



POLICY PAN-12: Pandemic Action Plan

Infection Control

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Policy

When there is pandemic activity in the home, the home will implement control measures.

Criteria for a Potential Outbreak

Two cases of acute Respiratory tract illness occurring within 48 hours in a geographic area (e.g., home area, floor)

OR

More than one home area having a case of acute respiratory illness within 48 hours.

Criteria for a Confirmed Outbreak

Two cases of acute Respiratory tract illness occurring within 48 hours, one of which is laboratory confirmed

OR

Three cases of acute Respiratory tract illness occurring within 48 hours in a geographic area (e.g., home area, floor)

OR

More than 2 home areas having a case of acute respiratory illness within 48 hours.

Influenza should be suspected in a Resident if they have any two of the following symptoms:

Fever/abnormal temperature, runny nose or sneezing, stuffy nose (i.e. congestion), myalgia, headache, severe malaise, chills, loss of appetite, swollen or tender glands in the neck, sore throat or hoarseness or difficulty swallowing, dry cough.

Procedure – Steps 1 to 6 occur simultaneously**1. Notify the local Medical Officer of Health or Designate of a Potential or confirmed Outbreak the home will:**

- Submit the Critical Incident form to the Ministry of Health electronically.
- Give the Ministry of Health and Long Term Care or designate the name of the primary IPAC Lead and backups at the home responsible for the outbreak investigation along with their contact information.
- Report the initial control measures that have been instituted.
- Request an Investigation Number (formerly referred to as an Outbreak Number) and record it on all laboratory submission forms (this is an 8 or 9 digit number assigned by the local Public Health Unit)
- Discuss with the local Public Health Unit if Residents should be tested, how to obtain NP swab kits, how many specimens will be collected, and how they will be submitted to the laboratory.
- Notify the Ministry of Health and Long Term Care and continue to activate its pandemic plan and if necessary its emergency plan.
- All specimens must include the Resident's name, DOB, the home's name and the Investigation number.
- Post notification at all entrances alerting all visitors of pandemic outbreak
- Media will be notified by Administrator or designate

2. Implement Occupational Health/Infection Prevention and Control Measures:

- Hand hygiene for staff and Residents/volunteers/visitors.
- PPE – N95 mask, gloves, gowns, goggles/shield as applicable.
- Equipment and environment routine practices / additional precautions cleaning.
- Waste management – double bagging of all infectious material. Consult with OMT re disposal of waste i.e. transfer site.
- Co-horting of staff.
- Clean/ disinfect communal equipment after use.

3. Notify the Appropriate Individuals (include phone numbers)

- Administrator/OMT
- Medical Director
- General Manager and Chief Nursing Officer of Health and Social Services
- Pharmacy
- Ministry of Labour
- Ministry of Health and Long Term Care via CIS
- Home's Laboratory Services
- Union Representatives
- Staff Members (including contracted services)
- Residents
- Suppliers
- Community Volunteers
- Family Members/Caregivers
- Others as appropriate (Mayor, County Chief Administrative Officer)

4. Hold an initial Outbreak Management Team Meeting (OMT)**5. Monitor the Outbreak/ Conduct Ongoing Surveillance**

- To identify new cases per line listings and update the status of ill Residents and Staff.

The outbreak reporting forms will be faxed daily to the Public Health Unit by the Infection Prevention and Control Professional or designate.

Resident Surveillance

- Registered staff to document onset time and date for new cases/symptoms.
- Swabs/tests obtained noted on outbreak form and in multi-disciplinary notes.
- Isolation signs posted on doors.
- Residents who have recovered.
- Status of ill Residents worsening symptoms, clinical and or x-ray diagnosis of pneumonia).
- Monitor Residents who remain in room B.I.D. for 7 days or symptom free, whichever comes first.
- # of Residents receiving anti-viral prophylaxis.
- # of Residents receiving antiviral prophylaxis and go on to develop ILI.
- Adverse reaction to any antiviral medication or vaccine or the D/C of antiviral prophylactic medication.
- Transfers to hospital.
- Deaths.

Staff Surveillance

- If develop symptoms at work, go home.
- New cases/symptoms.
- Status of ill staff.
- Staff who have recovered and their return to work date.
- Staff who still have symptoms but are considered fit to work and are working in the home with restrictions (i.e.: working with Residents who are ILI) and using appropriate PPE.
- # of staff receiving antiviral prophylaxis and # who go on to develop ILI.
- Adverse reaction to any antiviral medication or vaccine or D/C of antiviral prophylactic medication.
- The length of time that ill staff should be excluded from work will be determined by the Public Health Department based on the epidemiology of the pandemic strain.
- Staff/Students/Volunteers working in other facilities: If Norview Lodge has had no pandemic activity staff/students/volunteers working at facilities where there is pandemic activity, will be restricted unless proof of taking anti-virals is presented.
- Staff who are at high risk of complications for Influenza need to provide medical documentation to support this and then will be provided alternative work if possible.

Implement Control Measures for Residents

Restrict ill Residents to their rooms during the outbreak whenever possible.

- Cohort Residents with the same symptoms in the same room.
- Restrict Resident to their RHA during the outbreak.
- Whenever possible Residents with Influenza should be in a private room or co-horted in one unit.
- When Residents with influenza are co-horted in one unit, they will avoid contact with the remainder of the home.
- Staff to utilize designated equipment for ill Residents.
- Place Resident in private room if available or maintain distance of 2 meters away from other Resident's behind privacy curtains.
- Encourage Residents to wash their hands.
- Placed on Droplet/ Contact Precautions
- Encourage Residents to wear surgical masks if tolerable when outside of room, if unable to, encourage them to cover their mouth and nose when coughing or sneezing with a kleenex or their arm.
- Willow Walk will be classified as the "Acute Care Pandemic" unit in the event of Influenza Activity during a Pandemic. (as required)
- Certain respiratory procedures carried out on Residents with influenza – that is procedures that may generate aerosols – can expose staff to respiratory pathogens and are considered higher risk for staff and others in the area. When Residents are diagnosed with influenza, all elective high risk procedures (e.g., dental care) should be postponed until the illness is resolved and any non-elective high risk procedures should be performed using appropriate precautions N95 masks to reduce risk of exposure (e.g. suctioning).
- Air filters will be replaced weekly or when required.

