![Community Living Toronto logo]

Information Technology Tools

April 30, 2020

Tools - Built & In Operation

Notice Of Occurrence

When: Suspected, Probable or Confirmed Case part of our immediate response process

Who: All staff and People receiving Services

What Happens: Staff is emailed with confirmation and the Central Covid Response team will also be alerted

Updates: Staff and Managers then have access to their records to review and update.

Overview

The electronic Notice of Occurrence Form must be completed when you have a suspected, probable or confirmed case of COVID-19. When you complete the form and save it, an Item # will be assigned to the new occurrence and it will automatically send an email notification back to you and the COVID Team. Item #s enables us to reference and follow occurrences easily through an itemized log.

The link through the email notification can be used to continue updating the form as you have more information. Keeping the information updated is essential for the COVID Team to determine whether an occurrence can be closed and restrictions lifted. The information will also be correlated with other occurrences to provide a snapshot of the agency's current state.
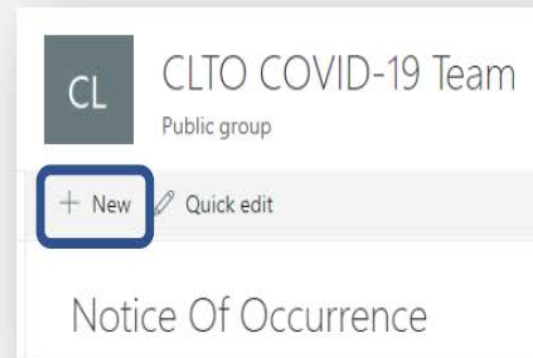
What is Captured			
Type of Record (StaffID/PersonID)	Symptomatic	SOR	Supervisor
ID	Date of First Sym	E-Claims	Supervisor Cell
First Name	Nature of Occurrence	Tested	Manager
Last Name	Notified Toronto P-health	Result	Manager Cell
Phone		Actions Taken	Resolved
Location		Super	Resolved Date
Floor/Unit			Nature Of Resolution
			COVID Team Status
			COVID Team Notes

2) Select Enter your network credentials and password if prompted.

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Toronto

Pick an account

🪪 Use your CLTO account

➕ Use another account
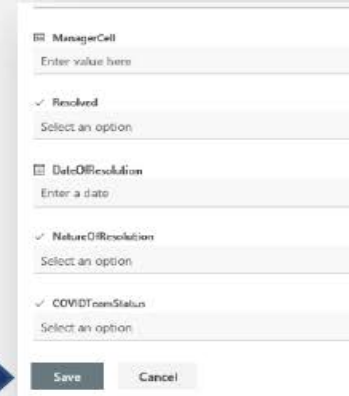
3) Select ➕ New to add a new record.

CL CLTO COVID-19 Team
Public group

➕ New   ✏ Quick edit

Notice Of Occurrence

4) Fill out the required information and press **Save**.

5) To Edit a record first select the radio button beside the Record and select ✏️ **Edit**.

6) Once changes are made Click **Save**.

Exposure Tracking for Staff and Individuals

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Information Requested

Person Type – [Drop down] Employee or Individual in Service (Note: if an Employee or Individual in Service experiences more than 1 occurrence, add it to the existing occurrence and notify the COVID Team that the person is symptomatic again)

ID – [Drop down] Employee ID or ISIS ID

First Name – [Free text] proper first, as well as common use or nickname

Last Name – [Free text]

Phone Number – [Free text] this is applicable to employees

Location – [Drop down] residential location or program

Floor/Unit – [Free text] can also be used for any additional residential details

Symptomatic – [Drop down] Yes (based on the definitions in the Response Guide) or No (person may have been exposed or COVID-19 positive and asymptomatic)

Date of First Symptoms – [Select calendar date] for onset of first symptoms or essentially the start date of the occurrence

Nature of Occurrence – [Free text] important details relating to the reason for the new occurrence; for example: an individual or staff had direct contact with someone who was suspected, probable or confirmed COVID-19

Notified Toronto Public Health – [Drop down] Yes or No (supervisors/managers should notify TPH of all cases)

Actioned On SOR – [Drop down] Yes or No (SORs need to be completed when there is a potential exposure for an individual in service; if an individual in service has suspected, probable or confirmed COVID-19)

Filed E-claims – [Drop down] Yes or No (E-claims are filed if staff think they contracted COVID-19 while at work)

Tested – [Drop down] Yes or No (staff can support individuals to get tested; for staff, it is important to emphasize that they are essential services supporting people with a developmental disability

Results – [Drop down] Yes, No or Inconclusive (it is important to update test results for the occurrence; the date of testing can be noted in the Actions Taken field below)

Actions Taken – [Free text] this is for additional details that will help conclude and close the occurrence as per the Guide for Closing Occurrences below

Supervisor – [Free test] entering name is important for follow-up

Supervisor Cell – [Free text] ensure the number is accurate

Manager – [Free text] entering name is important for follow-up

Manager Cell – [Free text] ensure the number is accurate

Resolved – [Drop down] Yes or No (see below Guide for Closing Occurrences to help determine if the occurrence is resolved or not)

Date of Resolution – [Select calendar date]

Notice Of Occurrence

ID	PersonType	ID(EmployeeID/ISIS...)	FirstName	LastName	PhoneNumber(Staff...)	Location
8	Employee				(647)	
9	Individual in Service				647- or cell #647-	
10	Employee				(416)-	

Inventory PPE and Cleaning Supply Tracker

Inventory PPE and Cleaning Supply Tracker

Inventory PPE and Cleaning Supply Tracker

Inventory Management System

ID	TypeOfRequest	Product	Quantity	ToLocation	Modified	Mo
46	Enter Received Inventory (Credit)	Eye Protection: glasses	118	North York	3/19/2020 7:41 AM	Julia
47	Enter Received Inventory (Credit)	Masks: N95	800	North York	3/19/2020 8:14 AM	Wir
48	Enter Received Inventory (Credit)	Masks: surgical	2850	North York	3/19/2020 7:42 AM	Julia
49	Enter Received Inventory (Credit)	Gloves: small	7100	North York	3/19/2020 7:43 AM	Julia
50	Enter Received Inventory (Credit)	Gloves: medium	12900	North York	3/19/2020 7:44 AM	Julia
51	Enter Received Inventory (Credit)	Gloves: large	16100	North York	3/19/2020 7:44 AM	Julia
52	Enter Received Inventory (Credit)	Gloves: extra large	10000	North York	3/19/2020 7:45 AM	Julia

Tools - Under Development

Location Check-In

Location Check-In

Visitors Log

ID	ProgramLocation	NonStaffName	Visitor Type	Reason for visit	PhoneNu
2	Buttonwood Residence	~~[redacted]~~	Agency Staff	Reporting for a shift	(647)-78:
3	Kidbrooke Residence	Test Employee	CLTO Staff	Reporting for a shift	(416) 12:
4	Wilcox Creek Residence	Test Employee 01	Agency Staff	Reporting for a shift	(416)-12:

Questions?