Outbreak Checklist

This checklist highlights the first and second priority objectives that should be completed within the first 24-72 hours of an outbreak. The Outbreak Checklist is not comprehensive. Please consult the [Long Term Care Rapid Response Recommendations](#) for more details to help guide your response.

First Priority (within 24 hours)

Contact Tracing

☐ Identify residents and staff who may have had [close contact](#)/[higher-risk exposure](#) to the individual infected with SARS-CoV-2

Outbreak Testing

☐ Perform POC or PCR testing on all exposed residents/staff. Refer to the [Outbreak Response in Long Term Care](#) for guidance on repeat testing

☐ Contact HAI for mobile testing team support (PCR testing only)

Managing Positive Cases

☐ Isolate positive residents in a private room with transmission-based precautions (N95, gloves, gown, eye protection) for a minimum of 10 days, regardless of vaccination status

☐ Cohort positive residents in the same hallway or area when possible

☐ Exclude positive staff from work for 10 days (may return to work *after* 7 days with a negative antigen test prior to return)

Managing exposed individuals who are NOT up to date

☐ Identify all residents and staff who are not [up to date](#) on vaccination*

☐ Place residents on transmission based precautions and quarantine for 10 days (or 7 days with a negative test on day 6 or 7)

☐ Exclude staff from work for 10 days (or 7 days with a negative test on day 6 or 7)

*Individuals who are up to date on vaccination are not required to quarantine or be restricted from work following exposure to SARS-CoV-2

Personal Protective Equipment (PPE)

☐ Ensure all staff are wearing surgical masks *and* eye protection

☐ Encourage masking for residents in common areas

☐ Utilize N95 respirators, eye protection, gown, gloves for all residents in isolation or quarantine

☐ Don and doff PPE correctly between COVID and non-COVID resident interactions

Reporting

- ☐ Submit all individual COVID test results via NHSN or the state portal (EDX)
- ☐ Contact HAI (HAI@utah.gov), an Infection Preventionist, or your local health department to report all new cases

Therapeutics

- ☐ Work with consulting PCP or local pharmacy partners to obtain COVID therapeutics (oral antivirals and monoclonal antibodies)
- ☐ Contact HAI for assistance if needed

Second Priority (within 48-72 hours)

Communication and Documentation

- ☐ Notify residents, resident families/guardians, visitors, and new admissions of the outbreak status at the facility and of the quarantine of any exposed residents.
- ☐ Document, internally, all testing and mitigation measures taken

Communal Dining and Group Activities

- ☐ Encourage masking for all residents (who are not isolated or quarantined) in communal areas of the building
- ☐ Consider small group dining and/or activities to reduce exposures
- ☐ Pause group activities and dining if transmission is widespread

Visitation

- ☐ Determine how visitation can be safely managed during outbreak by consulting the COVID-19 Guidance for Visitors

Disinfection

- ☐ Schedule regular cleaning and disinfection of frequently touched surfaces and objects and in between use of shared equipment using EPA registered N List disinfectants

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Definitions:

Close Contact: Cumulative time period of 15 minutes or more in a 24-hour period within six feet of a person with confirmed COVID-19 infection or any unprotected direct contact with infectious secretions or excretions. Any duration should be considered prolonged if exposure occurred during an aerosol-generating procedure.

Higher Risk Exposure: Occurs when the healthcare worker had prolonged close contact with someone with confirmed COVID-19 and any of the following:

- HCP was not wearing a respirator (N95) or eye protection and the person with SARS-CoV-2 infection was also not wearing a face mask;
- HCP was not wearing all recommended personal protective equipment (gown, gloves, eye protection, respirator) while performing an aerosol generating procedure

Up to date: Received all doses in the primary series and all recommended boosters, when eligible.

Utah Department of
Health & Human
Services