

# Pandemic Emergency Management – Challenge & Tested Solution

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## Challenge:

Ministry of Health & Public Health Reporting Requirements

## Solution:

Streamline and track PHU documentation and reporting by creating a COVID Excel tracking system that tracks location of outbreaks, incident reporting, etc.

## Steps to Implement:

1. Develop in-house spread sheet (see attached)
2. Develop written document outlining the steps to complete reporting (see attached)
3. Provide all on-call managers and directors with access to centralized data spread sheet

## Results

1. How effective was this?
  - Very. Having centralized information helps to speed up PH inspection process and reporting.
2. Was this efficient? Was it quick to implement?
  - Yes, it was quick to implement and had no cost associated with it
3. Would you recommend this to other agencies?
  - Yes

## Additional Considerations:

- Some agencies discussed hiring an outbreak person to oversee the process, but CLDN chose to provide all on-call managers and directors with the information to keep them in the loop and spread out the responsibility.
- Through established connections with PH, we were provided a central email address to report positive tests, clarify conflicting messaging, etc. We use this to relay the necessary information.

## Lessons learned:

- Through real time use, our in-house tracking spread sheet has evolved to include data on staff who tested positive, outbreaks, staff isolating due to exposure –CLDN can track exposure and return to work date, and offer support to staff who test positive

## Further contact Person:

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