <ul style="list-style-type: none"> <li>Practice vigilant hand hygiene.</li> <li>Visit individuals in their rooms and avoid communal areas.</li> <li>Visit only one individual; do not mingle with others.</li> <li>Use appropriate PPE especially if providing direct care.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                              | Ill visitors should be advised not to visit while they are ill and wait until symptoms have ended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> Increased Environmental Cleaning    | For more information, refer <a href="#">Section 5.1</a> of the <i>Infection Prevention and Control (IPAC) and Outbreak Management in Congregate Living Settings</i> document or to <a href="#">PHO's Best Practices for Environmental Cleaning - November 2025</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Hand Hygiene                        | Ensure proper handwashing is maintained by everyone in the setting by providing ample supply of soap and 70-90% alcohol-based hand sanitizers (e.g., where sinks are not readily available).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> PPE                                 | <p>Ensure proper PPE, for example, masks (N95 where applicable), gloves, gowns and eye protection, are available and accessible throughout the setting.</p> <p>Provide a <b>container for soiled PPE/linen</b>:</p> <ul style="list-style-type: none"> <li>If the container is located <i>inside</i> the individual's room, the container must be a <b>minimum of 6ft</b> or more away from the individual's bed.</li> <li>If not possible, place the container <i>outside</i> the room a <b>minimum of 6ft</b> away from any clean linen.</li> </ul> <p>*Ensure alcohol-based hand sanitizer is available by the container.</p> <p>Refer to <a href="#">Section 2.0</a> and <a href="#">Section 7.3</a> of the <i>Infection Prevention and Control (IPAC) and Outbreak Management in Congregate Living Settings</i> document for more information on the required PPE for a respiratory outbreak.</p> |
| <input type="checkbox"/> Audit                               | Increase audits of staff practices (e.g. hand hygiene, cleaning, use of PPE, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Activities                          | <p>Reschedule communal activities in the affected area.</p> <p>Exceptions regarding non-outbreak units/floors should be discussed with the OMT involving outside groups such as entertainers, volunteer organizations, and community groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> Admissions/Readmissions & Transfers | Limit, if possible, when a new outbreak has been declared. For specific guidance on admissions/readmission, refer to <b>Section 8.5 and 8.6</b> of the <a href="#">Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings – February 2025</a> or as current.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> Medical/Other Appointments          | If possible, reschedule non-urgent appointments until the outbreak is over.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Signature and Designation:                                   | Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |