

Outbreak Debrief Tool for Congregate Living Settings

Facility Type:	Facility Name:
Date of Debrief:	Outbreak #:

Outbreak Management Team Attendance

Clinical Leadership	IPAC & Occupational Safety
<input type="checkbox"/> Director of Care: <input type="checkbox"/> Associate Director of Care: <input type="checkbox"/> Resident Care Manager: <input type="checkbox"/> Medical Director: <input type="checkbox"/> Nurse Practitioner:	<input type="checkbox"/> IPAC Manager: <input type="checkbox"/> IPAC Lead: <input type="checkbox"/> Occupational Health:
Environmental Services	Dietary/Food Services
<input type="checkbox"/> Environmental Service Manager:	<input type="checkbox"/> Dietary Manager:
Public Health	Other Departments
<input type="checkbox"/> Public Health Outbreak Coordinator: <input type="checkbox"/> IPAC Hub Lead:	<input type="checkbox"/> JOHSC: <input type="checkbox"/> Recreational Therapy: <input type="checkbox"/> Pharmacy <input type="checkbox"/> Other:

Outbreak Summary

Type of Outbreak	Total Resident Cases
Date Declared	Total Staff Cases
Date Declared Over	Total Resident Census (for affected unit(s))
Units Affected	Total Staff Census
Number of Hospitalizations	Number of Deaths

Outbreak Debrief Minutes

Steps	Discussion Points	Things That Went Well	Challenges and Areas of Opportunity	Recommendations for Improvement
Outbreak Detection & Surveillance Systems	<ul style="list-style-type: none"> • Daily Surveillance & Case Finding • Reporting and Notification 			
Initiation of Additional Precautions	<ul style="list-style-type: none"> • Signage • PPE Caddies • Waste Disposal 			
Management of Cases & Contacts	<ul style="list-style-type: none"> • High Risk Contacts • Tablemates • Caregivers • Staff 			
Outbreak Management Team	<ul style="list-style-type: none"> • Meeting Frequency • Attendance 			
Outbreak Measures	<ul style="list-style-type: none"> • Outbreak Checklist • Audits • Signage • Cohorting • Visitors 			
Testing & Specimen Collection	<ul style="list-style-type: none"> • Specimen Results • Turn-around Time for Lab 			
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Supply & Stock • N95 Fit Testing 			

Antiviral Treatment & Prophylaxis	<ul style="list-style-type: none"> • Eligibility • Prescribing • Access & Supply 			
Educational Needs	<ul style="list-style-type: none"> • Resident/Staff/Visitor 			
Environmental Cleaning	<ul style="list-style-type: none"> • Auditing • Frequency 			
Declaring Outbreak	<ul style="list-style-type: none"> • Timely reporting 			
Other				

Action Items

Action Item	Responsible Person	Due Date

Additional Comments

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