



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:** Nov. 2018; Dec. 2019; Dec. 2020; Nov. 2022

Page 1 of 2

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

PROCEDURE:

1. The Registered Staff will assess daily each resident for infectious signs and symptoms. If symptoms are identified, the registered staff will document the information on the relevant surveillance tool or Public Health (PH) line list. These residents are isolated as determined by the IPAC Program Manager, Manager of Resident Care (MRC) and/or Registered staff and/or Medical Director.
2. In the event that 2 residents on the same unit develop symptoms within 24 hours the IPAC Program Manager 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 IPAC Program Manager/designate will contact the Director of Homes & Seniors Services (DSS)/Administrator and Medical Director, and Manager of Resident Care
3. IPAC Program Manager/Registered/Administration Staff will also initiate the staff line listing, ensuring staff sick calls are documented indicating onset of illness and symptoms.
4. The Manager of Resident Care/IPAC Program Manager/designate will contact the Public Health (PH) representative. PH will determine if an outbreak is declared. PH will identify the case definition and appropriate outbreak control measures.
5. The IPAC Program Manager or Manager of Resident Care/designate will communicate outbreak potential to all departments and give direction to post communications for residents and visitors.
6. When an outbreak has been declared, if staff become ill with symptoms that match the outbreak case definition, the IPAC Program Manager/ 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.
7. The IPAC Program Manager/or 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 IPAC Program Manager/Manager of Resident Care or Administrator will initiate the Critical 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 housekeeping staff is scheduled as able to control the spread of the organism and disinfect contact areas throughout the Home area(s), including high touch surfaces.



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Page 2 of 2

Department managers will review contingency and operational outbreak supplies on hand and ensure adequate stock on hand in the event of declared outbreak.

9. In the event an outbreak is declared, the PH Representative and IPAC Program Manager (or delegate) will discuss the management of the outbreak on a daily basis. The IPAC Program Manager/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.
11. Each department will have a staffing contingency plan, including cohorting directions, developed and ready to operationalize in the event of an outbreak.