COVID-19: GUIDELINES FOR OUTBREAK LINE LISTS, DAILY UPDATE FORM, AND HOSPITALIZATION AND DEATH TABLE

Introduction	The outbreak line list, daily update form and hospitalization and death table are legal documents to help track and manage an outbreak. A line list is a table that contains key information about each individual case, contact, and symptomatic staff or resident in an outbreak, with each row representing a case and each column representing a variable such as symptoms, testing, hospitalization, deaths and precautions.
How these documents are used in outbreak management	The information included in a line list describes an outbreak in terms of person(s), place, and time. A well-constructed line list will summarize the known information, allowing for quick identification of trends, and missing information. The daily update form provides a summary of concerns, changes to line lists and case and immunization counts. The hospitalization and death table provides a summary of hospitalization and death details in the facility during an outbreak. These forms are intended to provide a daily log of any changes and support coordination between facility and outbreak investigators. Please ensure your line lists, daily update form, and hospitalization and death table are legible and include full legal names of staff and residents. These forms do not replace daily calls and meetings with your outbreak investigator. An investigator will be reviewing your documents daily and may follow up with you to clarify details and provide further guidance as needed.
Submit daily	Facilities in outbreak are expected to send the line list, daily update form, and hospitalization and death chart to the COVID-19 Outbreak Team daily (including weekends and holidays) via secured FTP link (preferred – provided upon request), or faxed to 905-762-2119, before noon (12:00pm), until the outbreak is declared over, including the day the outbreak could be declared over. Should your line list be delayed for any reason, please let your investigator know as soon as possible.

York Region

Line list, Daily Update form and hospitalization and death table Best Practices	The line list, daily update form, and hospitalization and death table must be submitted each day even if there are no changes or additions made. Please ensure that line list is legible, comprehensive, organized, and is sent in order of page numbers (if faxed).
	It is recommended to designate one person to update and send the line list daily, including weekends and holidays. Please ensure there is a plan in place for situations when this individual is not available.
► Organizing by staff and residents, and by units of the facility	For each new page of the line list, please ensure you indicate the unit/floor it is associated with and whether the page is for residents or staff (including agency staff and visitors). To help organize the staff and residents to their associated units/floors, please also start new line list pages for each new unit affected.
	For example, if there is a multi-unit outbreak affecting both residents and staff, please use new pages for staff and residents, for each unit (ex. Unit A staff list; Unit A resident list; Unit B staff list; Unit B resident list, etc.)
► Who to include on Line List	Facilities should add individuals (residents and staff, including visitors, or agency staff) to the line list that fit the following criteria:

- Individuals who tested positive since the beginning of the outbreak

- Individuals who are presenting with COVID symptoms. See COVID-19 Reference Document for Symptoms for typical and atypical symptoms compatible with COVID-19

- Identified close contacts of the symptomatic or lab-confirmed case (roommates, coworkers, etc.)

- Residents who recently transferred to the facility from short term or temporary absences during an outbreak. See Directive #3 for Long-Term Care Homes.

Note: individuals with pending surveillance test results that have not been exposed to a confirmed or probable case should not be included on the line list

Please list cases in chronological order based on symptom onset or test date (if asymptomatic). Facilities may also use the case number column on the line list to keep organized to easily reference individuals on the line list (ex. Client 3 on page 4).

► Recording	Ensure that all data is recorded in the appropriate columns. If more details are available, please use the comment section. This includes last day worked, units worked, deaths and hospitalizations.

► Errors and Deleting	Do <u>not</u> delete cases from the line list when they have recovered. If you are completing the line list on paper and an error is made, draw a line through it and initial it.
► Clearance date and return to work date	Record the clearance and return to work date for staff and residents in the comment column as instructed by your investigator. For further guidance on return to work see <u>Quick Reference Public Health Guidance on Testing and Clearance</u>

Last update: March 17, 2021