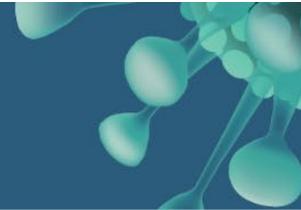


COVID-19



Secure file sharing with Fraser Health using Cerberus

Cerberus is a Fraser Health tool to exchange files safely and efficiently. Using Cerberus is easy and only takes a few minutes to use. The following are instructions to use Cerberus to send files to Public Health for sites on enhanced monitoring or during a COVID-19 outbreak. These files include staff and resident/tenant lists for **point prevalence testing** and **tools 27 and 28** for testing of symptomatic individuals. If you are informed to conduct point prevalence testing at the recommendation of the Medical Health Officer, staff and resident/tenant lists should be sent using Cerberus as soon as possible. Tools 27 and 28 should be sent when your site has swabbed symptomatic individuals for COVID-19 testing. If your site is on enhanced monitoring or in an active COVID-19 outbreak, tools 27 and 28 should be sent daily.

Step 1 – Complete and name your files

- If point prevalence testing has been recommended for your site, please connect with the outbreak response lead or public health nurse for the Excel template to track all individuals swabbed as part of point prevalence testing. Please name your Excel file as follows:

[facility name]_PPT_[ddmmmyyyy]
(e.g. MennoHome_PPT_22Dec2020.xlsx)

- If you have separate Excel files for residents/tenants and staff, you can name them as follows:

[facility name]_PPT_residents_[ddmmmyyyy]
(e.g. MennoHome_PPT_residents_22Dec2020.xlsx)

[facility name]_PPT_staff_[ddmmmyyyy]
(e.g. MennoHome_PPT_staff_22Dec2020.xlsx)

- If you are completing Tools 27 and 28 and sending both tools in one file, please name your file as follows:

[facility name]_27_28_[ddmmmyyyy]
(e.g. MennoHome_27_28_22Dec2020.pdf)

- If you are sending Tools 27 and 28 in separate files, please name your files as follows:

[facility name]_27_[ddmmmyyyy]
(e.g. MennoHome_27_22Dec2020.pdf)

[facility name]_28_[ddmmmyyyy]
(e.g. MennoHome_28_22Dec2020.pdf)

Step 2- Logging In

- Open the following link and enter the login and password that was created for you when your Cerberus account was set up: <https://fhsecure.fraserhealth.ca/>
- Note: you must check the box for I have read and agree to the above terms and conditions to continue
- You will see a folder named “Public Health” once you log in. Please click on the folder.

Name	Type	Size
 PublicHealth	folder	

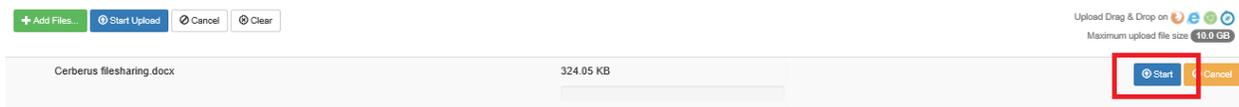
COVID-19

Step 3- Upload files that you want to share

- You will see two sub-folders: One folder is named “PPT” for uploading files for point prevalence testing. The other folder is named “Tools27_28” for uploading of Tools 27 and 28. Please click on the “PPT” sub-folder if you are uploading files related to point prevalence testing. If you are only uploading files for Tools 27 and 28, you can follow the same steps below after clicking on the “Tools27_28” sub-folder.

Name	Type	Size
Go Up One Folder	up	
PPT	folder	
Tools27_28	folder	

- Click the green “Add Files” button and select the file(s) you wish to upload. Click “Open”. Alternatively, you can drag a file from your desktop directly into the Cerberus screen.
- Click the blue button titled “Start” to the right of the file to upload.



- Once the file is uploaded, you will see the following message at the top of the screen. Please note that the file will not be visible to you in the folder. The files will only be visible to designated Fraser Health staff from Public health who will check the folders daily and download the files into secure Fraser Health network folders.

File 'SiteName_PPT_8Dec2020.xlsx' successfully uploaded

- If you have additional files for point prevalence testing to upload, you can follow the same steps to upload the other files.
- Once you are done uploading files related to point prevalence testing, you can click on if you want to upload Tool 27 and 28 files, or you can logout of Cerberus if you have completed uploading your files.
- Click on the “Tools27_28” sub-folder, and repeat the steps to upload any files for Tools 27 and 28.
- Logout of Cerberus once you are done uploading files.

Support

If you require support to use Cerberus, please email LTCEpi@fraserhealth.ca.

If you have lost your username or password, please contact the Fraser Health service desk at 604-585-5544.

In the event that the Cerberus website is down, please fax a copy of your file to 604-528-5452.