

RESPIRATORY OUTBREAK UPDATE FORM

Please send Monday-Friday (excluding statutory holidays) to YRPH. include this completed form each time a line list is submitted by fax (905-660-4889) or secure FTP site. For more questions, please contact your assigned investigator.

Outbreak #:		
Facility Name:		
Facility Response:		
Today's Date:		
Name and contact details of individual completing outbreak update form and line list:		
Total# of line list pages:		
Today's Key Concerns:		
No concerns today:		
Concerns identified (e.g. staffing concerns, IPAC, PPE supplies, PPE breaches, etc.):		
Line List Updates for Today:		
No changes today to the line list:		
Any changes to today's line list: <ul style="list-style-type: none"> Please indicate any new cases, new symptomatic individuals, hospitalizations and deaths with corresponding line list page number and line list client number 		
Cumulative (Total) Counts:	Resident	Staff
Total # of Cases:		
Total # of related deaths:		
Total # of hospitalizations:		
<i>Please ensure that each new hospitalization and death are recorded in the Hospitalization and Death Outbreak chart and faxed and included in the line list.</i>		
IPAC and Precautions in Place:		
Last IPAC inspection date:		
Units/floors on droplet contact precautions:		
Testing Details:		
Next surveillance testing date(s):		
	Resident	Staff
# of pending COVID-19 surveillance tests:		
# of pending MRVP surveillance tests:		
# of pending FLUVID surveillance tests:		
# of pending case/contact tests:		
Vaccination Details:		
Next immunization date(s):		
	Resident	Staff
# of pending vaccinations to be administered:		

Institution Name: _____

Outbreak number: 2270- 20____ - _____

Hospitalization and Death Chart

Note: The intent of this chart is to track hospitalizations and deaths throughout the duration of the outbreak. For each new hospitalization or death, facilities should keep this chart up to date as the details below become available.

Demographics			Hospitalization						Death			
Room number	Resident / patient name	Date of birth (yyyy/mm/dd)	Admission date (yyyy/mm/dd)	Name of hospital	Reason for hospitalization	Admitted to ICU (yyyy/mm/dd)	Outbreak related (Y/N)	Date of discharge (yyyy/mm/dd)	Date of death (yyyy/mm/dd)	Cause of death	Outbreak related (Y/N)	Post mortem swab collected (Y/N)

List of Hospitals	<ul style="list-style-type: none"> - Cortellucci Vaughan Hospital - Mackenzie Health Richmond Hill Hospital - Markham Stouffville Hospital - Southlake Regional Hospital 	<ul style="list-style-type: none"> - Branson Ambulatory Care Centre - Hospital for Sick Children - Humber River Regional Hospital (specify site) - Michael Garron Hospital - Mount Sinai Hospital - North York General Hospital 	<ul style="list-style-type: none"> - Princess Margaret Hospital - Royal Victoria Regional Health Centre - Scarborough & Rough Hospital (specify site) - Sunnybrook Health Sciences Centre - St. Michael's Hospital - St. Joseph's Health Sciences Centre 	<ul style="list-style-type: none"> - Toronto General Hospital - Toronto Western Hospital - Trillium Health Centre West Park Hospital - William Osler Hospital (specify site) - Women's College Hospital
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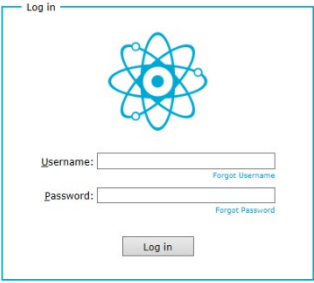

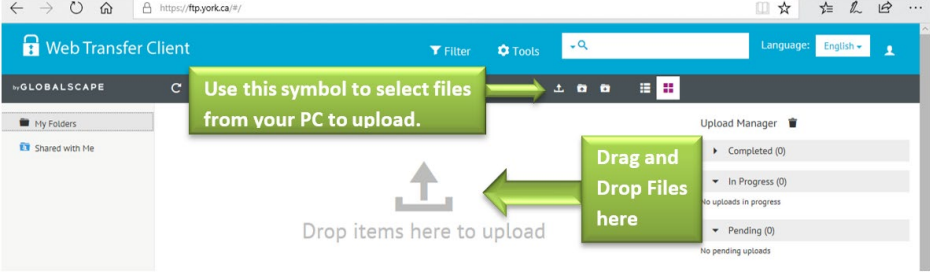
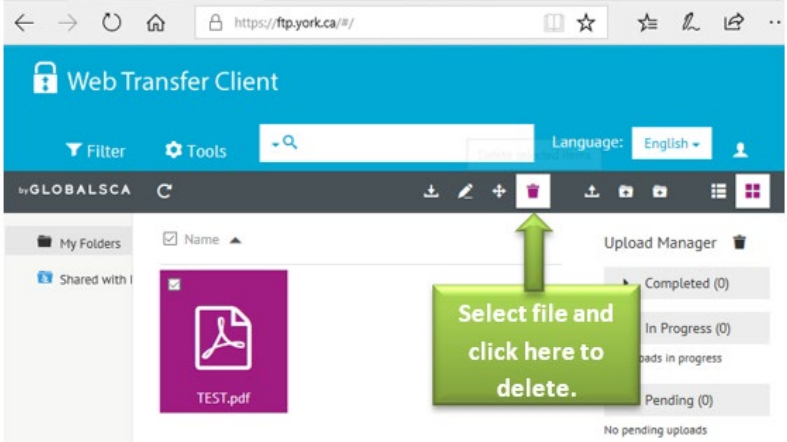
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STEPS FOR UPLOADING OUTBREAK DOCUMENTS TO YORK REGION SECURE NETWORK (FTP SITE)

Instruction	Screenshot
<p>1. Use the login details (username and password) provided in the Outbreak Information email to login to your account at our York Region Secure Network (FTP) Portal:</p> <p>a. https://ftp.york.ca/EFTClient/Account/Login.htm</p>	
<p>2. Once you have logged in, you will be taken to the secured website.</p> <p>a. You can drag and drop the files from your computer into the Dropbox OR you can click on the Upload Symbol  to select files to share from your computer.</p> <p>b. Ensure file is saved with the outbreak number associated with your workplace and the name of your workplace (e.g. 2270-2020-00553 – Name of Facility – Daily Update Form, Line List, and Hospitalization and Death Table).</p>	
<p>3. If you uploaded the wrong file, select it and click on the garbage bin symbol to delete it from the drop box.</p>	
<p>4. Contact your investigator by e-mail or phone call to inform them you have added documents to the secured site.</p>	