

Leamington Mennonite Home  
Long Term Care

**INFECTION CONTROL  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Outbreak Management	<b>SUBJECT:</b> Confirming an Outbreak	<b>SECTION:</b> F <b>POLICY:</b> 1
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____ <i>J. M.</i>	
<b>REVISION DATES:</b> November 2023, February 2024	<b>IPAC Lead's Signature:</b> _____ <i>L. Coppola, RN.</i>	

**CONFIRMING AN OUTBREAK**

**POLICY:**

If documented surveillance of residents' signs and symptoms suggests that a potential outbreak may be in progress, immediate measures must be implemented to reduce the transmission of disease.

It is essential to NOT wait until the causative agent is identified before implementing Additional Precautions.

The Infection Prevention and Control Lead, in consultation with the Medical Director or the Public Health Unit (PHU), will review surveillance data and confirm that an outbreak is occurring.

**PROCEDURE:**

All staff will:

- 1) Immediately communicate concerns of any new or changes in signs and symptoms of infection in any resident to the nurse.
- 2) Implement Additional Precautions for affected resident(s).

The Director of Nursing & Personal Care or designate will:

- 1) Complete the applicable MLTC Critical Incident System Outbreak Report
- 2) Notify the health authorities.
- 3) Participate in Outbreak Management Team meetings.
- 4) Ensure all assigned checklist duties are completed as required.
- 5) Ensure residents and family members are made aware of and kept up to date on any outbreak that is in progress.

The Public Health Unit will:

- 1) Assess the signs and symptoms and declare if an outbreak is in progress.
- 2) Collaborate with the IPAC Lead and create a case definition for the outbreak.
- 3) Assign an outbreak number.
- 4) Provide information on outbreak management, support outbreak control measures, and review measures to support the Home.
- 5) Declare outbreak over on a case-by-case basis.

All Managers will:

- 1) Communicate list of staff who are ill with outbreak symptoms to IPAC Lead.
- 2) Discourage staff from working in any other healthcare setting until the outbreak has been declared over.

The IPAC Lead will:

- 1) Review the line listing and identify if the definition of an outbreak is met.
- 2) Initiate Part 1: Outbreak Investigation Checklist.
- 3) Communicate suspected outbreak to all resident home areas.
- 4) Communicate suspected outbreak to all Department Managers and Medical Director.
- 5) Notify the local PHU of suspected outbreak and identify any testing or special measures to be implemented.
- 6) Ensure adequate supplies are available for testing.
- 7) Create the case definition with the PHU.
- 8) Obtain outbreak number from the PHU.
- 9) Notify the regional health authority that an outbreak is in progress and inform them when it is declared over.
- 10) Monitor all floors for indications that the outbreak has not been contained and initiate infection prevention/control measures as appropriate.
- 11) Chair Outbreak Management Team meetings, ensuring all monitoring activities are assigned and completed, completing part one of the outbreak investigation checklist.
- 12) Maintain all records relating to any outbreak including daily outbreak line listing, outbreak management team minutes and completed checklist(s).
- 13) Prepare summary data for indicator tracking and analysis.
- 14) Complete the Public Health Ontario's *IPAC Self-Assessment Audit for Long-Term Care and Retirement Homes* at a minimum quarterly in non-outbreak situations and weekly when in outbreak.

The Nurse will:

- 1) Implement initial infection control measures as appropriate according to signs and symptoms presented, including isolation of affected resident(s) and use of Additional Precautions. Do not wait for confirmation of the organism.
- 2) Review status of all residents on the affected floor, ensuring line listing is fully completed.
- 3) Communicate with the IPAC Lead and ensure staff follow all recommendations made.

- 4) Obtain any orders from Medical Director necessary.
- 5) If directed by the Medical Director or PHU, obtain specimens from affected residents, complete requisitions, and send to lab.
- 6) Inform SDM(s) of signs and symptoms of suspected outbreak and any precautions that have been implemented.
- 7) Ensure any new cases are reported to the IPAC Lead as soon as possible.

**NOTE: All deaths during an outbreak MUST be reported to the Public Health Unit.**