

Appendix I

Outbreak Rapid Response Checklist

HEIP On-Call Pager (Mon-Fri 8 a.m.-4 p.m.): 415-806-0269
Hospital (Nursing) Supervisor: Adult 415-353-1964/Pediatric 415-443-9179
After Hours: Contact House Supervisor or BCH Patient Care Coordinators
Occupational Health Services: 415-885-7580

Exposure Definition:

Potential contact by a susceptible person with a communicable disease as defined by the UCSF Technical Advisors

Outbreak Definition:

1. Hospital-onset: 2 or more cases of the same illness, in the same time period, on the same unit (HEIP-confirmed)
2. Community-onset epidemic: Department of Public Health-confirmed

Document date each step and action has been completed.

Step	Action	Owner	Completed Date	Comments
Identify Outbreak	<ul style="list-style-type: none"> • Receive notification from Department of Public Health (DPH), Occupational Health, Lab, clinical unit, or other emergency response entity regarding confirmed case(s) or suspicious patterns of symptoms. • If clinical unit suspects cluster/outbreak, notify HEIP or House Sup/Peds Pt Care Coordinators • Maintain documentation of actions 	HEIP (receives call) ext.34343 Charge Nurse (CN) HEIP		<ul style="list-style-type: none"> • Community onset outbreak: HEIP may work with DPH or UCSF EHS to guide hospital preparation, but remainder of this checklist may not need to be activated.
Initial Notification	<ul style="list-style-type: none"> • HEIP may notify OHS, EHS, and SHS via email regarding potential outbreak 	HEIP		Appendix III
Investigate Outbreak	<ul style="list-style-type: none"> • HEIP investigates exposure/outbreak via laboratory reports & patient symptoms and briefs Infectious Disease Service 	HEIP		
Confirm/Rule out Outbreak	<ul style="list-style-type: none"> • Outbreak is ruled out or no outbreak occurred: <ul style="list-style-type: none"> • HEIP may notify originator of first notice 	HEIP		<ul style="list-style-type: none"> • No further action required

Step	Action	Owner	Completed Date	Comments
	<ul style="list-style-type: none"> Outbreak is confirmed: <ul style="list-style-type: none"> HEIP will identify times, locations, organism and communicable period HEIP will determine preliminary timeline of exposure, incubation, & transmission 	HEIP		
Convene Stakeholder meetings	<ul style="list-style-type: none"> After conferring with Infectious Disease Service to determine extent of outbreak, convene stakeholders meeting within 24 hours of confirmation of outbreak 	HEIP or OHS		
HEIP in conjunction with stakeholders meeting	<ul style="list-style-type: none"> Responsible to: <ul style="list-style-type: none"> Confirm case definition Confirm exposure definition Identify concentric circles of exposure Initiate additional case identification Identify additional Stakeholders Consider recommending establishment of Hospital Incident Command System (HICS) 	Technical Advisors		<ul style="list-style-type: none"> CMO or designee makes recommendation for HICS in conjunction with the AOC Consider increasing security if HICS is not established
Stakeholders Meeting	<ul style="list-style-type: none"> Confirm assumptions regarding concentric circles and types of activities/functions of the involved areas. Determine which groups of patients, visitors, students, staff, faculty, volunteers, trainees and contractors to include as possibly exposed. Provide input regarding who will provide exposed contacts' names, contact information, and schedules from each identified group or department to OHS. 	OHS		<ul style="list-style-type: none"> HCWs considered "possibly exposed" reflect individuals with location-specific exposures as well as individuals who provide functions across the institution.

