1.0 PURPOSE:

1.1 To promptly identify, communicate and manage possible or real outbreaks of infection to prevent further transmission in the personal care homes/long term care facilities (PCH/LTCF), within the WRHA, according to WRHA Policy, Outbreak Management for Infection Prevention & Control, No. ##

2.0 DEFINITIONS:

2.1 Outbreak: The occurrence in a facility/unit of cases of an illness with a frequency clearly in excess of normal expectancy. The number of cases indicating presence of an outbreak will vary according to the infectious agent, size and type of population exposed, previous experience or lack of exposure to the disease, and time and place of occurrence. Therefore, the status of an outbreak is relative to the usual frequency of the disease in the same facility/unit, among the same population, at the same season of the year.

3.0 PROCEDURE:

3.1 Verify the Outbreak
Site Infection Prevention and Control/designate shall:
- Create a working case definition based on available facts
- Identify and count cases
- Confirm the Outbreak based on epidemiological methods.

If data cannot confirm an Outbreak, monitor/observe for further data.
3.2 Establish an Outbreak team which may include:
- Site Infection Prevention & Control
- Manager, PCH Infection Prevention & Control, WRHA
- WRHA, Population and Public Health -Communicable Disease Coordinator
- Unit nursing staff
- Site Executive Director/Director of Care
- Site Medical Director
- Occupational and Environmental Safety and Health/designate
- Allied Health

3.3 Site Infection Prevention & Control/designate shall:

3.3.1 Coordinate the on site outbreak investigation, ensuring notification and ongoing communication with:
- Manager, PCH Infection Prevention & Control
- WRHA Population & Public Health- Communicable Disease Coordinator
- Site Executive Director/Director of Care
- Site Medical Director
- Staff for whom the outbreak or its investigation has an impact
- Allied Health/Support Programs, including Laboratory and Pharmacy Services.

3.3.2 Complete the Manitoba Health Outbreak Report Initial Assessment Form (Appendix A), and fax to:
- Director, Manitoba Health Communicable Disease Control at: 204-948-3044
- Manager PCH Infection Prevention & Control at 204-831-2915
- WRHA Population & Public Health- Communicable Disease Coordinator at 204-940-2690.

3.3.3 Establish a method of surveillance, and identify additional cases in collaboration with unit staff.

3.3.4 Determine, implement and evaluate infection prevention & control measures in collaboration with unit staff

3.3.5 Formulate, test, refine and finalize a hypothesis relating to a likely reservoir, source(s), and mode of transmission based on the current epidemiological information. Describe and analyze the Outbreak according to time, place and person.

3.3.6 Compile an ongoing summary of cases and develop a facility plan to establish infection prevention and control measures.
3.3.7 Provide verbal/written communication to the WRHA Manager, PCH Infection Prevention & Control, WRHA Population & Public Health- Communicable Disease Coordinator and appropriate departments/individuals regarding future surveillance.
   - Complete the appropriate Outbreak Line listing form and the Report of Suspected Outbreak form (Appendix B) and fax to WRHA Population & Public Health-Communicable Disease Coordinator at 204-940-2690 daily.
   - Fax the completed Report of Suspected Outbreak form (Appendix B) to WRHA Manager, PCH Infection Prevention & Control at 204-831-2915 daily.

3.3.8 Provide resource to site administration/staff and educate as required.
3.3.9 Summarize investigation and complete a report of results/findings and circulate to outbreak management team.
3.3.10 Complete the Manitoba Health Outbreak Report – Final Report Form (Appendix C), and fax to:
   - Director, Manitoba Health Communicable Disease Control at: 204-948-3044
   - Manager PCH Infection Prevention & Control at 204-831-2915
   - WRHA Population & Public Health-Communicable Disease Coordinator at 204-940-2690.

3.4 Manager PCH Infection Prevention and Control shall:
3.4.1 Notify and communicate updates of the Outbreak situation to:
   - WRHA, Director Infection Prevention & Control
   - Director, PCH Program
   - Chief Operating Officer & Vice President Long Term Care WRHA
   - PCH Program Medical Director
   - Transitional Manager, Long Term Care Community Health Services
   - Director, Long Term Care Access Centre
   - WRHA Regional Director of Utilization
   - WRHA Media Relations
   - PCH Infection Prevention & Control Practitioners
   - PCH Program Team
3.5 WRHA Director of Public Affairs and Media Relations shall be responsible for coordinating all media and public messages regarding the outbreak.

3.6 The unit nurse(s) or designate shall:
   3.6.1 Monitor residents for Outbreak symptoms, collect appropriate specimens and report new cases to the Site Infection Prevention & Control Practitioner/designate.
   3.6.2 Ensure the established infection prevention & control measures are implemented and followed.
   3.6.3 Communicate to the unit staff, residents and family members regarding the outbreak and infection prevention & control measures.
   3.6.4 Inform attending physicians regarding implementation of infection prevention & control measures.

3.7 The PCH Medical Director shall:
   3.7.1 Be a resource for the Site Infection Prevention & Control Practitioner/designate, Executive Director and Nursing Administration.
   3.7.2 Liaise with the admitting physicians, Personal Care Home Administration and the WRHA Medical Officer of Health.

3.8 The Executive Director/Director of Care shall:
   3.8.1 Facilitate the acquisition, distribution, and implementation of appropriate resources.
   3.8.2 Disseminate information including:
       - Media releases
       - Internal/external updates
       - Signs on entrances and units (sample appendix D)
       - Facilitate communication to keep all parties including WRHA Media Relations apprised of the outbreak situation.
   3.8.3 Consult with the WRHA Medical Officer of Health, site Infection Prevention and Control Practitioner and Manager PCH Infection Prevention & Control to determine when to close or reopen the facility/unit(s).

3.9 The Occupational Health Coordinator/designate shall:
   3.9.1 Work with the outbreak team to develop a plan for management of all exposed employees and symptomatic employees.
3.9.2  Be a resource to staff. Ensure staff are aware of appropriate personal protective equipment and information regarding the outbreak in collaboration with the site infection prevention & control/designate.

3.9.3  Summarize staff investigations and provide results/findings to site infection prevention & control/designate for inclusion in the final report.

3.10  The Support Services Coordinator shall:

3.10.1 Communicate with site Infection Prevention & Control Practitioner/designate to ensure additional measures are implemented as required, e.g. cleaning routines, food handling practices, Infection Prevention & Control practices in Rehabilitation Services.

4.0  REFERENCES:


4.2  PCH Outbreak Management Policy, Feb. 2004


Operational Directive Contact: Betty Taylor, Manager, PCH Infection Prevention & Control