

## Outbreak Pre-season Planning UNIT Checklist – Acute

Date when full Checklist completed: _____		
ACTIONS		COMMENTS
<b>1.</b> Identify Outbreak Leader and Date document completed.  Outbreak Lead Name/Title: _____  Outbreak Lead Alternate: _____		
<b>2.</b> Encourage Healthcare Provider (HCP) immunizations as recommended and ensure status is documented. Reinforce with HCPs not to come to work when ill.		
<b>3.</b> Assess the status of HCP N95 fit testing, document, and arrange further fit testing if needed.		
<b>4.</b> Ensure WH&S N95 fit testing as per <a href="#">Manager's Guide to Fit Testing</a>		
<b>5.</b> Assess current HCP competence in performing nasal pharyngeal swabs. Arrange in-service for HCP needing initial or refresher training for this skill.		
<b>6.</b> Unit is decluttered daily to allow for appropriate cleaning and disinfection.		
<b>7.</b> Ensure access to adequate stock (i.e., Personal Protective Equipment (PPE)/ isolations carts/ linen hampers/cleaning & disinfectant wipes/garbage cans/Additional Precaution signs and Alcohol Based Hand Rub (ABHR)) to manage an outbreak.		
<b>8.</b> Confirm location of hand hygiene and respiratory stations and if they are complete and in working order.		
<b>9.</b> Review with Infection Preventionist (IP), the environmental audit and actions needed to improve compliance with standards. Identify an action plan for priority actions e.g., decluttering, confining, and containing clean linen, separation of clean and soiled equipment, cleaning & disinfecting multi-use equipment, etc.		
<b>10.</b> Check with IP following Hand Hygiene/PPE demonstrations any concerns regarding compliance, systems problems, and follow-up with action plan. Ensure HCPs have completed iLearn module on Hand Hygiene.		
<b>11.</b> Ensure sufficient lab supplies are available and are not expired.		
<b>12.</b> Ensure HCP receive outbreak education sessions on their roles and responsibilities during an outbreak. It is important to ensure all HCPs are aware of the importance of their roles in preventing outbreaks as well as managing them.		
<b>13.</b> Check with IP daily regarding compliance with the basic infection prevention and control procedures that both prevent, manage, and control the spread of infectious organisms.		