

	Time (24 hr)	Chair	Recorder	<input type="checkbox"/> Physical EOC <input checked="" type="checkbox"/> Virtual EOC
Item	Lead	Reporting & Actions		
1. Situation Summary Update	Coordination Centre Director	New facility outbreaks as of today: New cases from existing outbreak facilities: Items flagged for Island Health Pandemic Planning EOC:		

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NAME

LTC and/or AL? –resident capacity, floors

Outbreak declared:				Risk level-	
Index Case:					
Category of Issue/Constraint	Actions	Assigned to (role):	Due Date	Today's Status	Comments, Escalation Needed?
Medical Management	•	Medical Director, coordinator or MRP			
Staff Swabbing	•	MHO/Site Leadership/PH			
Resident Swabbing	•	MHO/Site Leadership/PH			
Staff/Resident Cohorting	•	MHO/Site Leadership/PH			
PPE use & Education	•	CNE/IPC/ Site leadership			

Screeners	•	Site leadership/ORL/staffing			
Staffing	•	Staffing/ORL			
Supplies	•	Site leadership			
Hand Hygiene	•	Site Leadership/CNE/IPC			
Enhanced Cleaning	•	Site Leadership/CNE/IPC			
Prevention Audit	•	ORL/IPC/CNE			
Communication	•	ORL/CRC/Communications			