

Fall Preparedness Checklist

Windsor- Essex County Health Unit

Welcome to the Fall Preparedness Checklist. This tool was developed to help Long-Term Care Homes, Retirement Homes, and Congregate Living Settings prepare for the respiratory season. Use it to review key infection prevention and control (IPAC) measures, strengthen outbreak preparedness, and support effective staff and visitor management.

Follow these steps to use this tool:

1. Review each checklist item with the appropriate members of your team.
2. Select Yes, No, or Not Applicable for each item.
3. Use the Comments section to note outstanding items requiring follow-up and next steps.
4. Revisit the checklist throughout the respiratory season and monitor progress on outstanding items.

For support or a consultation to help get you started, call WECHU's Infectious Disease Prevention (IDP) department at **519-258-2146 ext. 1420** and ask to speak to an **IPAC Hub nurse**.

1	Planning and Preparedness	Y	N	N/A	Comments
1.1	Liaisons with the Windsor-Essex County Health Unit (WECHU) and IPAC Hub are identified, with clear communication plans in place.	☐	☐	☐	
1.2	An outbreak management team, including a house physician or other healthcare provider, is established and involved in fall preparedness planning.	☐	☐	☐	
1.3	Policies and procedures are updated annually and as needed.	☐	☐	☐	
1.4	An adequate supply of personal protective equipment (PPE) is available and has not expired. • Medical masks • N95 respirators • Face shields/goggles • Gloves • Gowns	☐	☐	☐	
2	Visitors	Y	N	N/A	Comments
2.1	Visitor policies are updated and reflect current provincial guidance (e.g., all visitors complete logs, visitor records are maintained).	☐	☐	☐	
2.2	Passive screening signage is posted at the building entrance, advising visitors to stay home if they are sick.	☐	☐	☐	
3	Staff Management	Y	N	N/A	Comments
3.1	The current staff contact list is maintained.	☐	☐	☐	
3.2	Backup staff members are identified to provide coverage during absences.	☐	☐	☐	
3.3	A healthy workplace policy is in place that directs symptomatic staff not to report to work.	☐	☐	☐	
4	Vaccination	Y	N	N/A	Comments
4.1	A vaccination policy is in place for the immunization of staff, volunteers, residents, and clients.	☐	☐	☐	
4.2	Staff responsible for vaccine storage and handling have reviewed Vaccine Storage and Handling Guidelines .	☐	☐	☐	
4.3	Routine fall vaccinations are ordered. • WECHU Vaccine Order Form	☐	☐	☐	
4.4	Vaccination records are maintained for residents, clients, staff and volunteers.	☐	☐	☐	

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5	Outbreak Management	Y	N	N/A	Comments
5.1	A process is in place for timely communication with the Windsor-Essex County Health Unit to report suspected or confirmed outbreaks: - Monday-Friday 8:30 a.m. to 4:30 p.m.: Call WECHU at 519-258-2146 ext. 1420. - After hours, call WECHU at 519-973-4510.	☐	☐	☐	
5.2	Line lists are maintained and updated regularly.	☐	☐	☐	
5.3	A mechanism is in place for contacting families about outbreak status.	☐	☐	☐	
5.4	A supply of nasopharyngeal (NP) swabs and enteric kits is available in the facility for outbreak testing. - Order specimen kits from Public Health Ontario (PHO) using Requisition for Specimen Containers and Supplies PHO Specimen Containers & Supplies - Ensure that the appropriate organization type is selected and that the form is faxed to the nearest PHO laboratory in London. - Ensure appropriate lab requisitions are available for testing of residents using PHO general test requisition: PHO General Test Requisition.	☐	☐	☐	
5.5	Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings guidelines are reviewed.	☐	☐	☐	
5.6	Outbreak plans are reviewed with all management staff.	☐	☐	☐	
6	Treatment and Prophylaxis	Y	N	N/A	Comments
6.1	An antiviral policy is in place that references the Ministry of Long-Term Care's outbreak guidelines.	☐	☐	☐	
6.2	Consent and prescriptions for antiviral medications are obtained in advance.	☐	☐	☐	
6.3	Treatment and prophylaxis for COVID-19 and influenza cases and outbreaks are administered promptly: Paxlovid: as soon as possible, maximum within 5 days of symptom onset Tamiflu (treatment): as soon as possible, ideally within 2 days of symptom onset Tamiflu (prophylaxis): once outbreak is declared	☐	☐	☐	
7	Surveillance and Monitoring	Y	N	N/A	Comments
7.1	Daily surveillance of resident/client symptoms is in place.	☐	☐	☐	
8	Infection Prevention and Control	Y	N	N/A	Comments
8.1	Relevant IPAC procedures are included in staff training (e.g., the use of PPE, point-of-care risk assessment [PCRA], hand hygiene, and additional precautions).	☐	☐	☐	

Adapted with permission from Lakelands Public Health, September 2026