Reporting of LTC Facility Outbreaks to the DHSS

Last updated: August 13, 2026

All HCPs must follow the *NWT Public Health Act*. Measures for contact tracing and legislative requirements are laid out within the *Reportable Disease Control Regulations* and reporting timelines are found in the *Disease Surveillance Regulations*.
https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/reporting-nwt-communicable-diseases_0.pdf

Incident including:

- Communicable disease suspect/probable/confirmed case
- Communicable disease related hospitalization
- Communicable disease related death
- Outbreaks or unusual clinical manifestations of any disease

Any of the following areas may be notified first/simultaneously:

- IPAC
- HSSA
- PHU/CHC
- Manager of Private Facility

Reports to

OCPHO

OCPHO receives initial report via CDCU@gov.nt.ca unless CD is schedule 3 part 1 then call 867-920-8646* including:

- Facility name
- # residents affected/# cases
- # of hospitalizations
- # of Deaths (Note all deaths related to CD must be called into OCPHO)
- Pathogen or suspected pathogen (ie influenza, COVID, plague

Only CPHO can declare an outbreak

Reports to

informs

Reports to

Who runs facility ?

NTHSSA

HRHSSA

TCSA

Private Facility

NTHSSA

IPAC receives report from NTHSSA LTCF and OCPHO via phone 867-445-2121 or nthssa_ipac@gov.nt.ca

- IPAC calls OCPHO 867-920-8646 to confirm if outbreak. Only CPHO can declare an outbreak. Further direction may be given by OCPHO at that time depending on pathogen.
- IPAC immediately implements outbreak control measures.
- IPAC calls for an outbreak management meeting**. These are daily at first, and taper down as cases decrease.

** See outbreak management list on next page for who is involved.

HRHSSA

IPAC receives report from HRHSSA LTCF and OCPHO via phone 867-874-8148 or hrhssa_ipac@gov.nt.ca

- IPAC calls OCPHO 867-920-8646 to confirm if outbreak. Only CPHO can declare an outbreak. Further direction may be given by OCPHO at that time depending on pathogen.
- IPAC immediately implements outbreak control measures.
- IPAC calls for an outbreak management meeting**. These are daily at first, and taper down as cases decrease.

** See outbreak management list on next page for who is involved.

TCSA

Manager of Continuing Care receives report from Clinical Care Coordinator (CCC)

- CCC calls OCPHO 867-920-8646 to confirm if outbreak. Only CPHO can declare an outbreak. Further direction may be given by OCPHO at that time depending on pathogen. If declared an outbreak, the CCC will notify outbreak management team** IPAC provides direction on outbreak control measures.
- The Continuing Care team will coordinate an outbreak management meeting with the outbreak management team**.

** See outbreak management list on next page for who is involved.

Manager of Facility

Private facility receives instruction from OCPHO via designated email for facility with required reporting updates and appropriate public health measures.

OCPHO may flag to HSSA if appropriate to flag a community public health response (ex. Immunizations, community spread).

Manager will notify appropriate stakeholders within facility.

DHSS, CC

DHSS, CC receives notification from OCPHO via TAC@gov.nt.ca and activates LTC Facility Outbreaks: Continuing Care Internal Reporting Structure

CPHO

CPHO remains the public spokesperson for all outbreak related information. Organizations communications units should coordinate with OCPHO for all media requests.

Only the CPHO can declare and rescind outbreaks

Ongoing reporting on other side

Ongoing Updates to OCPHO

NTHSSA

IPAC sends outbreak meeting notes to OCPHO via CDCU@gov.nt.ca as outbreak progresses. Information to include:

- # of cases
- If someone is transferred to another facility or dies***
- Confirmation outbreak is still ongoing
- Public health issues that require CPHO direction including outbreak case and contact management of patients (antiviral Rx and prophylaxis)

NTHSSA Outbreak Management Team

- IPAC
- OHS
- Unit manager
- Unit RN/Supervisor
- Facility COO/Senior manager
- Environmental Service Manager
- Territorial Manager Continuing Care
- Territorial Public Health NP
- HSSA (as needed)
- Other (as needed)

HRHSSA

IPAC provides regular written report to OCPHO via CDCU@gov.nt.ca as outbreak progresses. Information to include:

- # of cases
- If someone is transferred to another facility or dies***
- Confirmation outbreak is still ongoing
- Public health issues that require CPHO direction including outbreak case and contact management of patients (antiviral Rx and prophylaxis)

HRHSSA Outbreak Management Team

- IPAC
- Public Health/HR/Quality & Risk Rep (OHS role)
- Unit manager
- Unit RN/Supervisor
- NTHSSA IPAC (as needed)
- Other (as needed)

TCSA

IPAC provides regular written report to OCPHO via CDCU@gov.nt.ca as outbreak progresses. Information to include:

- # of cases
- If someone is transferred to another facility or dies***
- Confirmation outbreak is still ongoing
- Public health issues that require CPHO direction including outbreak case and contact management of patients (antiviral Rx and prophylaxis)

TCSA Outbreak Management Team

- CCC
- TCSA IPAC Rep
- NTHSSA IPAC
- PH NIC
- Direct Supervisor for Unit (OHS role)
- CC Manager
- Other (as needed)

Manager of Facility

Private facility provides regular written report to OCPHO via CDCU@gov.nt.ca as outbreak progresses:

- # of cases
- If someone is transferred to another facility or dies***
- Confirmation outbreak is still ongoing
- Issues that require further support from CPHO direction including outbreak case and contact management of patients (antiviral Rx and prophylaxis)

If HSSA involved they will provide updates regarding authority activities.

Private Facility Outbreak Management Team

- Facility Manager
- IPAC
- OHS
- Other (as needed)

DHSS, CC

OCPHO to provide ongoing updates to DHSS, CC related to outbreak status and to send a formal email when outbreak declared over. DHSS, CC to continue to update internal structure.

ALL HSSAs

Facility RN/RPN, Facility Manager to provide written report to OCPHO for transfers or admissions to another facility or unit (ex. ICU). ***Deaths to be called into OCPHO via 867-920-8646.

Manager of Facility

Facility manager to provide written report to OCPHO for transfers or admissions to another facility or unit (ex. ICU). Deaths to be called into OCPHO via 867-920-8646.

Rescinding Outbreak

Only CPHO can declare an outbreak over. Facilities are to provide a final report and inform OCPHO if they think the outbreak should be declared over and a formal declaration will be administered from the OCPHO by CDCU@gov.nt.ca.