

## Outbreak Control Measures Checklist for Facilities\*

<b>Communication</b>
<input type="checkbox"/> Communication to staff, residents and visitors of outbreak and affected areas
<input type="checkbox"/> Communication of outbreak to any receiving facility (e.g., doctor's office, hospital) if a resident is leaving the facility
<input type="checkbox"/> Outbreak notification signage is posted (e.g., in affected areas, at facility entrances)
<input type="checkbox"/> Staff are familiar with facility outbreak policies (e.g., not working when sick, when to return)
<input type="checkbox"/> Group activities are cancelled and appointments for ill residents are rescheduled if possible
<b>Hand Hygiene</b>
<input type="checkbox"/> Staff follow proper hand hygiene procedures
<input type="checkbox"/> Staff and visitors are educated on performing hand hygiene properly - hand washing using soap and water and using alcohol-based hand rub (ABHR) to clean hands
<input type="checkbox"/> ABHR (70-90% alcohol) is not expired and available (e.g., at facility entrances, entrances to dining areas, nursing/work stations, outside residents' rooms during an outbreak, as required)
<input type="checkbox"/> How to properly apply ABHR signs are posted where ABHR dispensers are located
<input type="checkbox"/> Hand washing procedure signs are posted where hand sinks are located
<b>Personal Protective Equipment</b>
<input type="checkbox"/> Personal protective equipment (PPE) supplies (e.g., gloves, gowns, masks, eye protection) are readily available to staff and visitors (e.g., cart outside of ill resident rooms, at nursing/work station, office)
<input type="checkbox"/> Staff know where PPE supplies are stored and have unrestricted access
<input type="checkbox"/> Staff and visitors are given direction on when to use PPE
<input type="checkbox"/> Staff and visitors are given direction on how to put on and take off PPE
<input type="checkbox"/> Staff and visitors do not wear PPE in common areas and discard used PPE in garbage bag inside ill resident's room
<input type="checkbox"/> PPE posters are placed where staff and visitors can see them
<input type="checkbox"/> Precaution signs (e.g., droplet, contact, droplet/contact) are posted outside ill resident rooms
<input type="checkbox"/> <i>Respiratory Outbreak</i> : appropriate PPE is worn coming within 2 metres of an ill resident
<input type="checkbox"/> <i>Enteric Outbreak</i> : appropriate PPE is worn when entering an ill resident's room based on risk assessment and activities to be performed
<b>Surfaces &amp; Equipment Cleaning and Disinfection</b>
<input type="checkbox"/> Basic cleaning principles are followed (e.g., working from clean to dirty; high to low areas)
<input type="checkbox"/> A 2-step process (i.e., clean then disinfect using a high-level disinfectant) is implemented for all high-touch surfaces and shared equipment (e.g., stethoscopes, BP cuff) after each use
<input type="checkbox"/> Manufacturer's directions are followed on how to prepare, store and use cleaning and disinfecting products
<input type="checkbox"/> A high-level disinfectant with a claim against non-enveloped viruses is being used in common areas, ill resident rooms and bathrooms
<input type="checkbox"/> Disinfectants are left on surfaces for the required contact time as per manufacturer's directions
<input type="checkbox"/> Increased frequency of cleaning and disinfection in common areas and outbreak areas (e.g., ill resident rooms, units with several ill residents) with a focus on high-touch surfaces (e.g., table tops, chair arms, door knobs, hand rails, elevator buttons)
<input type="checkbox"/> Symptomatic resident rooms are cleaned and disinfected at least daily and as required
<input type="checkbox"/> Fresh cloth is used for cleaning each resident space; no 'double-dipping' of cloths if a bucket is used
<input type="checkbox"/> Dedicated equipment for symptomatic residents if possible (e.g., commode, stethoscope, BP cuff)
<input type="checkbox"/> <i>Enteric Outbreak</i> : cleaning and disinfection of washrooms is enhanced (e.g., after each use for shared washrooms)

\* Facilities include Long-Term Care Homes, Retirement Homes, Group Living Residences, Homes for Special Care, Lodging Houses, Shelters and Children's Residences.

For further information, please call  
**York Region Public Health Health Connection at 1-800-361-5653 or visit [www.york.ca](http://www.york.ca)**

## Resources Available

To print copies of the following resources, please visit [www.york.ca/infectionprevention](http://www.york.ca/infectionprevention)

Click on 'Preventing Infections' > 'Health Professional Resources' (bottom of page) and then filter by category 'Institutional Settings':

- PPE Poster
- Outbreak STOP Sign
- Droplet Precaution Sign
- Contact Precaution Sign
- Droplet/Contact Precaution Sign
- Correct Hand Washing Procedure Sign\*
- How to correctly use hand sanitizer Sign\*
- Proper Cleaning & Disinfecting Practices Poster
- Daily Cleaning Checklist for Ill Resident Rooms During an Outbreak

\*In long-term care homes and retirement homes, the *Just Clean Your Hands (JCYH)* resources from *Public Health Ontario* should be used in resident and staff areas of the facility.

**To obtain the JCYH resources click below:**

<http://www.publichealthontario.ca/en/BrowseByTopic/InfectiousDiseases/JustCleanYourHands/Pages/Just-Clean-Your-Hands.aspx>

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