

Acute Care Staff Positive for COVID-19 – Reporting Form

Instructions:

- 1) Please complete this form to report **staff** that worked during their period of communicability (POC) and tested positive on a rapid antigen test (RAT), ID NOW or PCR. Please also report staff that likely acquired COVID-19 in the acute care setting but did not work during their POC.
- 2) For positive staff connected to a unit in suspect or confirmed outbreak, please indicate this in the first column below. See page 2 for a definition of a suspect/confirmed outbreak.
- 3) Fax this form once daily to 613-345-5777.

To talk to a Public Health Nurse call 1-800-660-5853 ext. 2222. An email can be sent to CovidResponse@healthunit.org

Click [here](#) for line lists to report resident/patient cases. Do not notify Public Health of COVID-19 positive cases that visited the Emergency Department. Please continue to notify Public Health about COVID-19 hospital admissions, ICU admissions and deaths.

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|--------------|---------------------------|--|
| Date: | Name of Workplace: | Primary Contact (name, number and email): |
|--------------|---------------------------|--|

| Linked to Suspect or Confirmed Outbreak (Y/N) | | First and Last Name of COVID-19 positive staff member | Date of Birth (yyyy-mm-dd) | Phone Number | Test Method i.e. PCR, ID Now, RAT (please indicate) | If tested positive on RAT, is a PCR or ID NOW planned? (Y/N) | | Date of test or date of symptom onset (use earliest date) (yyyy-mm-dd) | Days worked during Period Of Communicability (POC) | Location/Unit worked during Period Of Communicability (POC) | Was COVID acquired in the work place? (Y/N) | | Will list of contacts be sent to Public Health? (Y/N) | |
|---|---|---|----------------------------|--------------|---|--|---|--|--|---|---|---|---|---|
| | | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |
| Y | N | | | | | Y | N | | | | Y | N | Y | N |

Comments:

Definitions:

Period of communicability: 48 hours prior to the case’s symptom onset if symptomatic or 48 hours prior to the specimen collection date (whichever is earlier/applicable) and until they have completed their self-isolation period.

Highest risk settings: Hospitals (including complex continuing care facilities), Congregate living settings with medically and socially vulnerable individuals, including but not limited to long-term care homes, retirement homes, First Nation elder care lodges, group homes, shelters, hospices, correctional institutions, and hospital schools, International Agricultural Workers

Suspect Outbreak: Suspect outbreak (COVID-19): A suspect COVID-19 outbreak in the acute care setting is a single case of COVID-19 in a patient or staff most likely resulting from nosocomial transmission or two to three cases occurring in a defined area within a 14 day period where community transmission is likely, but where nosocomial transmission remains possible.

Confirmed Outbreak: Two or more positive COVID-19 test results (PCR/ID NOW/RAT) in patients and/or staff within a specified area (unit/floor/service) within a 10-day period where both cases have reasonably acquired their infection in the hospital. Examples of reasonably having acquired infection in hospital include: Specific high-risk exposure to COVID-19 positive patient/staff or other high-risk exposure in the hospital; OR Admitted for 5 or more days before symptom onset or positive COVID-19 test result (based on the median incubation period of the virus)

Helpful Resources:

[Ministry of Health COVID-19 Guidance: Acute Care](#)

[Ministry of Health Management of Cases and Contacts of COVID-19 in Ontario](#)