

**Ministry of Long-Term Care**

Director  
Long-Term Care Inspections Branch  
Long-Term Care Operations Division

11th Floor, 1075 Bay Street  
Toronto ON M5S 2B1  
Tel.: (416) 212-6707  
Fax: (416) 327-7603

**Ministère des Soins de longue durée**

Directrice  
Inspection de soins de longue durée  
Division des opérations de soins de longue durée

1075, rue Bay, 11e étage  
Toronto ON M5S 2B1  
Téléphone: (416) 212-6707  
Télécopieur: (416) 327-7603



**DATE:** October 22, 2020

**MEMORANDUM TO:** Long-Term Care Home Licensees  
Long-Term Care Home Administrators  
Long-Term Care Home Directors of Nursing and Personal Care

**FROM:** Wendy Lewis  
Acting Director, Long-Term Care Inspections Branch

**RE:** **REPORTING OUTBREAKS TO THE DIRECTOR**

---

An outbreak of COVID-19 is an outbreak of a disease of public health significance as defined in the *Health Protection and Promotion Act*. Under paragraph 5 of subsection 107 (1) of Ontario Regulation 79/10, licensees of long-term care (LTC) homes must immediately report an outbreak of COVID-19 to the Director of the Ministry of Long-Term Care.

The Chief Medical Officer of Health (CMOH) for Ontario issued Directive #3 for LTC homes. Criteria for when an outbreak is to be considered as **suspected** and **confirmed** are provided. The local public health unit (PHU) is to be notified immediately of a suspected outbreak.

Licensees of LTC homes must report **confirmed** outbreaks of COVID-19 to the Director. Licensees are also encouraged to report **suspected** outbreaks of COVID-19 to the Director. This will enhance our shared efforts to ensure the safety of all residents and staff.

In support of this request, the critical incident system (CIS) outbreak reporting form has been updated to include COVID-19 as an outbreak type. The associated text box should be used to clarify the status of the outbreak. Please be sure to update the CIS form as new information is available about the outbreak.

Please refer to the Director memorandum dated July 05, 2018, "[Clarification of Mandatory and Critical Incident Reporting Requirements](#)", for a reminder about how reports are to be submitted.

Thanks for your attention into these matters.

A handwritten signature in black ink that reads "Wendy Lewis".

---

Wendy Lewis

cc: Donna Duncan, Chief Executive Officer, Ontario Long-Term Care Association  
Lisa Levin, Chief Executive Officer, AdvantAge Ontario