

Long-Term Care/Retirement Home/Congregate 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 at work but did not work during their POC.
- 2) 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.

Date:	Name of Workplace:	Primary Contact (name, number and email):
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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)		Test date or symptom onset date (use earliest date) (yyyy-mm-dd)	Days worked during Period Of Communicability (POC)	Location/Unit worked during Period Of Communicability (POC)	Was COVID likely acquired in the work place? (Y/N)		PPE breaches? (Y/N)		Is Exposure Risk Assessment complete? (includes interactions with residents, patients, staff, visitors) (Y/N)		High or lower risk contacts identified? (Y/N)		When is testing planned for contacts? (if advised in the guidance)	Is staff member connected to a suspect or confirmed outbreak? (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	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

Helpful Resources:

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

[Ministry of Health COVID-19 Guidance: Long-Term Care Homes and Retirement Homes for Public Health Units](#)

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