

Enhanced COVID-19 Surveillance Checklist For Congregate Care Settings

STEP 1 – When to Call Public Health

- If you have one resident with acute respiratory illness, isolate and test the resident. You are not required to contact Public Health to report.
- If you have two or more individuals with acute respiratory illness occurring within 48 hours in the same area (home, floor, etc.), call Public Health. Isolate symptomatic residents using droplet contact precautions as soon as possible to a private bedroom or space.
- Symptomatic staff should be excluded from work and seek testing.

During regular business hours (Monday to Friday, 8:30am – 4:30pm), call Public Health at 1-800-265-7293 ext. 4752. After hours, weekends, and holidays, call 1-877-884-8653.

When you call Public Health, have the following information ready:

RESIDENTS:

- Number of ill residents and if they have a roommate
- Symptoms
- Date of symptom onset
- Hospitalized cases

FACILITY LAYOUT:

- The number of bedrooms and breakdown (private vs. shared)
- The number of floors or units in the facility
- Whether washrooms are dedicated or private
- Can areas be separated from each other?

STAFFING:

- Number of ill staff and their symptoms
 - Last day worked
 - Tested for COVID-19 (yes/no/unknown)?

STEP 2 – Collect Information to Start a Line Listing

- Collect name, date of birth, symptoms, onset date for each symptomatic individual.
- Complete WDGPH's [Respiratory Outbreak Line Listing](#) daily before noon. Fax to Public Health at 1-855-934-5463.
 - If your facility does not have a fax machine, call WDGPH to report your updates at 1-800-265-7293 ext. 4752.
 - Complete a separate line listing for symptomatic staff.

STEP 3 – Testing for COVID-19

- Collect nasopharyngeal (NP) swabs on symptomatic residents either by onsite registered staff under a medical directive, at the nearest COVID-19 assessment center or via EMS (if approved by Public Health). Consult with Public Health about swabbing roommates or other residents/staff.
- If transporting to assessment centre, ensure residents are wearing medical masks and travel safely so as not to expose the driver or accompanying staff. It is recommended that the resident is sitting in the back of the vehicle, not directly behind the driver, with the windows open if weather permits.

If registered staff at the facility are collecting the COVID-19 swabs:

- Public Health will advise on who should be tested, as directed by the Medical Officer of Health.
- Check expiry dates on NP swab and transport medium (advise Public Health if swabs are expired).
- Include 2 unique identifiers (resident's name, date of birth, and/or Ontario Health Card Number) on the specimen container and complete all sections of the [Public Health Ontario COVID-19 Laboratory Requisition](#).
- Tightly secure cap on specimen container to prevent leakage during transport.
- Contact Public Health to arrange pick-up and transfer of NP swabs to laboratory.

If EMS is collecting the COVID-19 swabs, have the following information ready for those being tested:

- Demographic information (i.e., full name, date of birth, etc.).
- Primary care provider name, address and CPSO number in the cc section.
- A valid Ontario Health Card Number, if available (note: red and white health cards are no longer valid).

STEP 4 – Conduct Active Surveillance

- Conduct active surveillance daily of residents for symptoms associated with COVID-19.
- Add residents and/or staff that are symptomatic to the line list.
- Call Public Health if:
 1. There is an increase of residents with symptoms associated with COVID-19.
 2. Any line listed residents that are hospitalized or have died

STEP 5 – Implement Control Measures Isolation Requirements:

- Isolate symptomatic residents in their rooms until their test results are available.
 - If the test is POSITIVE, they must continue self-isolating for 10 days from the day their symptoms started and until the clearance criteria has been met.
 - If the test is NEGATIVE, they must self-isolate until approximately 24 hours after they feel well.
- Relocate asymptomatic roommate of the symptomatic resident if able. If the resident becomes a positive case, then the asymptomatic roommate must be relocated.
- If a symptomatic resident shares a washroom, dedicate the washroom to one cohort. If this is not possible, clean and disinfect the washroom after each use.
- Symptomatic residents should receive meals in their rooms until cleared from isolation.
- Assign staff to work with only one cohort.
- Reschedule non-urgent appointments outside the home.
- Discontinue group activities where possible and non-essential visitors to home.

Hand Hygiene and Personal Protective Equipment (PPE):

- Reinforce hand hygiene and respiratory etiquette with staff, residents and essential visitors.
- Use PPE (gloves, gown, mask, and eye protection) when providing direct care to symptomatic residents. Refer to proper techniques for putting on, removal, and disposal of PPE.
- Post droplet/contact precaution signage on the door of ill residents reminding staff to put on the required PPE.

Environmental Cleaning:

- Increase environmental cleaning throughout home with special attention to high touch surfaces (e.g. handrails, tables, doorknobs, washrooms) and shared items (e.g. computers, electronics, keyboards).
- Use an appropriate cleaning and disinfection product that is effective against COVID-19. Follow manufacturer's instructions for dilution and contact time.

Staffing:

- Direct care providers should not provide care to both symptomatic and asymptomatic residents.
- Staff or volunteers with symptoms associated with COVID-19 must remain off work while symptomatic and awaiting COVID-19 test results:

- If the test is POSITIVE, the staff member must continue self-isolating for 10 days from the day their symptoms started and until the clearance criteria has been met.
- If the test is NEGATIVE, they must self-isolate until approximately 24 hours after they feel well.

STEP 6 – If a COVID-19 Outbreak is Declared

Isolation for High-Risk Contacts:

- High risk contacts will be determined by Public Health when an outbreak is declared.
- Testing is recommended for all high-risk contacts, whether or not they have symptoms:
 - If the test is POSITIVE, they must continue self-isolating for 10 days from the day their symptoms started or the day of their test if they have no symptoms and until the clearance criteria has been met.
 - If the test is NEGATIVE, they must self-isolate until 14 days after their last exposure to the person with COVID-19 or until self-isolation is no longer required by Public Health as part of outbreak management.
- If an individual is identified as a high-risk contact and develops symptoms, it is recommended that they are re-tested for COVID-19 and continue to isolate.
 - If the results are NEGATIVE, the individual must continue to self-isolate for 14 days from the last exposure and are feeling well.
 - If the results are POSITIVE, they must continue self-isolating for 10 days from the day their symptoms started and until the clearance criteria has been met.

Admissions/Transfers:

- Admissions of new residents or readmissions must be approved by Public Health on a case-by-case basis. New admissions and readmissions during a COVID-19 outbreak are generally not recommended until the outbreak is over.
- Advise Provincial Transfer Authorization Centre (PTAC) of the facility outbreak if a resident is transferred to hospital.
- Advise hospital if resident being transferred is line listed.

Staffing:

- Notify external service providers of the COVID-19 outbreak (e.g. chiropody, oxygen supply, CCAC/private duty nurses, physiotherapy, pharmacy, etc.).

Essential Visitors:

- Essential visitors may enter the home during an outbreak but visiting multiple residents is not permitted.
- Essential visitors must perform hand hygiene when entering and exiting the home, and when leaving their loved one's room.
- Essential visitors must wear a medical mask and maintain physical distance of at least 2 metres during their visit when an outbreak is declared.
- If an essential visitor is visiting a resident in the outbreak area, additional PPE will be required (i.e., medical mask, eye protection, gown, and gloves depending on the task).

Communication:

- Communicate the COVID-19 outbreak status and control measures to staff and family members.
- Public Health will provide you with an outbreak notice to post on the main door of the facility.

Discontinuing Control Measures:

- Discontinue COVID-19 outbreak control measures only when Public Health has declared the outbreak over.