



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 5.1

DEPARTMENT: *Infection Control*

SUBJECT: *Outbreak Contingency Plan*

APPROVAL DATE: April 2004

REVISION DATE: March 2016

REVIEW DATE: March 2017

REVISION DATE: November 2018

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PURPOSE: To initiate and maintain a plan to stop the transmission of pathogens during an outbreak.

PROCEDURE:

1. The Registered Staff maintain a line list of residents with infections. These residents are isolated as determined by the Manager of Resident Care and/or Registered staff and/or Medical Director.
2. Registered/Administration Staff will also initiate the staff line listing, ensuring staff sick calls are documented indicating onset of illness and symptoms.
3. When an outbreak has been declared the MRC / designate will contact the MOL by phone for a case number and will complete a MOL reporting form (IC – Form#5.4) every 48 hours until the outbreak is declared over.
4. In the event that 2 residents on the same unit develop symptoms within 24 hours the Manager of Resident Care will be notified by the registered staff. The registered staff on the affected unit will ensure the appropriate line listing for residents is initiated with complete information. The Manager of Resident Care/designate will contact the Director of Homes & Seniors Services/Administrator and Medical Director.
5. The Manager of Resident Care/designate will communicate outbreak potential to all departments and give direction to post communications for residents and visitors.
6. The Manager of Resident Care/designate will contact the Public Health Inspector at the Elgin St. Thomas Health Unit. The Public Health Inspector will determine if an outbreak is declared. The Health Unit will identify the case definition and appropriate outbreak control measures.
7. The Manager of Resident Care (or delegate) will call an Outbreak Management Team meeting and ensure that all departments and a representative of the Joint Health & Safety Committee are aware of outbreak and outbreak control measures. The Manager of Resident Care or Administrator/DSS will initiate the Central Incident Reporting System (CIS) outbreak report if/when the outbreak is declared.
8. Isolation precautions will be reviewed with staff on the affected unit(s). The Manager of Support Services will ensure additional cleaning staff is scheduled as able to control the spread of the organism and disinfect contact areas throughout the Home area(s). Department managers will review outbreak supplies on hand and ensure adequate stock on hand in the event of declared outbreak.



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9. In the event an outbreak is declared, the Public Health Inspector and Manager of Resident Care (or delegate) will discuss the management of the outbreak on a daily basis. The Manager of Resident Care/Registered Staff will fax an updated line listing of residents to the Health Unit (refer to IC # 5.3 Outbreak Management) and Ministry of Labour as required.

10. It is the responsibility of the Public Health Inspector to declare the onset and conclusion of an outbreak.