

Child Care Centre Pre-Outbreak Checklist

The status of each task is identified by letter, (R) Reviewed (F/U) Follow-up Needed (N/A) Not Applicable

Outbreak Surveillance and Management	R	F/U	N/A
1. Routine illness surveillance carried out and recorded for staff and children in each room on appropriate form - "Routine Illness Surveillance Form"			
2. Routine illness surveillance form reviewed daily by a designated person			
3. Centre contacts Durham Region Health Department (DRHD) when outbreak suspected (for example illness above baseline)			
4. Centre has trained/designated staff to coordinate and manage outbreak control measures and ensure policies are in place			
5. Child Care Centre Outbreak Line Listing form readily available			
6. Outbreak Notification "Stop" sign(s) readily available to post on entrance door(s)			
7. Processes in place for isolation of ill children until pick up and exclusion of ill staff			
8. Policies in place for excluding ill children and staff and return of well children and staff to the centre			
Line List Form Expectations	R	F/U	N/A
9. Separate line lists for ill children and staff. List each child/staff ONCE			
10. All cases on line lists should meet case definition. Line lists completed appropriately, include outbreak number, rooms affected, dates, etc.			
11. Ensure line lists are updated and faxed daily to DRHD using the confidential fax number 905-666-1833			
Personal Protective Equipment (PPE)	R	F/U	N/A
12. Ensure appropriate PPE (gloves, gowns, masks, eye protection) is available (providing direct care to ill children, cleaning and disinfecting of blood/body fluids, etc.)			
13. If used, reusable eye protection cleaned and disinfected between uses, otherwise discard after each use			
Specimen Collection	R	F/U	N/A
14. Centre reviews with appropriate staff how to collect, store, submit specimens and inform parent/guardian of stool collection			
15. All specimen vials/containers must have minimum of three identifiers (full name, birthdate, collection date) that matches the lab requisition			
16. Specimen should be stored in a sanitary manner (separate from food, clearly labelled, sealed/clean bag, cooler bag), notify the Health Department for an immediate pick-up and delivery to the lab			
17. Retain food samples during enteric outbreak investigations (may be submitted for testing during a suspect foodborne illness outbreak)			
18. Store unused specimen kits in designated, accessible, known location for future use (check expiry dates before use)			
Immunization	R	F/U	N/A
19. Policies for immunization of staff recommended (for example, annual flu shot, up-to-date immunizations)			
Policies and Procedures	R	F/U	N/A
20. Centre has an exclusion policy for ill children and staff			
21. Centre has a contingency plan in the event of low staffing			
22. Centre reviews outbreak policies with staff annually and updates policies as necessary			
Environmental Cleaning and Disinfection	R	F/U	N/A
23. Ensure effective disinfectants are available (higher level disinfectants recommended during suspected outbreaks)			
24. Prepare for enhanced cleaning and disinfection and aware of proper use (type of products used, concentration, contact time) for frequently touched areas, toys and materials			
Communication	R	F/U	N/A
25. Centre has a communication plan to notify all staff, parents/guardians, visitors of outbreak information including infection prevention and control measures and post outbreak notification sign at entrance door(s) in a conspicuous location in a timely manner			