

Institutional Gastrointestinal Outbreak Checklist for Public Health Professionals

Date	Action
___/___/___	Completed initial in-house Institutional GI Outbreak Report Form.
___/___/___	Verified that facility has copy of Norovirus information and recommendations from GDPH. <input type="checkbox"/> Yes <input type="checkbox"/> No If not, packet was faxed.
___/___/___	Explained sickness logs and instructed contact person to complete sickness logs for residents/ staff.
___/___/___	Arranged for contact person to provide updated logs to district office until the outbreak is over.
___/___/___	If there are any sick food handlers, reminded contact person that they should not return to work for ~72 hours after symptoms subside unless directed otherwise by environmental health staff.
___/___/___	Explained number, quantity, and type of specimens needed for both viral (5 to 10 needed) and bacterial (minimum of 2-3) testing.
___/___/___	Arranged for bacterial test kits (Para Paks) to be delivered to facility. Arranged for sterile container delivery if necessary.
___/___/___	GDPH Outbreak Coordinator notified of outbreak.
___/___/___	Applicable district and county staff notified of outbreak.
___/___/___	Other facilities notified of outbreak if staff is shared with other institutions (if applicable). Make sure outbreak contact person at facility is aware of this action.
___/___/___	Completed as much information as possible on GPHL lab forms including district submitter code (Virology Specimen Submission form and Bacteriology Specimen Submission form).
___/___/___	Faxed GPHL lab forms to facility for contact person to complete.
___/___/___	Made/obtained copies of all completed specimen submission forms.
___/___/___	Coordinated pick up and/or shipment of specimens. (Select FedEx "Priority Overnight" if possible.)
___/___/___	Notified GDPH Outbreak Coordinator of number of specimens shipped and arrival details (if known, i.e. date/time).
___/___/___	Developed a spreadsheet to use for specimen lab results (table to use as a follow up summary of lab results). Graphically represented all resident and staff cases reported.
___/___/___	Complete CDC <i>Report of Outbreak of Suspected Viral Gastroenteritis</i> form and send to GDPH Outbreak Coordinator.
___/___/___	Followed up with facility on lab results (GPHL - Norovirus EM).
___/___/___	Followed up with facility on lab results (GPHL – Norovirus PCR).
___/___/___	Followed up with facility on lab results (GPHL – Bacteriology Results).
___/___/___	Followed up with facility on lab results (CDC – RT-PCR).
___/___/___	Followed up with facility on lab results (CDC – Genotype).
___/___/___	Completed outbreak summary report.
___/___/___	Sent results letter to facility with outbreak etiology confirmed. Sent outbreak summary report.

