RCDHU Line List: Frequently Asked Questions

What is a line list?

A line **list is** a table that contains key information about each case in a suspect and/or confirmed outbreak. Each row represents a case, and each column represents a variable such as case identification (including room number), symptoms, specimen information, treatments, and outcome. Cases should be listed in chronological order by symptom onset or positive test result, whichever is earliest. Cases should only appear once on a line list.

Where can I find a fillable copy of the line list?

Line lists can be found at www.rcdhu.com Find the 'For Professionals' tab and click on 'Health Care'. From there, find and click on the 'Outbreak Management' tab. All outbreak supporting documents can be found here, including line lists.

- The Respiratory Outbreak Line List (for staff and for patients) is for individuals meeting case definition
- Asymptomatic Case Surveillance line lists (for staff and for patients) are for high-risk contacts

Why are line lists important elements of outbreak management?

The use and completion of a line list continues throughout the investigation of an outbreak. From the line list, it is possible to:

- develop a preliminary case definition and assist in identifying further cases related to the outbreak;

- define an outbreak area and determine if transmission is occurring outside of this defined area;

- review symptoms and progression/duration of illness;

- follow up and review any laboratory tests that were conducted; and

- develop an epidemic curve

Who should be added to the outbreak line list?

The line list includes those individuals who meet case definition. Add information on all PCR, RMT or RAT positive individuals (patients, staff, caregivers, others) who have acquired their infection within the facility. If you are unsure of the acquisition, note as "unknown" as per the legend on the line list and continue to investigate.

Only add positive patients or staff to the line list if they are directly related to the outbreak.

Also enter probable cases who meet the probable case definition. Enter the reason for their entry (i.e., RAT positive, symptomatic but not tested, etc.).

Should high-risk contacts be added to the line list?

Facilities may decide to include individuals who have been identified as high-risk contacts on a separate line list indicated for "Surveillance".

How frequently should I send the line list?

The form should be updated and faxed to the health unit daily during an outbreak (including on the last day) to assist RCDHU in tracking changes in the status of the outbreak.

What should I do if there is an error on the line list?

If an error is made, draw a clear line through it and initial it.

When should I remove someone from the line list?

Cases should not be removed from the line list. Once they have recovered and are no longer in isolation, check off "Resolved" in the Outcome column.

If a case is discharged before their isolation period is complete, please indicate when and where they were discharged.