

How to Report an Outbreak in a Residential Congregate Setting

If your facility has a one or more COVID-19 case, the Alaska Department of Health and Social Services, Section of Epidemiology (SOE) and Residential Licensing must be notified of each new case and updated on a weekly basis until at least 1 incubation period (14 days) has passed with no new staff or resident positive cases. Follow the steps below to report cases. When contacting SOE in Step #1, you will be asked for the name, date of birth and date of positive test for all positive cases (resident or staff) in your facility. **After completing Step #1, SOE staff will contact you and provide follow up instructions.**

STEP 1

To report a new positive case, you can notify an Epi Nurse from SOE at one of the follow options:

- 833-603-2537 (ALFS or SNFs)
- After hours Epi call service at 800-478-0084 (will always give you a nurse)
- During regular business hours at 907-269-8085
- Email kimberly.spink@alaska.gov

STEP 2

After completing Step #1, SOE staff will contact you and explain how to complete this table each week until outbreak is over (at least 2 weeks after your last positive case).

RESIDENT DEMOGRAPHIC INFORMATION		STAFF DEMOGRAPHIC INFORMATION	
Total # Residents (at start of outbreak)		Total # of Staff	
Total # of Active COVID cases		Total #of Active COVID cases	
Total # of Recovered		Total # of Recovered	
Total # as it relates to COVID Cases	Deaths		
	Hospitalized		
	On Home Oxygen		
Date of 1 st Positive		Date of 1 st Positive	
Last testing date		Last testing date	
Next testing date		Next testing date	
Percentage of Residents Vaccinated		Percentage of Staff Vaccinated	
Date of next Vaccination Clinic		Date of next Vaccination Clinic	
Facility Name			
Reporting Person/Phone Number			
Date of Report			
Have you had a separate outbreak > 2 months ago?			
What barriers (if any) are you experiencing with vaccinating staff and/or residents?			

STEP 3

Complete the Line List of residents and staff (see page 2) who have tested positive for COVID-19. You are required to updated the line list on a weekly basis until at least 1 incubation period (14 days) has passed with no new staff or resident positive cases. Please ensure the form is completed accurately. If you have any questions about completing this form please contact kimberly.spink@alaska.gov.

