


WORK STANDARD	 Saskatchewan Health Authority		Title: COVID-19 Outbreak Notification and Reporting Process for Suspect and Confirmed Outbreaks in Health Care Facilities Role Performing Activity: Medical Health Officers (MHO), Public Health Communicable Disease Nurses (PHN), Infection Control Practitioners (IPAC)
	Location: Saskatchewan Health Authority	Department/Unit: All SHA Health Care Facilities	
	Document Owner: Infection Prevention and Control	Date Prepared: December 10, 2020	
	Last Revision:	Date Approved: December 14, 2020	
	Related Policies/Documentation Saskatchewan Communicable Disease Control Manual https://www.ehealthsask.ca/services/Manuals/Documents/cdcsection2.pdf#page=12		

Work Standard Summary: This work standard outlines the process for reporting and communicating COVID-19 outbreaks (suspect and confirmed) to the Saskatchewan Health Authority (SHA) and Ministry of Health (MoH).

Definitions:

Suspect COVID-19 outbreak: One individual with laboratory confirmed COVID-19 who may have acquired or transmitted SARS-CoV-2 in a non-household setting will trigger a public health investigation to determine whether an outbreak exists.

Confirmed COVID-19 outbreak: Two or more individuals with laboratory confirmed COVID-19 for whom the MHO has determined that transmission likely occurred within a common non-household setting.

Non-household settings include but are not limited to: hospitals, long-term care and integrated facilities, personal care homes, correctional facilities, homeless shelters, group homes, congregate/communal living settings, mass gatherings, events, workplaces, places of worship, daycares, universities, colleges and schools.

Essential Tasks:	
1.	Medical Health Officer (MHO) receives a report of a COVID-19 case in a non-household setting.
2.	MHO initiates a public health investigation. <ul style="list-style-type: none"> • Public Health assigns an outbreak number as follows: <former health region 3-4 letter acronym> - <four digit calendar year> - <three digit sequential number beginning at 001> (e.g., SCHR-2020-001).

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3. MHO or designate emails initial notification report to (see [Instructions for Completing the Outbreak Notification and Summary Report](#) document):

- SHAEOC@saskhealthauthority.ca
- cdc@health.gov.sk.ca
- SDCL.Outbreaks@health.gov.sk.ca
- CRU@health.gov.sk.ca
- OCMHO@health.gov.sk.ca
- Tami.Denomie@health.gov.sk.ca
- infectioncontrol@saskhealthauthority.ca
- derek.miller@saskhealthauthority.ca
- petrina.mcgrath@saskhealthauthority.ca
- pfcc@saskhealthauthority.ca
- ELT@saskhealthauthority.ca
- System Flow Coordination Center, when applicable
 - SFCC.LTCNorth@saskhealthauthority.ca
 - SFCC.North@saskhealthauthority.ca
 - sfcc.rural@saskhealthauthority.ca
 - SFCC.ReginaSaskatoon@saskhealthauthority.ca
- Appropriate Area Leads
- Integrated Area VP/Physician Executive
 - Northern:
 - andrew.mcletchie@saskhealthauthority.ca
 - stephanie.young@saskhealthauthority.ca
 - Rural:
 - karen.eamshaw@saskhealthauthority.ca
 - kevin.wasko@saskhealthauthority.ca
 - Urban:
 - sharon.garratt@saskhealthauthority.ca
 - rashaad.hansia@saskhealthauthority.ca
- ED(s) - Primary Care/Continuing Care/Acute Care
 - Refer to [ELT/SLT Contact Table](#)
- For confirmed outbreaks ONLY also include:
 - servicealerts@saskhealthauthority.ca
 - media@saskhealthauthority.ca

Note:

- E-mail notification applies to both suspect and confirmed outbreaks for all SHA operated facilities
- If the status of an outbreak has changed (i.e., a suspected outbreak is confirmed or an outbreak is declared over) the MHO or designate will update the notification report and email to listed recipients above.

4.	<p>MHO will work with SHA Communications to communicate the outbreak in as close to real time as possible.</p> <p>Pending location of the outbreak, co-operation with the Northern Inter-Tribal Health Authority (NITHA) and Indigenous Services Canada (ISC) may also be needed. SHA Communications will notify Ministry of Health Communications and keep them informed of any changes to the communications plan.</p> <ul style="list-style-type: none"> • MHO in conjunction with appropriate Area ED will arrange an internal notification memo to staff and physicians of the facility or site or area with links to resources for staff (e.g., staff QA, Safety Talk, script for patients calling the facility), if required. Include Academics and Learning (shastudentplacements@saskhealthauthority.ca). • SHA Communications posts outbreak service implications on the SHA Service Alerts page for SHA facilities. • SHA Communications issues external public notification regarding visitor restrictions in SHA facilities in the form of a provincial Public Service Announcement with posting to SHA website and social media channels, after first informing Ministry of Health Communications. • SHA Communications will work with Ministry of Health Communications to facilitate updating the government website (https://www.saskatchewan.ca/COVID-19).
5.	<p>The Final Outbreak Notification Report and Summary form must be completed and submitted by the MHO or designate WITHIN 30 days after outbreak is declared over.</p>

Supplies:

- [Outbreak Notification Report and Summary Form](#)
- [Instructions for Outbreak Notification and Summary Report](#)