

Acute Care Outbreak Checklist:

Viral Respiratory Illness (VRI)/Gastrointestinal Illness (GI)

Unit: **Organism:** **Date:**
Unit funded beds: **Current unit census:**
Number of patients currently symptomatic:
Number of new symptomatic patients today:
Description of common symptoms (listed below):
Staff illness reports:
Last symptom onset date:

1. OUTBREAK ACTIVATION

- ☐ Confirm outbreak declaration with IPAC
 - ☐ Post [outbreak signage](#) at all entrances
 - ☐ Notify staff, physicians, and site leadership
 - ☐ Start/maintain outbreak [line List](#)
 - ☐ Masking for all staff and visitors in **all areas** upon entering the unit if **VRI**
 - ☐ Implement all IPAC-directed outbreak control measures
- Examples: No hallway patients, Restricted admission criteria

2. PATIENT MANAGEMENT (Safety Huddle)

- ☐ All cases on appropriate additional precautions
- ☐ Review admissions with IPAC/MM
- ☐ Review cohorting/isolation requirements
- ☐ Monitor exposed patients for symptoms
- ☐ Ensure testing completed as directed
- ☐ Report new symptomatic patients to IPAC immediately

3. STAFFING & OPERATIONS

- ☐ Review staffing levels for each shift
- ☐ Monitor staff illness and exposures
- ☐ Reinforce outbreak expectations during huddle

4. ENVIRONMENTAL SERVICES

- ☐ Verify enhanced cleaning is occurring for each shift
- ☐ Verify high-touch surfaces receive additional cleaning
- ☐ Ensure shared equipment is cleaned between users
- ☐ Restrict shared equipment where possible

5. PATIENT FLOW & VISITORS

- ☐ Provide [Disclosure Script](#) to patients being admitted to the unit
- ☐ Review admissions and transfers with IPAC/Site Leadership
- ☐ Restrict patient movement as directed
- ☐ Enforce visitor restrictions if indicated by IPAC/Medical Microbiologist

6. DAILY OUTBREAK HUDDLE

- ☐ Hand hygiene compliance reinforced
- ☐ Unit decluttered
- ☐ Test results reviewed
- ☐ Staffing concerns addressed
- ☐ PPE stock checked
- ☐ Cleaning compliance reviewed

Symptom Description Legend: New or Worsening Cough = **C**, Fever = **F**, Shortness of Breath = **SOB**,
 Runny Nose = **R**, Sore Throat = **S**, Malaise = **M**, Myalgia = **My**, Headache = **H**, Nausea = **N**, Vomiting = **V**,
 Diarrhea = **D**, Bloody Diarrhea = **BD**, Abdominal Pain = **AP**