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| Respiratory illness in Residential and Aged Care Facilities |  |
| Outbreak preparedness checklist |  |

### Checklist

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| Planning actions | checkmark--circle-2072-large[1] |
| Does your RCF have a respiratory outbreak plan? (Make sure it covers all the areas identified below) |  |
| Has your RCF updated its respiratory outbreak plan this year? |  |
| Have the relevant health care providers/organisations in the community (e.g. associated GPs, infection control consultants) been involved in the planning process? |  |
| Are all RCF staff aware of the plan including their roles and responsibilities? |  |
| Vaccination actions |  |
| Does your RCF achieve a high (>90%) rate of annual vaccination of both staff and residents? |  |
| Does your RCF have an up-to-date consolidated line listing of all residents’ influenza and pneumococcal vaccination status? |  |
| Does your RCF have an up-to-date consolidated line listing of all staff members’ influenza vaccination status? |  |
| Staff, resident and family education |  |
| Has your RCF staff undergone education and training in all aspects of outbreak identification and management, particularly competency in infection control? |  |
| Has your RCF run one or more staff education sessions? |  |
| Has your RCF provided resident families with the departmental [influenza prevention letter](https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/respiratory-illness-management-in-aged-care-facilities) <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/respiratory-illness-management-in-aged-care-facilities>  |  |
| Staffing actions |  |
| Does your RCF have a staffing contingency plan in case 20% to 30% of staff fall ill and are excluded for 5 to 7 days? |  |
| Has your RCF developed a plan for cohorting staff in an outbreak (well unvaccinated staff only working in areas with no resident cases and vaccinated staff only working in areas with ill residents)? |  |
| Stock levels |  |
| Has your RCF acquired adequate stock of PPE, hand hygiene products, nose and throat swabs, cleaning supplies and antiviral medication (if applicable)  |  |
| Antiviral actions |  |
| Has your RCF consulted with facility GPs to develop the antiviral component of the plan?  |  |
| Has your RCF provided facility GPs with the [pre-season departmental letter](https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/respiratory-illness-management-in-aged-care-facilities) recommending antiviral medication? <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/respiratory-illness-management-in-aged-care-facilities> |  |
| Have prescriptions / standing orders (if applicable) for use of antiviral medications in a laboratory confirmed influenza outbreak been considered, and prepared in consultation with facility GPs? |  |
| Outbreak recognition actions |  |
| Does your RCF routinely *assess* residents for influenza-like illness (ILI), particularly during the typical influenza season from April to October? |  |
| Does your RCF *encourage* staff to report ILI symptoms during the typical influenza season from April to October? |  |
| Does a process exist to notify the facility manager and the Victorian Department of Health and Human Services (the department) as soon as practicable (and within 24 hours) of when an ILI outbreak is suspected? |  |
| Communication actions |  |
| Does your RCF have a contact list for the department and other relevant stake holders (e.g. facility GPs and infection control consultants)? |  |
| Does your RCF have a plan for communicating with staff, residents, volunteers, family members and other service providers (e.g. hairdressers) during an outbreak? |  |
| Does your RCF have a plan to restrict unwell visitors entering the facility as well as limitation of well visitors during an outbreak to reduce risk of transmission both within the facility and externally (e.g. security, signage, restricted access)? |  |
| Cleaning |  |
| Does the plan identify who is responsible for overseeing increased frequency of cleaning, liaison with contractors or hiring extra cleaners as necessary? |  |