

# Suspected/Confirmed COVID-19 Outbreak in HCF

## INTAKE SUMMARY

<b>Date of Report to SSOIT/HCF team</b>	<b>Staff Taking Report</b>	<b>CalCONNECT EE#</b>	
<b>Facility Information</b>		<b>Contact Person(s)</b>	
<b>Name of Facility:</b>	<b>Primary POC:</b> For ACF's there should be an IP & EH POC		
<b>Type of Facility:</b>	<b>Title:</b>		
<b>Affected Areas/Buildings/Units Shifts:</b>	<b>Phone/Email:</b>		
<b>Complete Site Address:</b>	<b>Alternate POC:</b>		
	<b>Title:</b>		
	<b>Phone/Email:</b>		
<b>Attack-Rate (affected units only)</b>			
	<b>Current Census</b>	<b># Positive Cases</b>	<b># Exposed</b>
<b>Patients/clients:</b>			
<b>Staff/Employees:</b>			
<b>Visitors/registry or non-employee's:</b>			
<b>TOTAL:</b>			
<b>Clinical Information</b>			
<b># of HCP's exposed:</b> <b>How do they determine HCP exposures?</b> <b># of patient/client exposed:</b> <b>How do they determine patient/client exposures?</b>  <b>Were ACPHD quarantine instructions and orders shared w/ contacts?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If an Acute Care Hospital has CDPH been notified?</b> If it meets OB criteria and CDPH has not been notified please instruct them to do so. <input type="checkbox"/> Not yet <input type="checkbox"/> Yes		
	<b>If yes, by who? When?</b>		

<p><b>How many staff/patients have been identified as exposed?</b>  <b>Request HCP/patient demographics: name, DOB, address, phone number and email address.</b> Enter contacts into EE and flag for CI/CT to follow up – send email to Andrew Jasper to prioritize contacts.</p>	<p><b># Deaths:</b>  <b># Hospitalizations:</b>  <b># ICU:</b>  <b># ER Visits:</b></p>	<p><b>Date of 1<sup>st</sup> Onset:</b>   <b>Date of Latest Onset</b></p>
<p><b>Detail of COVID-19 Positive staff case:</b>  Symptom onset:  (+) Test date:  Last day worked:  Days worked while infectious:  Known exposure outside of work (household or community exposure)?</p> <p><b>Positive patient case details:</b>  Admission date:  Reason for admission/diagnosis:  Room #'s:  Roommates:  Tracking of pt movement throughout the facility:</p> <p><b>Floor map requested:</b> <input type="checkbox"/>Yes <input type="checkbox"/> No</p> <p><b>Protocols requested:</b></p> <ul style="list-style-type: none"> <li>○ Staff/patient screening policies</li> <li>○ ICP protocols: respiratory hygiene, hand hygiene, social distancing</li> <li>○ PPE protocols</li> <li>○ COVID safety plan</li> <li>○ General Acute Care Hospitals – COVID-19 Mitigation Testing Plan per AFL 20-88</li> </ul>		
<p><b>Initial Outbreak Management</b></p>		
<p><b>Have identified contacts been excluded? What quarantine guidelines are they using. Request that they send ACPHD quarantine instructions and orders.</b></p> <p><b>For ACF's: Has the IP done a walk through of the affected unit? If so what were their findings/recommendations? If not urge facility to do so.</b></p>		
<p><b>Is COVID-19 testing being done? What units/shifts are being screened? # of staff tested? What lab are they using for testing. If this is an ACF – consider requesting that the facility save the (+) sample for genomic sequencing. If genomic sequencing is warranted request the contact info of the lab director.</b></p>		
<p><b>Request that they identify you timely of any new (+) staff in the affected areas via line list. Point out what information on the line list is required vs. helpful.</b></p>		

**Initial Recommendations Made to Facility:**

**Follow up summary email with initial recommendations sent to POC's:** [enter date]

**Save a copy of the Intake document to the I drive and upload a copy to CalConnect EE.**