**[LTC Care Community Name]**

**[Outbreak Type]**

**[Outbreak Start and End Date]**

**Chair: LTC Care Community Site Leader – [Name]**

|  |  |  |
| --- | --- | --- |
| LTC Care Community Director – [Name] | Volunteer Services – [Name] | Care Community Medical Director – [Name] \* |
| LTC Care Community Manager – [Name] | IPC Community Manager – [Name] | IPC Community Director – [Name] \* |
| Resident Care Coordinator (RCC) – [Name] | IPC Community Specialist – [Name] | IPC Regional Medical Director – [Name] \* |
| Housekeeping (HSK) – [Name] | Facilities Maintenance Operations (FMO) – [Name] | Public Health – [Name} \* |
| Food Services – [Name] |  | Others – [Name] \* |

*\*Attendance as needed above, not all representatives will be needed on every outbreak debrief*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Input** | **What worked well?** | **What could work better next time?** | **Recommendations** | **Lead** | **Target Date** |
| **Public Health**   * Was Public Health notified as per protocol by the affected LTC community? * Were PH recommended outbreak prevention and control measures implemented effectively? * Did the LTC community provide regular updates to Public Health as per protocol? * Was the line list easy to understand and complete? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **Infection Prevention and Control**   * Was the appropriate outbreak information shared internally with IPC in a timely manner? * Were IPC control measures implemented effectively? * Were case definitions clear and applied consistently (as applicable)? * Were PPE, declutter and hand hygiene audits completed and reported regularly? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **LTC Community Leadership (Director, Manager, RCC)**   * Were case definitions clear and applied consistently (as applicable)? * Was the appropriate outbreak information shared internally with LTC community staff in a timely manner? * Was the information clear and easy to understand? * Were there any barriers to implementing IPC measures? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **Housekeeping**   * Was the appropriate outbreak information shared with the Housekeeping staff in timely manner? * Was the information clear and easy to understand? * Were there any barriers to implementing enhanced cleaning on the affected unit? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **Food Services**   * Was the appropriate outbreak information shared with Food Services in timely manner? * Was the information clear and easy to understand? * Were there any barriers to food distribution? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **FMO (If applicable)**   * Was the appropriate outbreak information shared with FMO in timely manner (if applicable)? * Was the information clear and easy to understand? * What challenges did you experience during the outbreak? |  |  |  |  |  |
| **Volunteer Services (If applicable)**   * Was the appropriate outbreak information shared with Volunteer Services in a timely manner? * Was the information clear and easy to understand? * What challenges did you experience during the outbreak? |  |  |  |  |  |