

CHECKLISTS OF RECOMMENDED PREPARATORY WORK FOR PUBLIC HEALTH DEPARTMENTS, OCCUPATIONAL HEALTH DEPARTMENTS AND INFECTION PREVENTION CONTROL TEAMS

Checklist of recommended preparatory work for Public Health Departments

Referral pathway for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts (Details of local hospital procedure to follow when referring symptomatic contact for assessment are contained within Chapter 5 <i>Public Health Management of cases and contacts of VHF</i> , Section 5.9)	<input type="checkbox"/>
Process for arranging ambulance transport for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts	<input type="checkbox"/>
Contact Packs have been prepared and methods for providing them to contacts within hours and OOH have been agreed	<input type="checkbox"/>
24/7 contact arrangements for contacts who are being monitored are in place	<input type="checkbox"/>
Departments have access to sufficient supplies of thermometers	<input type="checkbox"/>
Contact database is fully functional (Excel 2010)	<input type="checkbox"/>
Necessary IT specs: <ul style="list-style-type: none"> • Operating system = Windows 10 • Microsoft Office = Version 2016 (Excel 2016) • Internet browser = Internet Explorer 11 • Encryption software = Axcrypt version 1.5 or above OR Private File version 5 • Saadian SMS messaging system 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Necessary encryption software for transmitting data is in use	<input type="checkbox"/>
PHD to link with OHS to develop a process for the timely transfer of information and updating of the contacts database	<input type="checkbox"/>
PHD to link with IPCT to develop a process for the timely transfer of information and updating of the contacts database	<input type="checkbox"/>
PHD to link with IPCT to develop a system of handover of monitoring of inpatient contacts who are discharged and require further monitoring in the community	<input type="checkbox"/>
Regional Ebola/VHF spokesperson(s) are fully briefed	<input type="checkbox"/>
Consideration has been given to preparing draft media statements on: <ul style="list-style-type: none"> • PHD is monitoring an VHF contact • A contact of VHF who was being monitored by PHD has become symptomatic and is now under investigation 	<input type="checkbox"/>

Checklist of recommended preparatory work for Occupational Health Departments

Referral pathway for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts (Details of local hospital procedure to follow when referring symptomatic contact for assessment are available here)	<input type="checkbox"/>
Process for arranging ambulance transport for symptomatic contacts who are being referred for medical assessment to local designated receiving hospitals has been agreed and is known by all those involved in monitoring contacts	<input type="checkbox"/>
Contact Packs have been prepared and methods for providing them to contacts within hours and OOH have been agreed	<input type="checkbox"/>
24/7 contact arrangements for contacts who are being monitored are in place. OHS should have a system in place whereby a HCW can contact them at any time should they become unwell. If a healthcare facility cannot provide 24/7 contact with OHS then an alternative system must be in place to facilitate immediate referral for medical assessment of a HCW contact who becomes unwell.	<input type="checkbox"/>
Contact database is fully functional (Excel 2010)	<input type="checkbox"/>
Necessary IT specs <ul style="list-style-type: none"> • Operating system = Windows 10 • Microsoft Office = Version 2016 (Excel 2016) • Internet browser = Internet Explorer 11 • Encryption software = Axcrypt version 1.5 or above OR Private File version 5 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
OHS to link with PHD to agree systems for transferring contact monitoring data and notifying PHD when an OHS contact becomes unwell and is being referred for medical assessment	<input type="checkbox"/>
Contact letter for distribution to GPs of HCW under surveillance	<input type="checkbox"/>
Discussion and agreement with Line Management regarding terms and conditions of sick leave / reasonable accommodation if required.	<input type="checkbox"/>
Inform local Counselling/EAP Service of the VHF contact monitoring and provide the contact details of counselling service to the HCW being monitored	<input type="checkbox"/>
Advise HCW regarding work and social activity restrictions agreed with the LOCT	<input type="checkbox"/>

**Checklist of recommended preparatory work for
Infection Prevention Control Teams**

Guideline for contract tracing and management of inpatient contacts has been agreed and is known by all those involved in monitoring contacts	<input type="checkbox"/>
Hospital Management should ensure that the IPCT are resourced to provide 24/7 arrangements for implementing the protocol.	<input type="checkbox"/>
IPCT to link with OHS to arrange access to contact database	<input type="checkbox"/>
Contact database is fully functional (Excel 2010)	<input type="checkbox"/>
Necessary IT specs <ul style="list-style-type: none"> • Operating system – Windows 10 • Microsoft Office = Version 2016 (Excel 2016) • Internet browser = Internet Explorer 11 • Encryption software = Axcrypt version 1.5 or above OR Private File version 5 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
IPCT to link with PHD to agree systems for <ul style="list-style-type: none"> • transferring contact monitoring data • notifying PHD if a contact develops symptoms of possible VHF • handover of monitoring of inpatient contacts who are discharged and require further monitoring in the community 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
IPCT to link with OHS to develop a system to ensure HCW are included in the contact tracing of inpatient symptomatic patients.	<input type="checkbox"/>
Hospital letters for distribution to inpatient contacts have been developed	<input type="checkbox"/>
VHF information leaflet has been prepared	<input type="checkbox"/>