



# SAN MATEO COUNTY HEALTH SYSTEM

## Preparedness

As indicated in a previous section, outbreaks of any disease are immediately reportable to the Health Department. When making a report of an outbreak, providers and administrators should have the following information available:

- Your name
- Name of facility
- Type of setting
- Type of disease and/or specific symptoms affecting ill persons
- Number of ill people
- Onset of illness symptoms
- Number of people transported to the hospital and/or hospitalized, if applicable
- Common events preceding the onset of illness

## Outbreak Management

The information contained in this section should assist facilities to meet the expectations of the Health Department in the reporting and control of an outbreak. Unless a public health emergency exists, compliance with the Health Department's recommendations is voluntary. Licensing agencies, however, may mandate compliance. Additionally, the recommendations are based on previous experience managing multiple outbreaks in a wide variety of institutions, and are based on practices that result in effective, rapid management of outbreaks.

## Reporting

Facilities should designate one point-of-contact. This person will be responsible for making the initial report to the health department, the licensing agency, and also be responsible for providing daily reports to both entities. The Health Department should also inform the facility as to which staff member is responsible for investigating the outbreak. The point-of-contact person at the facility should email or fax an Outbreak Line List **DAILY** to the Health Department. The line list should include non-staff, i.e. students, patients, residents, and staff that meets the case definition agreed upon by the facility and Health Department. The line list should include, but is not limited to the following information:

- Name

- Date of birth
- Onset of symptoms
- Type of symptoms
- Affected location in the facility
- Hospitalizations or transfers
- Death, if applicable

The Health Department can provide the following information, in writing:

- Checklist for management of gastrointestinal, respiratory, or dermatological outbreaks
- Line list for reporting
- Sample notification signage for posting at facility
- Guidelines for informing residents, staff, families, and other visitors
- Additional infection control guidelines can be found at:  
[www.smhealth.org/cdcontrol](http://www.smhealth.org/cdcontrol)

To contact the Health Department by telephone Monday through Friday, between 8 am and 5 pm, call (650) 573-2346. After hours week days, weekends and holidays, call (650) 363-4981.