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**