



POLICY PAN-04: Outbreak Management Team

Infection Control

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Approval Authority: Administrator, Norview Lodge
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Policy:

It is the policy of the home to coordinate and Outbreak Management Team (OMT) during a Pandemic Outbreak for the purposes of outlining specific job duties, responsibilities, reporting mechanisms of staff and to oversee all aspects of an outbreak in the home.

Members

Administrator
IPAC Lead (1)
Supervisor of Nursing and Personal Care (1)
Manager of Nursing & Personal Care (2)
Supervisor of Business Services
Supervisor of Support Services
Medical Director/ Nurse Practitioner
Supervisor of Programs/Volunteer
Supervisor of Facilities Services
Supervisor of Nutritional Services
Division Assistants (Support Services/Nursing)
Member of the Public Health Department

Procedure

The Outbreak Management Team Roles and Responsibilities.

Chairperson: Responsible for coordinating team meetings, and delegating tasks (Administrator or IPAC Lead).

Outbreak Coordinator: Responsible for ensuring all OMT decisions are carried out, and coordinate all activities required to investigate/ manage/ document the outbreak (IPAC Lead).

Media Spokespersons: Responsible for giving information to members of the news media (Administrator or Manager H&SS/ designate).

Secretary: Responsible for setting meetings, and notifies committee members of any changes. Records and distributes minutes of meetings (Supervisor of Business Services/ Division Assistants/ Receptionist).

- When a Pandemic alert is issued by the Medical Officer of Health, the OMT will meet to review all policies and procedures in place, as applicable.
- Regular meetings thereafter to maintain progress of Pandemic activity and preparedness- members to ensure to take Emergency Manual and all other required information to meetings (i.e.: inventory of supplies, list of suppliers etc.).
- The OMT will confirm an outbreak exists and ensure that all members of the team have an understanding of the situation.
- There will be a member of the OMT (with Managerial duties) on call 24 hrs a day if Influenza Like Illness is identified in the county and maintain vigilance throughout alert and pandemic period.
- Issue letters to families regarding resident relocation within the home (Appendix A) as applicable.
- Adopt a case definition or criteria that will be used to identify Residents or staff with symptoms (please note the case definition for Residents may be different from that for staff).
- Review the IC measures that will be necessary to prevent the virus from spreading.
- Identify and confirm the required signs/ information to be posted in the home and the other appropriate locations.
- Institute exclusion polices and the staff contingency plan as applicable.
- Enforce proper use of Personal Protective Equipment (PPE).
- Communication Plan: internal communication, external communication.
- Education needed for Staff, Residents, Volunteers, Caregivers and Visitors.
- Review restrictions of Activities/ Appointments etc.

- The OMT will meet on a daily basis if active activity is occurring in the home.
- Identify potential Residents at High Risk.
- Evaluate available laboratory results.
- Recommend/ review and follow-up on Resident and Staff surveillance.
- Determine the need for additional resources (i.e.: staffing levels, supplies). All staff schedules will be reviewed and adjusted as necessary to address staffing shortages across all departments to ensure essential service coverage.
- Maintain record of extra supplies including packing slips and invoices and submit to Administrator and Supervisor of Business Services (Appendix B).
- Administrator or designate will notify the Medical Officer of Health of relocation of Residents to alternative Resident home area and availability of vacant Resident home areas for community use if required.
- Discuss restricting activities and will revisit the issue as the Pandemic progresses.

Appendix A (Letter to Families/POA will include the following information)

We currently are in Level 6 of the Pandemic Plan which indicates a Pandemic is underway. The staff at Norview Lodge are maintaining ongoing communication with the Haldimand-Norfolk Public Health Department.

In the event that we are effected by this virus please be advised that your family member may be temporarily relocated to an alterative Resident Home Area depending on their health status. Our staff may be limited thus requiring the home to reduce the number of Resident Home Areas to better utilize the number of staff available for ongoing provision of care.

Please ensure that you inquire at the reception desk prior to visiting the exact location of your loved one. The staff will notify families by telephone at the first available opportunity. If your family member is relocated only essential items will accompany them to the temporary area. Their closets etc. will be taped closed until they return to their regular room.