

Diocesan Entity Status Report Form

Diocesan Entity Name:	City:	Pastor / PLA / Administrator:
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The purpose of this form is to track the status of Diocesan entities that are affected by pandemic influenza. Entities shall complete the applicable parts of this report and send it to the Chancery when the status of the entity changes significantly. This includes: confirming the change in the Diocesan steps, reporting of illness and deaths due to influenza, and significant changes in operation. Reporting schedule:

- A single report within a week after step 1 is declared (in the context of a pandemic; not annual flu season);
- Weekly reports after step 2 or 3 is declared;
- Twice weekly reports after step 4 is declared.
- Weekly reports in the Post-Peak Period and Post-Pandemic Period

Make a copy to send to the Chancery and retain the original. Additional information should be added to the original and copies sent as needed. E-mail to: communication@davenportdiocese.org; or Fax: 563-324-5842.

Confirmation of Change in the Diocesan Response Step:

Dates When Corresponding Steps in Diocesan Policy are Implemented

	Message Received from Chancery			Dates When Corresponding Steps in Diocesan Policy are Implemented	
	Date	By	Via	Date	Steps
Step 1 (single report)					
Step 2 (weekly)					
Step 3 (weekly)					
Step 4 (2x / week)					
Post – Peak Period (weekly)					
Post – Pandemic Period (single report)					

<u>Estimated Number of Cases of Influenza in the Entity Population*</u>		<u>Number of Deaths Due to Influenza</u>		<u>Significant Changes in Operation</u>	
<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Notes</u>

* Parishioners should be encouraged to report cases of influenza in their households to the parish regardless of whether a home visit is requested or not. This information should be kept confidential to the pastoral care team and health officials unless the ill person or their caretaker abdicates confidentiality.