

## 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 *Outbreak Questionnaire* at the START of the outbreak. The questionnaire is sent via an email after the outbreak is reported to the RHRA. You will complete one more questionnaire at the END of the outbreak.
  - Reporting to the RHRA does not replace any public health unit report requirements. The home must continue to provide a daily line list to 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?

By email or phone:

- [info@rhra.ca](mailto:info@rhra.ca)
- 1.855.275.7472

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

Sept 25, 2025

May 31, 2022