

Checklist for Situation Reports in PICs

21 April 2020



Pacific Community
Communauté du Pacifique



World Health Organization
Representative Office for the South Pacific

Included? (Yes/No)	Information
	Number and date of situation report
	Identify presence of national coordination group/incident management team
	Key agencies, staff and roles including Emergency Operation Centre/National Joint IMT contact details
	Highlights since the last situation report
OUTBREAK DESCRIPTION	
Number of total and new since last sitrep and in the past 24 hours (in a table):	
	Confirmed, probable and suspected COVID-19 <u>cases</u> by gender and age category*. Include age range, mean age and median age. Include epidemic curve by date of onset. <i>*Recommended age categories: 0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75-84, 85+ years</i>
	COVID-19 <u>deaths</u> by gender and age category*. Include age range, mean age and median age. <i>*Recommended age categories: 0-4, 5-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75-84, 85+ years</i>
	Imported and local transmission COVID-19 cases
	Hospitalised COVID-19 cases including stable, ICU, ventilated and severe cases (including information on beds available or in use)
	Persons under investigation (PUIs)
	People isolated/quarantined
	HCWs COVID-19 cases
	Recovered COVID-19 cases
Description/narrative of:	
	Disease origin and transmission summary including importation, clusters, chains of transmission, evidence of community transmission.
	Case definition in use for confirmed, suspected and probable cases
	Geography of COVID-19 cases, disease clusters, chains of transmission, evidence of community transmission in terms of time (daily or weekly)
	Symptoms and pre-existing conditions of COVID-19 cases
OUTBREAK RESPONSE MEASURES	
	Identify presence of and describe the following government/legal advisories, including start and end dates associated with the declarations, if applicable: Declaration of state of emergency, travel restrictions, lockdown and physical distancing measures.
	Laboratory results, if available, including type of tests (RT-PCR or GeneXpert), total samples tested, positive and negative results, including number of samples collected from contacts and probable cases by gender
	Inventory of supplies including laboratory, hospital and PPE
KEY ACTIVITIES/UPDATES	
	Surveillance including sentinel surveillance and screening activities, details of ILI, SARI and atypical ARDS presentations amongst public, and the number of influenza samples tested, positive results, negative results, type/subtype
	Contact tracing including number of contacts identified, number screened, number who became a case
	Quarantine and isolation including location of isolation (e.g. home or facility) and information on people who develop symptoms
	Points of Entry (PoE) measures including airports and seaports, and dates of enforcement
	Logistics
	Planning including recovery and plans for lifting current restrictions
	Infection prevention and control
	Risk communication
	Training
RESOURCES DEVELOPED OR REQUIRED	
	Reference laboratory referral
	SOP/Guidance developed e.g. rational use of PPE, etc.
	TA requirement, ventilator need, etc.
	Challenges and other support needed