WRHA LTC IPC Single Case Covid-19 Reporting Process:

1. Site ICP to complete individual case checklist.

   a. Identify contacts, assess risk and manage accordingly per the algorithms, e.g., isolate high-risk contacts.
   b. For positive results for a resident, contact LTC IPC Coordinator at step 3 in the checklist to request assessment of CT value.
   c. Send partially completed checklist to LTC IPC Coordinator, **password protected with password to follow in separate email.** Mark as high importance (!) and indicate "Positive Covid result-resident, requesting CT value assessment"

      Instructions on password protecting excel documents is posted here: https://professionals.wrha.mb.ca/covid-19/long-term-care/

   d. Complete the steps outlined on the checklist and those outlined below. For confirmed resident cases, this includes reporting to Manitoba Health and Seniors Care.

2. Site ICP to store individual case checklists (blue form) in a secure folder at their site. **Email password protected, completed checklists, with password in a separate email,** to:

   a) LTC IPC Coordinator, IPC Epidemiologist, CCMB Epidemiologist and data analysts.
   b) **Note:** vacation coverage will be noted on out of office replies, please redirect to coverage, accordingly.
   c) Only send at the beginning and when there are status changes, (e.g., if initially assessed as community acquired but changed to HAI, or recovered, death, etc.)

3. In the event an outbreak is suspected, LTC IPC Coordinator will review with you and will confirm outbreak status, and as relevant, will request outbreak code.

4. Complete outbreak checklist (green form) and send to LTC IPC Coordinator and IPC Epidemiologist (not CCMB).

5. Site to create separate folder for outbreak related cases (new folder for each outbreak) and move the relevant single case forms into this outbreak folder.

6. Site to maintain line list. Should you need assistance to run the power query, contact IPC Epidemiologist or LTC IPC Coordinator. **Note**: the line list cannot be kept in the same folder as the outbreak related cases.

7. LTC IPC Coordinator will advise when the outbreak is declared over.

8. Site to update their outbreak checklist and send final copy to LTC IPC Coordinator and IPC Epidemiologist.

9. Final versions of the individual case checklists should be submitted to LTC IPC Coordinator, IPC Epidemiologist, CCMB Epidemiologist and data analysts.