Admission, Re-Admission and Discharges

If there is pandemic activity in the community but not in the home, the home will take every precaution not to admit someone with ILI into the home. All new admissions will be screened using the ARI protocol.

Decisions will be affected by:

- Resident needs-their health needs and the advice of the Medical Director.
- If staffing levels are down and there is not enough staff to provide adequate care the home may have to restrict new admissions.
- Access to anti-virals
- The home's ability to provide appropriate accommodation and care services (i.e.: peritoneal dialysis, tube feedings, trachs etc.)

Medical Appointments

All non-urgent appointments will be rescheduled until Resident is symptom free.

Transfers to Hospital

The Public Health Department will be consulted regarding transfers to other Long Term Care Homes.

7. Control and Support Measure for Staff and Volunteers

Deploying Staff/ Students/ Volunteers

The home will deploy staff to maintain adequate levels of care, making use of transferable skills and delegated acts as required. Care will be taken to:

- Match skills, capability and personal suitability with required tasks.
- Provide tasked individuals with the necessary information and instruction required to perform those functions.
- Ensure such orientation be provided through shadowing staff or access to “Job action sheets” before they are put into a position of delivery specific services.

8. Deaths

If there is identified a Novel Respiratory Influenza Like activity the coroner must be notified and the Physician is required to pronounce death.

Supporting Staff

Support will be identified to facilitate the Provision of care:

- Counselling and psychosocial support to help cope with job related stress and/ or with anxiety about the pandemic. (Refer to EAP)
- Flexible work schedules to support staff home life and commitments, compassionate leave for funerals.
- Care for elderly family members.
- Meals will be provided for staff working extended shifts/ overtime due to relief availability.
- Clean utility rooms and staff room will be set up with beds for staff to rest/ sleep.

9. Control Measures for Visitors, Caregivers and Volunteers (including family)

Notifying Visitors, Caregivers and Volunteers

- Signs will be posted at all entrances re: outbreak and visitor restriction.
- Non-essential Visitors will not be allowed in the home.
- Only essential family will be allowed in the home.

Restrictions on Ill Visitors

- All visitors will be screened using the ARI tool, visitors who are ill will be asked not to enter the home until they have recovered.
- During staff shortages- visitors with ILI may be allowed to enter the home and assist in providing care to the Residents before they are fully recovered.
- If this is necessary they will be restricted to assisting with non-direct care or to working with Residents who have symptoms of ILI and will wear the appropriate Personal Protective Equipment.

Visiting Ill Residents

- Isolation signs will be posted on the doors of the ill Residents, advising visitors to check at nursing station prior to entering and what Personal Protective Equipment is required.

- Ill Residents will have caregivers in their room only.

Communal and Other Activities

- Visits by outside groups will not be permitted.
- Visits to multiple Residents will be restricted.
- All outside of the home programs/ activities will be cancelled.
- Large programming for Residents will be cancelled.
- No integration of Residents for programs, stay within their own Resident Home Area.

Relocation of Residents and Staff (Refer to Emergency Manual)

1. Contingent on relief, ill staff may be asked to work with ill Residents. Staff/ Volunteers with ILI may be restricted to non-direct care or to working with Residents with symptoms of ILI and will wear appropriate Personal Protective Equipment, they will not be deployed to care for high risk, medically fragile Residents.
2. In the event of a decreased number of Residents, relocation of Residents to alternative Resident Home Areas may be necessary to ensure proper utilization of available staff. In the event of this occurrence families will be notified. Staff will ensure only required items accompany Resident. (Pertinent ADL supplies, medications, Kardex, MARS, TARS, Tx creams and chart) Remainder of personal items to remain in original rooms with closets taped closed.
3. Staff working at other Long Term Care Homes/ Facilities with Pandemic/ Influenza activity may be restricted from working at Norview Lodge if Norview has not had any pandemic/ Influenza activity, unless proof of taking prescribed anti-viral is provided.

Note:

During a seasonal Influenza Outbreak, non-immunized staff that are not taking anti-virals are excluded from work without pay.

During an Influenza Pandemic, this measure will not apply until a vaccine has been developed or until there is an adequate supply of anti-viral available. If there is an adequate supply of anti-virals, staff that are not taking anti-virals may be restricted from work.

A mechanism will be in place for staff to provide proof that they are taking prescribed anti-virals.

If issues arise regarding compliance with work exclusions, options will be reviewed with the OMT.

Laundry

Any linen that contains sputum or nasal discharge will be handled with gloves and gowns will be disposed in isolation bags prior to being sent to laundry.

Dietary

Trays with disposable dishes will be utilized for all Residents.

Environmental Cleaning

Because the virus in droplets can survive for 24 to 48 hours on hard non-porous surfaces, for 8 to 12 hours on cloth, paper and tissue, and for 5 minutes on hands, people can acquire Influenza indirectly by touching contaminated hands, surfaces and objects.

- Cleaning staff will wear gloves, gowns, surgical masks and face shield/ goggles if cleaning near a coughing Resident or their room using appropriate disinfection.

The home will implement any surveillance protocols issued by the Director for a particular communicable disease or disease of public health significance and any stand or protocol issued by the Director with respect to infection prevention and control.