

Leamington Mennonite Home
Long Term Care

**INFECTION CONTROL
POLICY AND PROCEDURE**

CATEGORY: Outbreak Management	SUBJECT: Daily Outbreak Line List	SECTION: F POLICY: 3
DATE: July 12, 2022	Administrator's Signature: _____ <i>J. M.</i>	
REVISION DATES: November 2023	IPAC Lead's Signature: _____ <i>L. Coppola, R.N.</i>	

DAILY OUTBREAK LINE LIST

POLICY:

The outbreak line list report is submitted to the Public Health Unit (PHU) during a confirmed outbreak.

PROCEDURE:

The Infection Prevention & Control Lead or designate will:

- 1) Complete the Infection Control Line List Record Form daily.
- 2) Send (email or fax) the form to the local PHU before 1000 hours each day.
- 3) Complete for the previous weekend's line list on Monday and submit by email or fax.
- 4) Retain copies of all Line List Reports in the outbreak file.