

# OUTBREAK REPORTING STEPS

## WHAT IS AN OUTBREAK?

- An **outbreak** is when there is an increased number of cases (typically two or more people) of a similar illness with a shared exposure within a short period of time at a particular facility.
- Outbreaks can be caused by bacteria, viruses, fungi or other infectious agents. The most common illnesses include diseases such as influenza, COVID-19, and gastrointestinal illnesses (e.g., norovirus).

## STEPS TO REPORT AN OUTBREAK

**1**

Report the outbreak to Wood County Health Department (WCHD) by calling **419-354-4306**.

### Provide the following information:

- Number of ill residents
- Number of ill staff members
- Symptoms
- Location in the facility (hallways, units, etc.)
- Number of those tested
- First and most recent illness onset date
- Number of hospitalizations

**4**

If directed by WCHD, collect lab specimens (stool or nasopharyngeal)

**5**

Submit a line list (provided by WCHD) to WCHD within 1 week

**2**

Contact your long-term care quality assurance liaison to report the outbreak. The phone number for the Western Regional Field Office is **419-245-2840**.

**3**

### Implement infection prevention and control measures:

- Isolate ill individuals
- Keep ill staff home
- Disinfect surfaces frequently with an EPA-approved disinfectant
- Encourage frequent hand washing
- Droplet precautions (respiratory) or contact precautions (norovirus)
- Provide mass prophylaxis with antiviral medication
- Other considerations:
  - Quarantine exposed individuals
  - Post outbreak notification signage at entrances
  - Restrict visitors
  - Cancel group events