**Checklist for Influenza Outbreaks in Long Term Care**

**Recognition, Reporting & Testing**

[ ]  Upon suspicion of an influenza outbreak, notify Maine CDC by calling 1-800-821-5821

[ ]  Obtain an outbreak number from Field Epidemiologists for identification purposes: #

[ ]  Maintain a line listing of symptomatic residents and staff

[ ]  Collect and submit specimens from affected residents and staff as soon as an outbreak is suspected.

[ ]  Follow HETL guidelines for specimen collection, handling, and transport; label specimens with outbreak #

[ ]  Notify facility medical director that an influenza outbreak is suspected

**Control Measures for Facility**

**Infection Control:**

[ ]  Re-offer vaccine to all unvaccinated staff and residents

[ ]  Institute droplet precautions for symptomatic residents

[ ]  Cohort ill residents as much as possible and suspend group activities

[ ]  Minimize resident and staff movement between affected and unaffected units/wards

[ ]  Enforce strict hand hygiene for all facility staff

[ ]  Supplement hand washing with soap and water with ethanol or alcohol-based hand sanitizers

[ ]  Begin treatment doses of antivirals to all symptomatic residents and staff, and begin prophylactic doses of antivirals to all residents and unvaccinated staff (within 48 hours)

**Environmental Controls:**

[ ]  Clean all high traffic areas and high touch items (i.e. faucets, door handles, and toilet or bath rails)

[ ]  Use EPA-registered disinfectants or detergents/disinfectants approved for use against influenza for routine cleaning and disinfection

**Administrative Controls:**

[ ]  Exclude ill staff from work for at least 24 hrs after symptoms have resolved without the use of anti-pyretics

[ ]  Suspend group activities as much as possible until after the outbreak is contained

[ ]  Post signage about the outbreak and proper hand hygiene

[ ]  Limit new admissions to a non-infected wing, or close to new admissions altogether

**Recommendations for Residents & Visitors**

[ ]  Encourage ill residents to stay in their room/apartment for at least 24 hours after symptoms resolve without the use of anti-pyretics

[ ]  Promote good hand hygiene for residents: after using the toilet, having contact with an ill individual, and before preparing food, eating or drinking

[ ]  Consider restricting visitation until the outbreak has subsided

**Internal and External Communications**

[ ]  Identify a single point of contact for internal communications

[ ]  Identify a single point of contact for external communications

[ ]  Notify staff of outbreak and control measures and conduct enhanced surveillance for ill staff

[ ]  Notify residents/guardians of outbreak and control measures and request ill residents report to nursing staff

[ ]  Consider a final communication to staff, residents, and guardians when the outbreak has resolved