

Pre-Season Planning, Preparation and Prevention Checklist

Please note the following are also *applicable for COVID-19 follow up

AUGUST/SEPTEMBER
<input type="checkbox"/> DESIGNATE the Outbreak Prevention and Management Team for your Care Community and 'Prepare' (Tool 1) *
<input type="checkbox"/> RECORD contact information for your Public Health Contact (Tool 2) *
<input type="checkbox"/> UPDATE Physician Pre-printed Orders for influenza immunization, pneumococcal immunization (if needed) and antiviral medications (Tool 4) (influenza only)
<input type="checkbox"/> PROVIDE your Pharmacy with clients' weights, ages, gender, and serum creatinine levels for calculation of anti-influenza medication doses (Tools 3) – Influenza only
<input type="checkbox"/> REVIEW Source Controls: Engineering and Administrative
SEPTEMBER
<input type="checkbox"/> FAMILIARIZE yourself with the current Fraser Health Respiratory Outbreak Protocol and Toolkit *
<input type="checkbox"/> DISCARD previous versions of the Toolkit and replace them with the most recent version. *
<input type="checkbox"/> ASSEMBLE your Respiratory Outbreak Resource Kit (Care Community Respiratory Resource Kit)
<input type="checkbox"/> REVIEW supplies needed
<input type="checkbox"/> UPDATE Contact List (Tool 6) *
<input type="checkbox"/> PROVIDE information on COVID-19 vaccine, Influenza vaccines, Influenza/COVID treatment and Influenza prophylaxis within your Care Community (Tool 7)* <ul style="list-style-type: none"> <input type="checkbox"/> Answer questions for clients and families <input type="checkbox"/> Put together a list of names <input type="checkbox"/> Identify anyone with a medical contraindication to influenza vaccine <input type="checkbox"/> Check to see that other immunizations (e.g., pneumococcal vaccine) are up to date
<input type="checkbox"/> PICK UP or request Pharmacy to pick up Influenza Vaccine when it is available using the cold-chain method (Tool 8)
<input type="checkbox"/> INFORM pharmacy not to order vaccine on LTC site behalf as PH will have order for site put aside already
<input type="checkbox"/> ORDER AND PICK UP Pneumococcal Vaccine as required (Tool 8)
<input type="checkbox"/> ORDER Nasopharyngeal Swab Collection Kits from the BCCDC Laboratory (Tool 9)*
<input type="checkbox"/> COLLECT Nasopharyngeal swab, COMPLETE lab requisition, and SUBMIT SAMPLE to BCCDC (Tool 11)
<input type="checkbox"/> OBTAIN Secondary Packaging Per TRANSPORTATION OF DANGEROUS GOODS (Tool 12) *

OCTOBER/NOVEMBER

PREPARE signage ([Tool 13](#))

CHECK with Pharmacy regarding their readiness to start anti-influenza medications if needed

REVIEW AND ENCOURAGE Hand Hygiene and Respiratory etiquette *

ENSURE Use of Routine Practices

BE READY TO IMPLEMENT control measures for a SINGLE case of viral respiratory illness (including proper use of PPE) *

VACCINATE staff, volunteers, students, and residents ([Tool 23](#)) *

Influenza specific - COMPILE, COMPLETE and SUBMIT the Fraser Health Influenza Readiness Report to Public Health using Cerberus file sharing service as soon as respiratory season begins (if Cerberus not available, fax to **CD Admin Team at 604-507-5439**) ([Tool 22](#))

ENCOURAGE visitors and others to be immunized as recommended against influenza and COVID-19

REVIEW vaccination status for new residents on admission

MAINTAIN:

a List of Residents who have had this season's influenza and COVID-19 vaccine ([Tool 22](#)) *

a List of Residents who have had pneumococcal vaccine, as recommended ([Tool 22](#))

REMAINDER OF SEASON:

MAINTAIN the record of immunization rates of both staff and residents and update the Readiness Report ([Tool 22](#)) *