Step	Action	Owner	Completed Date	Comments
Patient isolation	<ul style="list-style-type: none"> Isolate symptomatic patients per direction from HEIP/Incident Command 	CN/Mgr		<ul style="list-style-type: none"> Monitor daily and prn for status change
	<ul style="list-style-type: none"> Isolate exposed patients per direction from HEIP/Incident Command 	CN		<ul style="list-style-type: none"> Dedicate equipment
Cohorting (patients, HCW)	<ul style="list-style-type: none"> Identify where/when/how to cohort patients and HCW Consider limiting: <ul style="list-style-type: none"> patient movement admissions elective procedures staff movement non-essential staff floating between units shared food events (on-unit potlucks, etc) 	HEIP, HICS		<ul style="list-style-type: none"> Monitor daily for change in cohort status Increase Spiritual Care support prn
Lab testing	<ul style="list-style-type: none"> Confirm tests available: in-house, send-out 	HEIP OHS		
	<ul style="list-style-type: none"> Communicate appropriate lab testing to affected unit(s), including: <ul style="list-style-type: none"> Specimen type Transport media required How/where to submit specimens Hours specimen accepted How to order testing 	Clinical Lab		
	<ul style="list-style-type: none"> Monitor lab results/communicate appropriately 	HEIP, OHS, PCM, CN, direct care staff, Provider		
	<ul style="list-style-type: none"> Identify lab tests required/estimate volume 	CN		
	<ul style="list-style-type: none"> Communicate estimated volume of lab tests to Clinical Lab, HEIP or HICS 	CN		
	<ul style="list-style-type: none"> Communicate necessary lab testing equipment/volume to materiel services or HICS 	CN		

Step	Action	Owner	Completed Date	Comments
Communications	<ul style="list-style-type: none"> Notify staff on affected units: <ul style="list-style-type: none"> Type of exposure or outbreak Type of isolation required Other control strategies (e.g., cleaning, hand hygiene requirements, PPE, air flow/pressure, etc.) Situation updates 	HEIP will communicate to PCM, CN, or Other designated staff		<ul style="list-style-type: none"> Use multiple venues: email, signage, shift report, staff restroom postings Monitor to make sure postings are current as situation evolves (CN to confirm on patient care units)
	<ul style="list-style-type: none"> Communicate with potentially exposed personnel and supervisors within 96 hours of discovery regarding: <ul style="list-style-type: none"> General background (e.g., date/time, nature of exposure) Screening Testing Prophylaxis Status Updates Treatment Contact information for follow-up questions Work Restrictions Evaluation of need for precautionary removal from work Communicate with Human Resources/Labor Relations as needed for work restrictions 	OHS		
	<ul style="list-style-type: none"> Determine frequency, content of messaging to Medical Center/BCH 	HICS (PIO), HEIP (at direction of HICS if activated)		
	<ul style="list-style-type: none"> Messaging to faculty 	CMO, HICS (PIO)		
	<ul style="list-style-type: none"> Messaging to other campus areas 	CMO, Hospital HICS (PIO)		<ul style="list-style-type: none"> CMO if Campus EOC is not established HICS if Campus EOC is established

Step	Action	Owner	Completed Date	Comments
	<ul style="list-style-type: none"> Support for message development to patients <ul style="list-style-type: none"> draft letters, scripts, response templates that include testing and other follow-up recommendations; seek input from stakeholders, OHS, Risk Management, Patient Relations, CMO & ID MDs, PIO within HICS; obtain final language approval for notification to patients from Risk Management; coordinate notification letter translation with Patient Relations; work with Interpreter Services for voice contact prn; provide information to visitors on request. 	HEIP		
	<ul style="list-style-type: none"> Messaging approval and management to patients, families, visitors 	CNO/CMO, HICS (PIO)		
	<ul style="list-style-type: none"> Participate in conference calls, distribute messaging 	PCM, Med Directors, HICS		
	Initial Report to DPH (local, state, federal)	HEIP (follow-up reporting may be done by other entities, i.e., OHS)		See Reportable Diseases & Conditions, CCR Title 17

Step	Action	Owner	Completed Date	Comments
	<ul style="list-style-type: none"> • Identification and determination of exposure in pre-hospital personnel (e.g. first responders) • Notification of exposure to pre-hospital personnel of epidemiologically important organisms which are followed as exposures in the UCSF Medical Center. • If disease is reportable to SFDPH, HEIP will report the potential exposure to the pre-hospital healthcare personnel employer within 72 hours of the report to SFDPH. 	HEIP		SFDPH notifies pre-hospital healthcare personnel employers and performs contact tracing for confirmed or suspected bacterial meningitis
	<ul style="list-style-type: none"> • Media statements 	Public Affairs/PIO		
	<ul style="list-style-type: none"> • Signage development--content 	HEIP		
	<ul style="list-style-type: none"> • Signage production/delivery 	Nursing Education, or Facilities Management (back-up)		
	<ul style="list-style-type: none"> • Summary of exposure/outbreak response activities to ICC 	HEIP and OHS		
Exposed staff	<ul style="list-style-type: none"> • Identify potentially exposed staff and notify OHS 	CN		Line list template Appendix XIII

