



**Public Health**  
Prevent. Promote. Protect.

Frederick County Health Department

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## **COVID-19 OUTBREAK PROCESS**

- Positive case is reported; FHCD is notified by MDH.
- Outbreak number will be assigned by MDH.
- A FCHD representative will be assigned to your facility.
- Inform families and staff of positive case.
- Check daily MDH updates.
- Keep a daily line list in facility. List each person one time. Separate residents by unit. Have a separate section for employees. Submit daily to your assigned representative.
- Update patient on line list when there is a major change (hospitalization, death, etc.)
- Staff is to be masked at all times in facilities.
- Anyone entering the building must be screened for symptoms and temperature.
- Visitors are not allowed, except in extreme circumstances (end of life) and must don PPE.
- Everyone tested should be treated as if they are positive until known otherwise. Use droplet and contact precautions including gloves, mask, gowns and eye protection.
- Specimen collection and submission:
  - Label with legible, correctly spelled name, birthdate “C” in lower right corner and correct outbreak #.
  - Contact the Health Department at [lab@frederickcountymd.gov](mailto:lab@frederickcountymd.gov) to request test kits. IMPORTANT: Kits may be picked up from FCHD 9:30 am – 11:30 pm, drop offs 2 -4 pm, Monday through Friday. When you arrive at Entrance A, the door is manned; remain onsite until CD nurse has approved specimens. Use current kits on hand before requesting new kits.
- Be sure MOLST forms, advance directives and DNR orders are reviewed and updated; a copy is to accompany resident to hospital.
- It has yet to be determined when a COVID19 outbreak is over, but it is understood to be after 2 incubation periods with no new onset (which for this would be 28 days if it follows suit). More guidance to come.