

COVID-19 OUTBREAK REPORTING TIP SHEET

Whose responsibility is it to report an outbreak?

It is the retirement home's responsibility to report a COVID-19 outbreak. It is not the local public health unit's role to report on behalf of the retirement home.

What information must you report?

Provide the following information when reporting to the RHRA:

1. Retirement home name, address, and license number
2. Name and email address of the person responsible for outbreak management. This person will be responsible for the following tasks:
 - Complete the *Initial Outbreak Questionnaire* at the start of the outbreak. This email is sent after the outbreak is reported to the RHRA.
 - Complete the *COVID-19 Outbreak Survey* once, after the outbreak is declared over by the local public health unit.
3. Number of resident cases, resident hospitalizations and resident death for the outbreak.
 - Homes are asked to provide this information only once, after public health declares the outbreak over.
 - Homes provide this information to RHRA through the *COVID-19 Outbreak Survey*.

Note: Reporting to the RHRA does not replace any public health unit report requirements. The home must continue to provide information requested by their public health unit.

When must you report?

On the same day you reported to the local public health unit AND when the local health unit declares the outbreak over.

Why must you report?

O. Regulation 166/11, section 27 (5.1) under the *Retirement Homes Act, 2010* states the licensee of a retirement home shall ensure that an infectious disease outbreak is reported to the Authority on the same day it reports to the local medical officer of health.

How can you report?

Please report a new COVID-19 outbreak to RHRA by email or phone:

- info@rhra.ca
- 1.855.275.7472

Once you complete the *Initial Outbreak Questionnaire* at the beginning of the outbreak, a log-in will be created for you to access the *COVID-19 Outbreak Survey*. Beginning seven days after the COVID-19 outbreak has been declared by public health, you will receive an email daily with link to the *COVID-19 Outbreak Survey*. If your home is still in outbreak, no further action is required by the home. If public health has declared the COVID-19 outbreak over, please complete the *COVID-19 Outbreak Survey* and submit to RHRA.

Note: You may receive a follow up phone call from a RHRA representative to inquire if the home needs additional support.