Step	Action	Owner	Completed Date	Comments
	<ul style="list-style-type: none"> • Notify, screen and test staff, faculty, trainees, volunteers and contractors who meet exposure criteria established by Technical Advisors. • Provide names of students who meet exposure criteria to Student Health Services • Assess immune status of the potentially exposed (when required) through review of existing records, obtaining new screening, or obtaining current immune status. • Coordinate symptom review, prophylaxis, or treatment. • Record the names of identified students, staff, faculty, trainees, volunteers and contractors and their follow-up status. 	OHS		<ul style="list-style-type: none"> • Obtains input from stakeholders, OEHS, Risk Management Patient Relations, CMO & ID MDs. • Final approval for language for notifications from HR/Risk Management

Step	Action	Owner	Completed Date	Comments
Exposed Pre-hospital Personnel	<ul style="list-style-type: none"> Notify pre-hospital healthcare personnel employer of epidemiologically important organisms followed as exposures in the Medical Center 	HEIP		<ul style="list-style-type: none"> If disease is reportable to SFDPH, HEIP will report the potential exposure to the pre-hospital healthcare personnel employer within 72 hours of the report to SFDPH. Pre-hospital healthcare personnel may contact HEIP if they suspect a communicable disease in a patient believed to be cared for at UCSF MC/BCH. HEIP will provide information to employer for appropriate follow-up. SFDPH notifies pre-hospital healthcare personnel employers and performs contact tracing for confirmed or suspected bacterial meningitis.
Exposed patients	<ul style="list-style-type: none"> Identify potentially exposed patients and notify HEIP 	CN		Line list template Appendix V Emergency Department Appendix VI Inpatient

Step	Action	Owner	Completed Date	Comments
Other exposure	<ul style="list-style-type: none"> Under infrequent circumstances HEIP works with Patient Relations and other appropriate departments to provide screening or testing. Decisions about UCSF-sponsored screening and testing will be made by the Technical Advisors. 	HEIP		
Transmission Control measures (all shifts)	<ul style="list-style-type: none"> Educate staff re: control measures Articulate correct measures; supplement with signage, education prn Audit adherence to control measures 	HEIP, PCM, CN, CNS, Medical Directors, Designated patient care unit personnel		
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Arrange for sufficient stock delivery/storage to affected unit(s) 	Materiel Services, PCM, CN, Safety Officer		
Changes in service delivery	<ul style="list-style-type: none"> Consider impact on normal services: <ul style="list-style-type: none"> Hospitality—cleaning type and frequency Food delivery system Facilities maintenance Spiritual Care Pharmacy deliveries Rehabilitation specialties Discharge management Volunteers 	Technical Advisors, HICS		
Education	<ul style="list-style-type: none"> Determine need for and delivery of guidance: <ul style="list-style-type: none"> Hand hygiene PPE use Just-in-time coaching Empower bedside staff to correct all deviations from accepted practice 	HEIP, PCM, CN, CNS, Medical Directors, Designated patient care unit personnel		Validate compliance with appropriate precautions; verbal feedback and physical demonstration.

Step	Action	Owner	Completed Date	Comments
Staff assessment	<ul style="list-style-type: none"> Identify symptomatic staff and restrict from patient care duties 	PCM, CN, Dedicated unit personnel		
	<ul style="list-style-type: none"> Liberalize sick leave 	HICS, Human Resources		
	<ul style="list-style-type: none"> Consider: dedicated hotline(s) (e.g. automated informational; staff reports to OHS) 	Technical Advisors, Public Affairs/PIO		
	<ul style="list-style-type: none"> Establish return-to-work criteria 	Technical Advisors		
Visitor policy	<ul style="list-style-type: none"> Consider visitor <ul style="list-style-type: none"> Restriction Screening PPE education 	Technical Advisors, HICS, Safety Officer		Increase security prn
	<ul style="list-style-type: none"> Monitor visitor understanding of control strategies 	Unit personnel		
Other steps:				

