

Policy IFC- 53: Outbreak Management Team (OMT) Infection Control

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Summary

The Outbreak Management Team (OMT) is responsible for:

- Setting up systems outlining a quick and effective response when an outbreak occurs
- Identifying ongoing measures for the control and containment of an outbreak of infectious disease.

Membership

Membership may include many of the same individuals as the Infection Control Committee:

- Supervisor Infection Prevention and Control – chairperson
- Supervisor Education Training and IPAC Back-up – co-chairperson
- Administrator
- Manager of Nursing & Personal Care
- Supervisor of Nursing and Personal Care (2)
- Support Services Supervisor
- Medical Director/Physician/ Nurse Practitioner
- Programs/Volunteer Supervisor
- Nutritional Services Supervisor
- Facilities Services Supervisor
- Public Health Representative (Medical Officer of Health or designate)
- Administrative Assistant-Administrator & Support Services
- Social Service Worker

Meetings

The initial meeting will take place as soon as possible after the identification of a suspect or confirmed outbreak.

During an outbreak, meetings may take place on a regular basis. The frequency will depend on the degree of concern regarding the outbreak.

Agenda

This meeting should be used to:

- Determine the type of infection and define its characteristics;
- Establish a case definition;
- Examine the extent of the infection (number of cases and date of onset);
- Identify potential Residents at risk;
- Review and/or recommend the implementation of infection control measures;
- Identify any specific procedures required;
- Evaluate available laboratory reports;
- Recommend, review and follow-up on Resident and staff surveillance;
- Determine the need for additional resources;
- Identify potential carriers/close contacts and determine follow-up.

Minutes

Minutes will be recorded of all OMT meetings.

Roles/Responsibilities

IPAC Lead and/or delegate:

- Chairperson of the OMT Meetings
- Assist in determining/advising on the IPAC practices for the outbreak in consultation with public health
- Tracks all outbreak information (line list)
- Collaborates with Public Health on:
 - Declaring an outbreak
 - Discontinuation of outbreak
 - Establish case definition
 - Providing line list information
- Provide Education/training for IPAC related to outbreak:
 - Outbreak surveillance
 - Specimen Collection
 - PPE
 - Outbreak Control Measures
- Implementing any changes related to IPAC for the outbreak
- Making sure all IPAC resources (i.e., PPE) are available for the outbreak
- Conducts auditing
- Conduct a debrief meeting after each outbreak to assess IPAC measures that were effective/ineffective

- A summary of findings will be created and the established improvement for the outbreak practice
- Reviews infectious disease surveillance results regularly to ensure all staff are conducting infectious disease surveillance appropriately and to ensure that appropriate action is being taken to respond to surveillance findings.
- Ensures staff and visitors are aware of an outbreak via website and posted signage throughout the home.

Public Health:

- Provide disease specific information (knowledge expert) including on the occurrence of the disease in other jurisdictions.
- Consult on surveillance, infection prevention and control policies and procedures, and outbreak management
- Perform food and environmental inspections and sample testing as required; coordinate with Public Health Lab and provide specimen kits
- Collect data, analyses outbreaks, report to the Ministry of Health and Long-Term Care on institutional outbreaks
- Review of line list and case definition

Administrator:

- Media spokesperson

Manger of Nursing and Personal Care:

- Ensures staff are following the outbreak IPAC measures
- Ensures adequate nursing staff for outbreak needs
- Assists the IPAC lead with IPAC measures

Supervisors of Nursing and Personal Care:

- Assist IPAC lead with IPAC measures
- Assist with surveillance/ensuring staff are following outbreak measures
- Assists in managing staff surveillance

Administrative Assistant for Administrator/Support Services:

- Minute taker for OMT meetings
- Types and distributes meeting minutes

Medical Director/Physician/Nurse Practitioner:

- Ensures Residents receive appropriate medical care as required
- Reviews Residents on the line-listing
- Communicates with families/Residents regarding treatments as required

Supervisor of Programs and Volunteer Services:

- Contacts volunteers regarding outbreak and IPAC measures
- Instructs staff on IPAC measures
- Assists in contacting families as required

Supervisor of Support Services:

- Arranges for additional enhanced cleaning procedures as directed by OMT

Supervisor of Nutritional Services:

- Establishes food service guidelines (paper service etc) as required
- Reviews cleaning procedures

Supervisor of Facilities Services:

- Instructs staff on IPAC measures
- HVAC/ventilation monitoring

Social Service Worker

- Works in collaboration with IPAC Lead and/or delegate and Public Health Representative to monitor admissions and transfers within the outbreak unit(s) and/or entire facility if required.

Outbreak Management Team during a Pandemic

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.

Procedure

The Outbreak Management Team Roles and Responsibilities.

Chairperson: Responsible for coordinating team meetings, and delegating tasks (Administrator or Supervisor of Infection Prevention and Control or designate).

Outbreak Coordinator: Responsible for ensuring all OMT decisions are carried out, and coordinate all activities required to investigate/ manage/ document the outbreak (Supervisor of Infection Prevention and Control or designate).

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 Operations/ 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 the 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 the home is in an outbreak 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 infection control 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 policies 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 and Visitors.
- Review restrictions of Activities/ Appointments etc.
- The OMT will meet on a daily basis as required.
- 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

- 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 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.