

**Ministry of Health
and Long-Term Care**

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May 27, 2003

**TO: ALL HOSPITAL ADMINISTRATORS
SUPERINTENDENTS OF HEALTH CARE INSTITUTIONS**

**RE: TIMELY REPORTING OF REPORTABLE DISEASES UNDER THE HEALTH PROTECTION AND
PROMOTION ACT**

Ontario is in the middle of investigating and controlling clusters of Severe Acute Respiratory Syndrome (SARS). It is important that accurate information is collected in a timely manner by your local public health department so that appropriate control measures can be implemented expeditiously.

According to Section 27, Subsection (1) of the Health Protection and Promotion Act (HPPA) "*the administrator of a hospital shall report to the medical officer of health of the health unit in which the hospital is located if an entry in the records of the hospital in respect of a patient in or an out-patient of the hospital states that the patient or out-patient has or may have a reportable disease or is or may be infected with an agent of a communicable disease*".

In Subsection (2) of Section 27, it also states that "*the superintendent of an institution shall report to the medical officer of health of the health unit in which the institution is located if an entry in the records of the institution in respect of a person lodged in the institution states that the person has or may have a reportable disease or is or may be infected with an agent of a communicable disease.*"

The timing of the reporting is specified in Subsection (3) of Section 27 and it states that "*the administrator or the superintendent shall report to the medical officer of health as soon as possible after the entry is made in the records of the hospital or institution, as the case may be*".

I would like to remind all hospital administrators and superintendents of all health care institutions in Ontario to immediately report any case of a reportable disease including SARS to the local medical officer of health of the health unit in which the hospital or the institution is located. The report should include information regarding the case such as name, contact address, age, sex, symptoms, date of onset, date of exposure, laboratory findings or any other relevant information that may be helpful in containing the disease.

Your cooperation in this matter is greatly appreciated.

Yours truly,

Colin O. D'Cunha, MBBS, MHSc, FRCPC
Commissioner of Public Health,
Chief Medical Officer of Health and
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