

Leamington Mennonite Home  
Long Term Care

**INFECTION CONTROL  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Outbreak Management	<b>SUBJECT:</b> Communicating During Outbreak	<b>SECTION:</b> F <b>POLICY:</b> 6
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____ <i>J. W.</i>	
<b>REVISION DATE:</b> November 2023	<b>IPAC Lead's Signature:</b> _____ <i>L. Coppola, RN.</i>	

**COMMUNICATING DURING OUTBREAK**

**POLICY:**

When an outbreak takes place that causes or has the potential to cause risk, these events are discussed with staff and residents/SDMs openly and honestly while maintaining confidentiality of residents or staff who may be involved.

The case definition of an outbreak will be determined by the Infection Prevention and Control Lead (IPAC Lead) and the Public Health Unit (PHU).

In the event of an outbreak, the IPAC Lead will call together an outbreak management meeting daily and the Director of Nursing and Personal Care (DNPC), and all managers and supervisors will participate.

**PROCEDURE:**

The Administrator/DNPC will:

- 1) Share information with residents, families, and staff.
- 2) Vary the method of communication depending on the type of and degree of risk, e.g. emails and telephone calls may communicate an outbreak, whereby a personal meeting may discuss death that has occurred as a result of this event.
- 3) Ensure that support services office is informed of any outbreak.
- 4) Communicate with MOL if staff affect meets the requirements for reporting. See policy on Workplace Injury & Illness Reporting.

All Department Managers will:

- 1) Ensure their staff are provided with regular updates concerning the outbreak, any precautions that must be enforced, and seek feedback for any education needed to help manage the outbreak.

The IPAC Lead, DNPC, or designate will:

- 1) In the event of an outbreak, report Outbreak Status to (refer to specific disease protocol):
  - The Medical Director
  - The DNPC
  - Public Health Unit

- MOH Advisor/Officer
- Departmental Managers
- Regional Health Authorities

All Staff will:

- 1) Respond openly and honestly to questions raised by family members, deferring specific details to their supervisor or the DNPC for response.
- 2) Self-report any illness related to the outbreak.
- 3) Refrain from working while ill with outbreak symptoms and adhere to outbreak exclusion period.

**In the event that a resident is placed on transmission based precautions or an infectious outbreak is declared:**

The IPAC Lead or designate will:

- 1) Inform Department Heads of the occurrence, identifying:
  - The resident
  - Precautions being taken
  - The type of outbreak
  - Isolation protocols being used
- 2) Notify the following departments/persons:
  - Dietary Department
  - Housekeeping/Laundry Department
  - Maintenance Department
  - Social & Recreation Department
  - Ward Clerk
- 3) Ensure minutes of outbreak management meetings include discussion and attendance lists.

The Nurse will:

- 1) Assess the resident.
- 2) Determine the isolation required.
- 3) Report signs and symptoms immediately to the IPAC Lead. If IPAC Lead is unavailable, report directly to the DNPC.

The PSW:

- 1) Report signs and symptoms of infection to the nurse.

**In the event that an infection control issue is identified in another department:**

The Department Manager will:

- 1) Directly notify the IPAC Lead or DNPC.

- 2) Use the IPAC Lead as a resource to investigate and provide recommendations on the management of the issue, including identification of precautions, implementation of procedures or protocols, and any notification that may be necessary.

#### **Joint Health & Safety Committee (JHSC)**

- 1) The JHSC and the Infection Prevention & Control Committee will keep one another informed of any new policy development, and will solicit input and recommendations from their counterpart. This will be done via memo and applicable meeting minutes.
- 2) Any policies regarding Infection Prevention & Control that are consulted on by the JHSC will be forwarded to Support Services Office for consideration of insertion into the Infection Prevention & Control manual.
- 3) Combined meetings of both committees will be arranged as the need arises.

#### **In the event that a line listed resident passes away during the outbreak:**

The IPAC Lead or designate will:

- 1) Inform the local PHU with all the necessary information.