

Transfer and Admission Flowchart Instructions

Instructions:

Please follow this flowchart for Public Health guidance for scenarios outlined in section 3.5 of [Recommendations for Outbreak Prevention and control in Institutions and Congregate Living Settings \(PDF\)](#).

Transferring facility is to complete the *Transfer and Admission Assessment form* and send to receiving facility for review and approval of transfer or admission. Receiving facility is to utilize the flowchart where Public Health guidance is required. For scenarios not captured in the flowchart, or if there are additional concerns, contact Public Health for consultation.

Important notes:

- COVID-19 testing is not required or recommended for the transfer or admission of a person from a hospital to a long-term care home (LTCH) or retirement home (RH).
- If transfer is from outbreak (OB) unit to non-OB unit, facility is to conduct enhanced symptom monitoring. If the resident is transferring from an acute respiratory infection (ARI) outbreak and is a non-roommate close contact or the outbreak is unstable**, resident is strongly recommended to wear a mask for 7 days if tolerated, or if unable to mask, to avoid group dining and activities for the same duration. Roommate close contacts should be placed on Additional Precautions for one incubation period (or 5 days if pathogen is unknown). Following this period, the roommate close contact should wear a well-fitting mask, if tolerated, when receiving care and when outside of their room until day 7 from the case's symptom onset.
- This flowchart does not apply to individuals who are severely immunocompromised. Facilities are to consult with Public Health if individual is severely immunocompromised.
- If flowchart indicates that transfer or admission should not proceed, transfer or admission to be delayed until criteria are met or outbreak(s) are declared over.

Colours:

- green for the scenarios that may proceed
- yellow for caution, only certain scenarios should proceed
- red for should not proceed

Legend:

*IPAC (infection prevention and control) measures are disease specific and may include ability to wear a mask, physically distance, follow facility directions, does not wander, is able to isolate as required, and facility has appropriate cleaning measures in place.

**Stable outbreak: Outbreak is considered to be stable if it is not recently declared and transmission is controlled or contained to known close contacts. An outbreak is considered unstable if these criteria are not met. Stability to be assessed at first outbreak meeting, and Public Health is to inform facility when stability has been met.

***Vaccinations: vaccinations are considered up to date if an influenza vaccine has been received within the influenza season and COVID-19 vaccination is up to date as per [COVID-19 Vaccine Program](#) (Ontario.ca).

If further consultation is required, please contact Public Health:

- enteric outbreaks: 705.522.9200, ext. 464
- respiratory outbreaks: 705.522.9200, ext. 267 or email LTCH@phsd.ca
- after hours: 705.688.4366 (16:30 to 8:30 weekdays, or anytime on weekends and holidays)

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