LTCH, RH & Independent Living Settings: Guidelines for Outbreak Line Lists

Halton Region Public Health applies a **line list first reporting approach during regular business hours.** If you suspect or have confirmation of a respiratory and/or enteric outbreak, report via line list using the reporting methods outlined below.

Outside of regular business hours, contact Halton Region Public Health by calling 311.

Introduction & Purpose

- The outbreak cover sheet and line list help to track and manage an outbreak.
- The cover sheet provides a summary of concerns and high-level changes to the line list.
- An investigator will review your documents and will follow up with you to clarify details and provide further guidance, as needed.

Submit Daily

- Please submit a completed cover sheet **and** line list daily by 12pm to Halton Region Public Health via fax (905-825-1009) or using Halton Region's online portal, until the outbreak is declared over.
- If your preferred method for completing and submitting the line list is:
    - Handwritten and submitted by fax: access this cover sheet and line list template.
    - Electronic and submitted via the portal: use the Excel line list.

Best Practices

- It is recommended to designate one person to update and send the line list. Ensure there is a plan in place for situations when this individual is not available.
- Keep separate line lists: one for residents (separated by home area), and one for staff.
- Only include residents/staff who meet the case definition, as indicated on the cover sheet.
    - Once an individual has met case definition, we do not require an update on symptom progression. Complications and resolved date must be included, as applicable.
- **Do not** delete cases from the line list once they have resolved.
- **Enteric Outbreaks:**
    - Record the resolved date on the line list 48hrs after the date when the last symptom occurred.

If you have any questions regarding how to complete the cover sheet and line list, please contact your Halton Region Public Health outbreak investigator.