

GUIDELINES FOR COMPLETION OF THE INSTITUTIONAL OUTBREAK LINE LIST

1. Print legibly or complete electronically.
2. Report illness on a line list for the previous 24-hour period, midnight to midnight (0001hrs – 2400hrs).
3. Complete and fax line lists to 613-933-7930 or email to lrc@eohu.ca each day until the outbreak is declared over regardless of any changes.
4. Refrain from adding cases of various units/floors onto the same line list and instead create one line list per unit/floor.
5. Enter the following information:
 - Contact information about your institution/facility.
 - Indicate the unit/floor that is on outbreak.
 - Identify the type of outbreak; respiratory or enteric.
 - Distinguish whether the line list is for residents/patients or staff.
 - Add the outbreak number once it is provided by the EOHU.
 - The date the outbreak was declared.
6. Enter the following demographic information for Case Identification and Information:
 - Number of cases chronologically in the far-left column
 - Name
 - Date of birth
 - Room number – resident*/patient only
 - Date of last day of work – staff only

*Please note: only list residents once on the line listing.
7. Fill in the date of symptom onset and the date precautions started under Case Identification and Information. Date precautions started refers to the date the resident began isolating or was placed on droplet and/or contact precautions.

Completion of this column is important because it will help determine if an outbreak exists. These dates will be important later when determining if the outbreak can be declared over.
8. In the Symptoms section:
 - Click on the appropriate box for each symptom identified for the case.
 - For symptoms of vomiting and/or diarrhea please indicate if the case has had 2 or more episodes within 24hrs in the appropriate column using “Y” for yes or “N” for no.
 - Record symptoms observed within a 24-hour period.
 - Only include a symptom if it is new or if it is unusual for the resident. For example, if Mrs. Smith always has runny stools due to a chronic medical condition, it would not be noted here.

Please ensure to meet case definition criteria for each type of outbreak (COVID-19, respiratory, or enteric). Certain types of outbreaks consider an individual with a single symptom as a case in an outbreak whereas others may require 2 or more symptoms to be considered a case in an outbreak.
9. In the Interventions section:
 - Indicate the date the specimen was collected (stool or swab) in the proper column
 - Record using “Y” for yes or “N” for no, whether the case has received their annual influenza vaccine and RSV vaccine
 - Include the number of COVID-19 doses (1-4) the case has received and indicate whether they’ve received the Bivalent vaccine using “Y” for yes or “N” for no
 - Indicate if the case has received any antivirals using “Y” for yes or “N” for no and specify using the initial “T” or “P” if patient received Tamiflu or Paxlovid
10. Under Complications, note using “Y” for yes or “N” for no, any pneumonias confirmed by chest x-ray and provide the date for any emergency visits, hospitalizations or deaths.

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If you require this information in an alternate format, please call 1 800 267-7120 and press 0.

11. In the Test section, please indicate the RAT and/or PCR results; positive (+) or negative (-). If the column(s) are left blank, the investigator will assume the test(s) has/have not been completed.
12. Fax completed line lists daily before 10:00 a.m. to the EOHU at 613-933-7930 or email at LTC@eohu.ca.
13. Continue to add new cases which meet case definition to the original line list. When the page is filled add an additional form. Do not remove any cases and instead strikethrough any individuals that are no longer deemed part of the outbreak.
*Examples of an individual no longer deemed part of outbreak include a case who was found to be community acquired or a case who isn't epi linked)
If a case's symptom(s) have restarted after being resolved, update the date precautions discontinued rather than adding them in as a new case on the line list. If this situation occurs for a case who has been treated with antivirals, please connect with lrc@eohu.ca for further directions.
14. Under the Case Identification and Information section, the following columns must be completed to determine when the outbreak can be declared over:
 - Date symptom free
 - Date precautions are discontinued

Please ensure proper legibility of the information included on the line lists as these are legal documents.

