



Candida Auris (C. auris) & Carbapenemase-producing Enterobacteriaceae (CPE) Outbreak Line List Instructions

This document provides instructions on how to accurately complete an outbreak line list, which supports mandatory reporting and documentation practices under Ontario's [Health Protection and Promotion Act](#). Line lists are essential tools used to document and track cases during an outbreak. Clear, accurate entries are key to effective communication between facilities and Ottawa Public Health.

Please ensure all information is legible and accurate, as these documents are part of the legal record. Facilities should retain a copy for their internal documentation and record-keeping purposes.

If you experience any issues using the online form, please contact your assigned investigator. If one has not yet been assigned, you may call 613-580-2424 ext. 26325 for assistance.

This form can be completed **electronically** or **printed and filled out by hand**. Unless otherwise specified, all instructions apply to **both formats**. If an instruction differs between the electronic and paper versions, this will be clearly indicated.

1. To ensure the line list functions correctly, please verify that you are using the most current version of Adobe Reader. Older versions may cause compatibility issues. You can download the free latest version from: <https://get.adobe.com/reader>.
2. Update the line list daily and submit to Ottawa Public Health (OPH) using the [Ongoing Outbreak Line List Reporting Form](#) - on business days only (Monday to Friday from 0830 to 1630) - until the outbreak is declared over, **regardless of any changes**.
3. For the resident/patient/clients line list, create a separate page for each floor/unit. (Not applicable for congregate living settings)
4. If completing by hand, use the following date format wherever space is limited: **YY/MM/DD**
5. Outbreak Information:
 - a. Name of Facility
 - b. Outbreak number



6. Page specific information:
 - a. Type of outbreak: *C. auris* or CPE
 - b. Unit/room number
7. Add all lab confirmed and/or probable cases to the line list in chronological order. Refer to the [Ministry of Health's appendices](#) for case definitions. If someone does not meet the case definition, do not remove the entry. Instead, use a strike-through and note in the comments that the individual is not linked to the outbreak.
8. Complete all applicable fields under the *Case Identification & Information* section.
 - a. Under location history, add each unit the case occupied, including the date ranges.
 - b. Date precautions started refers to the date the individual was placed on additional precautions.
 - c. Add date of discharge if the case was transferred to a different institution.
9. In the Clinical presentation section:
 - a. Confirm if the individual is colonized. Note: *C. auris* colonization with no clinical symptoms is not reportable and does not meet the case definition of a confirmed case.
 - b. Only include a symptom if it is new or represents a change from the individual's baseline condition.
 - c. For each entry, add a checkmark.
 - d. If a symptom is not listed, document it in the comments box.
10. In the *Specimen* section:
 - a. Record the date and site of specimen collection.
 - b. Select the organism identified and the applicable gene/clade type.

11. Under Complications:

- Indicate the date of emergency visit or hospitalization if the case was transferred from a non-acute care facility.
- Only complete the hospitalization field if the individual is admitted to hospital.

12. Under *Comments*, add any other pertinent information relevant to the investigation.

Example form:



Public Health
Santé publique

**OUTBREAK LINE LIST for CANDIDA AURIS (C. auris) &
CARBAPENEMASE-PRODUCING ENTEROBACTERIACEAE (CPE)**

Submit to OPH using the Line List Submission Form found at: <https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks.aspx>

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Add Page

Name of Facility: Best Medical Facility Unit/Floor: 2nd floor Outbreak Number: 2251 - 2025 - 00025 Agent: C. AURIS ☒ CPE ☐

Case identification & information				Clinical presentation				Specimen		Complications		Comments								
Case # (chronologically)	Surname, Given name, Date of birth (YYYY-MM-DD)	Unit / room number	Date admitted to facility	Date precautions started	Date of discharge	Date of symptom onset	Colonized	Fever	Hypotension	Pain	Infection		Other (specify)	Date of collection	Collection site	Organism identified	Gene / Clade	Date of emergency visit	Date of hospitalization	Date deceased
1	Atkins Tommy 1955-07-14	201	2025-09-01	2025-10-06		2025-10-04	☒				Urinary tract		2025-10-04	Urine		II				

Organism:
Citrobacter freundii
Citrobacter unspecified
Enterobacter cloacae
Enterobacter unspecified
Escherichia coli
Klebsiella oxytoca
Klebsiella pneumoniae
Klebsiella unspecified
Morganella morganii
Pantoea unspecified
Proteus mirabilis
Providencia unspcies
Raoutella unspecified
Serratia marcescens
Other, specify

Gene / Clade:
GES
IMP
KPC
NDM
OXA-48-LIKE
VIM
I
II
III
IV
V
Other, specify

OUTBREAK LINE LIST for CANDIDA AURIS (C. auris) &
CARBAPENEMASE-PRODUCING ENTEROBACTERIACEAE (CPE)

Submit to OPH using the Line List Submission Form found at: <https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks.aspx>

Name of Facility: _____ Unit/Floor: _____ Outbreak Number: 2251 - _____ - _____ Agent: C. AURIS CPE

Case identification & information								Clinical presentation						Specimen		Complications			Comments		
Case # (chronologically)	Surname, Given name, Date of birth (YYYY-MM-DD)	Unit / room number	Date admitted to facility	Location history Date from/to Unit/Room E.g.: 2025-10-20 to 27: 3C/310 2025-10-28 to 31: 4C/401	Date precautions started	Date of discharge	Date of symptom onset	Colonized	Fever	Hypotension	Pain	Infection	Other (specify)	Date of collection	Collection site	Organism identified	Gene / Clade	Date of emergency visit	Date of hospitalization	Date deceased	Organism: Gene / Clade: Citrobacter freundii GES Citrobacter unspecified IMP Enterobacter cloacae KPC Enterobacter unspecified NDM Escherichia coli OXA-48-LIKE Klebsiella oxytoca VIM Klebsiella pneumoniae I Klebsiella unspecified II Morganella morganii III Pantoea unspecified IV Proteus mirabilis V Providencia unspecies Other, specify Raoultella unspecified Serratia marcescens Other, specify