**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