**[LTC Care Community Name]**

**[Outbreak Type]**

**[Outbreak Start and End Date]**

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

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| --- | --- | --- |
| 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*

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| --- | --- | --- | --- | --- | --- |
| **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?
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| **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?
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| **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?
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| **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?
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