

## Proposed outbreak meeting agenda

1. Roll call
2. Epidemiological investigation (see epi summary)
  - a. Total and new number of cases and contacts
  - b. Case definition
  - c. Other findings
3. Clinical and social issues
  - a. Active cases in isolation
  - b. Contacts in quarantine
  - c. Testing update
  - d. Hospitalised or severe cases
4. EH/Control measures
  - a. Public health
  - b. Employer
5. Communications
  - a. To health partners (including notification of PHO and CNPHI posting)
  - b. To employees
  - c. To media/public
6. Other
  - a. Setting case definition
  - b. Declaring outbreak over
  - c. Lessons learned/debrief/recommendations
7. Next meeting