# Influenza Outbreak Checklist

Checklist to be completed as soon as an outbreak is suspected.

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| **Date the outbreak was identified:****Please tick √:** |
| **RESIDENT PLACEMENT** |
| Ask symptomatic residents to stay in their rooms; explain the need to keep the door closed |  |
| If a resident cannot stay in their room, carry out a risk assessment and consider other care options |  |
| Inform relatives and visitors of the isolation requirements and additional infection control measures |  |
| **ADMISSIONS, TRANSFERS, DISCHARGES** |
| Following HPT advice, delay any planned new admissions to the Care Home  |  |
| Consider temporary suspension of visiting with the HPT if considered beneficial to gaining control |  |
| Following HPT advice, suspend inter-care transfers/medical appointments unless clinically essential |  |
| Following HPT advice, notify all receiving units (ambulances/hospitals) of the outbreak if a resident has to be transferred |  |
| **STAFF** |
| Ensure that all staff on duty are asymptomatic; send all symptomatic staff home and only permit to return to work when they have been symptom-free for a minimum of 24 hours |  |
| If possible, allocate staff to care for either symptomatic or non-symptomatic residents but not both |  |
| If possible, allocate staff who have had their influenza vaccine to care for symptomatic residents |  |
| Postpone visits from non-essential providers i.e. hairdressers, podiatrists etc.  |  |
| **VISITORS** |
| Visitors with flu symptoms should be asked to not visit until they have been symptom-free for at least 48 hours |  |
| Discuss temporary suspension of visiting with the HPT if considered beneficial to gaining control |  |
| Offer visitors fluid resistant surgical facemasks (FRSM) if visiting a symptomatic resident or if the visitor has an underlying health condition and/or is at risk of more severe infection if they become ill |  |
| **CLINICAL MANAGEMENT** |
| Ensure symptomatic residents are clinically assessed by a GP (monitor continuously for any signs of respiratory distress (i.e. shortness of breath), dehydration, or further health deterioration) |  |
| Following HPT advice, consider offering residents and staff the influenza vaccine if not already vaccinated; and/or antiviral medication to residents |  |
| Following HPT advice, take samples from any resident with relevant symptoms for laboratory testing |  |

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| **HAND HYGIENE (HH) & PERSONAL PROTECTIVE EQUIPMENT (PPE)** |
| Use alcohol based hand rub (ABHR) if hands are clean, otherwise wash with liquid soap and water |  |
| Disposable aprons, gloves and fluid resistant surgical masks (FRSM) to be worn for every care episode |  |
| Surgical masks should be removed and disposed of inside the patient room when at least 3 feet (1 metre) from the resident(s) |  |
| **CARE ENVIRONMENT** |
| Remove fans and any other equipment that could increase environmental contamination |  |
| De-clutter the environment to allow effective cleaning |  |
| Remove exposed food stuffs from resident rooms and communal areas |  |
| Provide tissues and covered sputum pots for residents; dispose of tissues as healthcare waste |  |
| Provide tissues and foot-operated bins for the disposal of used tissues in communal areas |  |
| Clean all frequently touched surfaces (i.e. door handles, light switches) preferably at least twice daily using a cleaning agent that contains 1000 parts per million available chlorine (ppm av cl.) |  |
| A terminal clean of residents rooms performed once resident is no longer considered infectious and/or following resident discharge |  |
| A terminal clean of the wider facility performed once all residents and staff have been symptom-free for ≥48 hours (i.e. once the outbreak is over, with HPT agreement) |  |
| **CARE EQUIPMENT** |
| Provide resident-dedicated care equipment if possible i.e. commodes, washbowls, lifting equipment |  |
| Clean communal resident equipment between residents using a cleaning agent with 1000 ppm av cl. |  |
| **COMMUNICATIONS & KNOWLEDGE** |
| Ensure all staff members (Carers, cleaners, catering, bank staff) are aware of the situation, their responsibilities and what to do if they or a resident develop symptoms |  |
| Place appropriate signage in highly visible places at the entry to the home and in affected areas |  |
| Inform all visitors/relatives of the situation, precautions and risks- particularly for vulnerable groups |  |
| Provide relatives/visitors with Washing Clothes at Home [Leaflet](https://www.hps.scot.nhs.uk/haiic/ic/resourcedetail.aspx?id=945) |  |
| Provide relatives/visitors with ‘Influenza - Information for residents and visitors’  |  |

Further information on Standard Infection Control Precautions (SICPs) and Transmission Based Precautions (TBPs) can be found in the National Infection Prevention and Control Manual [**http://www.nipcm.scot.nhs.uk/**](http://www.nipcm.scot.nhs.uk/)