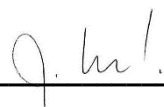
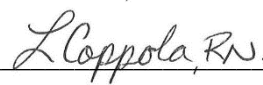


Leamington Mennonite Home
Long Term Care

**INFECTION CONTROL
POLICY AND PROCEDURE**

CATEGORY: Legislative & Legal Requirements (Reporting)	SUBJECT: Reporting Communicable Diseases & Outbreaks	SECTION: B POLICY: 1
DATE: July 12, 2022	Administrator's Signature: _____ 	
REVISION DATES: September 2023	IPAC Lead's Signature: _____ 	

REPORTING COMMUNICABLE DISEASES & OUTBREAKS

POLICY:

The Windsor Essex County Public Health Unit, the Medical Officer of Health, and provincial health authorities (as applicable) will be notified of any occurrence of the following:

- Infectious disease at the outbreak level
- Communicable disease as outlined by provincial health authorities
- Problems with drinking water supply (i.e. contamination)

Concerns will be reported immediately by telephone to the Public Health Unit (PHU).

In addition, the Ministry of Labour and the Ministry of Environment shall be notified of any occurrence involving staff, or that poses a risk to staff, as well as any occurrence involving the water and air supply. When a staff contracts a communicable disease that is determined to have been contracted throughout the course of their employment, the Workplace Safety & Insurance Board will be notified within 72 hours, and the Ministry of Labour will be notified by the Director of Nursing & Personal Care within 4 days of onset of illness. Refer to: Reporting Workplace Injuries or Illnesses – Occupational Health & Safety Manual.

PROCEDURE:

The Nurse will:

- 1) Report concerns about a potential communicable disease/outbreak involving a resident(s) to the Infection Prevention & Control Lead.
- 2) Immediately isolate the resident(s) to mitigate risk of infection transmission.

The Infection Prevention & Control Lead will:

- 1) Assess the presenting signs and symptoms and consult with the Medical Director to verify if the criteria for communicable disease/outbreaks are met.
- 2) Maintain open communication with DNPC.
- 3) Implement isolation practices for resident(s) displaying symptoms and identify the precautions staff must use when providing care or services.

- 4) Complete and submit the appropriate reporting form via the PHU website found under *Diseases of Public Health Significance*.
- 5) Refer all reportable diseases to the local Medical Officer of Health.
- 6) Maintain daily communication with PHU representatives, including completion and sending of line-listing reports, to ensure accurate sharing of disease progression/resolution information (including new cases, resolved cases, and any deaths that can be associated to the disease), testing results, and any other factors contributing to effective management of the disease.
- 7) Always maintain the confidentiality of residents' health records.

The Director of Nursing & Personal Care or designate will:

- 1) Notify department managers and organize a meeting to identify roles and responsibilities by department for managing the disease. Invite Public Health to attend the first Outbreak Management Team meeting.
- 2) Maintain communication with the above representatives to ensure accurate sharing of disease progression/resolution information (including new cases, resolved cases, and any deaths that can be associated to the disease), testing results, and any other factors contributing to effective management of the disease.
- 3) Notify MLTC via the CIS reporting portal once communicable disease/outbreak is resolved.
- 4) Always maintain the confidentiality of residents' health records.
- 5) Maintain a current listing of all Reportable Diseases from the PHU.