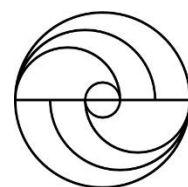




Fall Preparedness Package

Preparing for Respiratory Season 2025-26



Lakelands
Public Health

Fall Preparedness Checklist for Congregate Living Settings

This checklist is intended to support fall preparedness planning for the respiratory season. It was developed by Lakelands Public Health to assist facilities in reviewing key components related to infection prevention and control, outbreak preparedness, and staff and visitor management.

1	Planning and Preparedness	Y	N	N/A	Comments
1.1	Liaisons with Lakelands Public Health and IPAC Hub are identified with clear communication plans.	☐	☐	☐	
1.2	An outbreak management team is established, and members are included in fall preparedness planning.	☐	☐	☐	
1.3	Policies and procedures are updated annually and as needed.	☐	☐	☐	
1.4	Adequate stock of Personal Protective Equipment (PPE) is available and has not expired. • Medical masks • N95 respirators • Face shields/goggles • Gloves • Gowns	☐	☐	☐	
2	Visitors	Y	N	N/A	Comments
2.1	Visitor policies are updated and reflect current provincial guidance (e.g., filling-in of logs by all visitors and maintenance of logs).	☐	☐	☐	
2.2	Passive screening signage posted at the building entrance, communicating visitors to stay home if sick.	☐	☐	☐	
3	Staff Management	Y	N	N/A	Comments
3.1	The current staff contact list is maintained.	☐	☐	☐	
3.2	Back-up staff members are identified to support or cover during absences.	☐	☐	☐	
3.3	Healthy workplace policy is in place, whereby symptomatic staff should not present to work.	☐	☐	☐	
4	Vaccination	Y	N	N/A	Comments
4.1	There is a vaccination policy in place regarding immunization of staff/volunteers and residents/clients.	☐	☐	☐	
4.2	Staff responsible for vaccine storage and handling have reviewed Vaccine Storage and Handling Guidelines .	☐	☐	☐	
4.3	Routine fall vaccinations are ordered. • HKPR Vaccine Order Form • PPH Vaccine Order Forms	☐	☐	☐	

4.4	Vaccination records for residents/clients and staff/volunteers are maintained.	☐	☐	☐	
5	Outbreak Management	Y	N	N/A	Comments
5.1	Timely communication with assigned Lakelands Public Health district to report a suspected or confirmed outbreak: - Northumberland/Haliburton/Kawartha Lakes: outbreaks@hkpr.on.ca OR 1-866-888-4577 ext. 1232 - Peterborough: Outbreak Reporting Form	☐	☐	☐	
5.2	Line lists are maintained and updated regularly.	☐	☐	☐	
5.3	Mechanism for contacting families regarding outbreak status.	☐	☐	☐	
5.4	Supply of nasopharyngeal (NP) swabs and enteric kits for outbreak testing in the facility. - Pick-up is available at all Health Unit offices during business hours, Monday to Friday 0830-1630 - Ensure correct Respiratory Test Requisition is used	☐	☐	☐	
5.5	Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings guidelines are reviewed.	☐	☐	☐	
5.6	Outbreak plans are reviewed with all management staff.	☐	☐	☐	
6	Treatment and Prophylaxis	Y	N	N/A	Comments
6.1	Antiviral policy in place referencing the MOHLTC Outbreak Guidelines.	☐	☐	☐	
6.2	Obtain consent and prescription for antiviral medication use in advance.	☐	☐	☐	
6.3	Timely administration of treatment/prophylaxis for COVID-19 or Influenza cases/outbreaks only: Paxlovid: as soon as possible, maximum within 5 days of symptom onset Tamiflu (treatment): as soon as possible, ideally within 2 days of symptom onset Tamiflu (prophylaxis): once outbreak is declared	☐	☐	☐	
7	Surveillance and Monitoring	Y	N	N/A	Comments
7.1	Daily surveillance of resident/client symptoms is in place.	☐	☐	☐	
8	Infection Prevention and Control	Y	N	N/A	Comments
8.1	Training of staff in relevant IPAC procedures (e.g., use of PPE, PCRA, hand hygiene, additional precautions).	☐	☐	☐	

8.2	Hand sanitizer is available at all entrances for staff, visitors and residents/clients entering the building.	☐	☐	☐	
8.3	Appropriate cleaners and disinfectants with required claims are available and are being used according to the manufacturer's instructions for safe use.	☐	☐	☐	
8.4	High-touch surfaces are cleaned and disinfected with appropriate frequency (twice daily during outbreaks).	☐	☐	☐	
8.5	IPAC practices are audited on a regular basis and at an increased frequency during outbreaks.	☐	☐	☐	

If you require support, please contact your assigned IPAC Hub Specialist or email ipachub@lakelandsph.ca

Outbreak Debrief Tool for Congregate Living Settings

Outbreak Debrief Tool			
Facility Type:	Facility Name:	Date of Debrief:	OB #:
Outbreak Management Team Attendance			
Clinical Leadership		IPAC & Occupational Safety	
☐ Director of Care: ☐ Associate Director of Care: ☐ Resident Care Manager: ☐ Medical Director: ☐ Nurse Practitioner:		☐ IPAC Manager: ☐ IPAC Lead: ☐ Occupational Health:	
Environmental Services		Dietary/Food Services	
☐ Environmental Service Manager:		☐ Dietary Manager:	
Public Health		Other Departments	
☐ Public Health Outbreak Coordinator: ☐ IPAC Hub Lead:		☐ JOHSC: ☐ Recreational Therapy: ☐ Pharmacy ☐ Other:	
Outbreak Summary			
Type of Outbreak			
Date Declared			
Date Declared Over			
Units Affected			
Total Resident Cases			
Total Staff Cases			
Total Resident Census (for affected unit)			
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	○ Daily surveillance/case finding ○ Reporting and notification			
Initiation of Additional Precautions	○ Signage ○ PPE caddies ○ Waste disposal			
Management of Cases & Contacts	○ High risk contacts ○ Tablemates ○ Caregivers ○ Staff			
Outbreak Management Team	○ Meeting frequency ○ Attendance			
Testing & Specimen Collection	○ Specimen results ○ Turn-around time for lab			
Personal Protective Equipment (PPE)	○ Supply & stock ○ N95 fit testing			
Antiviral Treatment & Prophylaxis	○ Eligibility ○ Prescribing ○ Access & supply			
Outbreak Measures	○ Outbreak checklist ○ Audits ○ Signage ○ Cohorting ○ Visitors			
Educational Needs	○ Resident/staff/visitor			
Environmental Cleaning	○ Auditing ○ Frequency			

Declaring Outbreak	○ Timely reporting			
Other				
Action Items				
Action Item	Responsible Persons		Due Date	
Additional Comments				