


Leamington Mennonite Home
Long Term Care

**INFECTION CONTROL
POLICY AND PROCEDURE**

CATEGORY: Outbreak Management	SUBJECT: Outbreak Management Team	SECTION: F POLICY: 2
DATE: July 12, 2022	Administrator's Signature: <u></u>	
REVISION DATES: November 2023	IPAC Lead's Signature: <u></u>	

OUTBREAK MANAGEMENT TEAM

POLICY:

Outbreaks will be monitored and managed through the coordinated effort of an Outbreak Management Team that will meet daily during the outbreak and manage all aspects of the outbreak.

PROCEDURE:

Membership will include:

- Infection Prevention & Control Lead
- Medical Director
- Administrator
- Director of Nursing & Personal Care
- Department Managers
- Public Health Representative
- Administrative Assistant

The Director of Nursing & Personal Care will:

- 1) Communicate with residents and families as necessary with assistance from Administrator.
- 2) Act as liaison for any media inquiries.
- 3) Review process for ongoing communication/education for staff, including the individual responsible.

The IPAC Lead will:

- 1) Act as Chair and ensure that the outbreak investigation checklist is completed and minutes of each meeting are recorded, including follow-up to identified actions.
- 2) Communicate relevant information to the Public Health Unit and regional health authorities.
- 3) Ensure meetings take place daily until the outbreak is declared over.
- 4) Confirm arrangements for collection/submission of specimens for laboratory analysis.
- 5) Review control measures in place and recommend any necessary modifications.
- 6) Identify and address any training needs for staff related to the outbreak.
- 7) Ensure agreed-upon control measures are in place and enforced.

- 8) Work with Administrator and DNPC to prepare/distribute internal communications for residents, families, and staff.
- 9) Delegate tasks to other staff.
- 10) Coordinate all activities required to investigate/manage the outbreak.

The Department Managers will:

- 1) Participate in daily outbreak management team meetings.
- 2) Follow through with assigned tasks and responsibilities.
- 3) Communicate outcomes to team members.

The Administrative Assistant will:

- 1) Set meeting times and locations and notify team members of any changes.
- 2) Record and distribute minutes of meetings.
- 3) Develop an evaluation framework for the outbreak.