

THE CORPORATION OF HALDIMAND COUNTY			Approved per:	
Grandview Lodge				
Department:	Nursing	Subject:	Pandemic Planning: Outbreak Management Team (OMT)	
Effective Date:	Sept 14	Policy #:	IC-180	
Revised:	Mar 20, Feb 23	Author:	DON	
Reviewed:	Mar 22, Jul 22	Authority:	Administrator	

POLICY

It is the policy of the Home to coordinate an Outbreak Management Team (OMT) during an Outbreak for the purpose of outlining specific job duties, responsibilities, reporting mechanisms of staff and to oversee all aspects of an outbreak in the home.

PROCEDURE

1. The Outbreak Management Team (OMT) should identify people responsible during the event of an outbreak (chain of command), the title of the person authorized to manage an outbreak and an alternate. (DON + Infection Control Lead + Public Health Officer)
2. The OMT should include representatives who have decision-making authority (Registered Staff, Departmental Supervisors) within the Home as well as representatives from the local health department. (Note: during a pandemic the local health department may not be able to attend all meetings.)
3. The names and titles of OMT individuals shall be posted on a bulletin board in an area that is easily accessible for staff and visitors to see.
4. Some of the OMT members shall be assigned the following roles (see Appendix A):
 - a. Chairperson
 - b. Outbreak Coordinator
 - c. Media Spokesperson
 - d. Secretary
5. Specific responsibilities are outlined as follows:
 - a. Chairperson: responsible for coordinating team meetings and delegating tasks (DON).
 - b. Outbreak Coordinator: responsible for ensuring all OMT decisions are carried out and coordinates all activities required investigating and managing the outbreak (Infection Control Lead).
 - c. Media Spokesperson: responsible for giving information to members of the news media (Administrator).
 - d. Secretary: responsible for setting meetings and notifying committee members of any changes, recording and distributing minutes of meetings (Unit Clerk).
 - e. Local Public Health Representative: responsible for providing advice on surveillance programs; and report on FRI activity/pandemic activity in the Home and in the community.
6. Upon notification of an outbreak the OMT Chairperson shall call an initial Outbreak Management meeting to provide and share information to all staff, residents and visitors as quickly as possible (see Appendix B).
7. OMT meetings will continue on a regular basis (as determined from the initial meeting) throughout the course of the outbreak.
 - a. A representative from the meeting will email the home to provide updates. More detailed updates can be provided for registered staff.

OUTBREAK MANAGEMENT TEAM REPRESENTATIVES

Title	Name	Alternate
Chair Person	Director of Nursing (DON)	ADON Programs Supervisor
Outbreak Coordinator	IPAC Coordinator IPAC RPN	DON ADON
RAI & Quality Nurses		Registered Staff
Media Spokesperson	Administrator	DON Programs Supervisor
Secretary	Unit Clerk	Admin. Asst. to Administrator Admin Asst. to Nursing

OUTBREAK MANAGEMENT TEAM MEETING AGENDA - INITIAL MEETING -

DATE:

TIME:

LOCATION:

Members Present:

1. Confirmation of outbreak (ensure all members are aware of the situation): Email DL-Grandview, post at back door for PSWs, overhead announcement.
2. Case Definition (agree upon a definition to be used).
3. Control Measures:
 - i. Review rules and regulations governing the home – Traffic Control
 - ii. Signage for the home – what should it say? Where to post? Whom to post?
 - iii. Review of exclusion policies – who can and cannot work? Contacting staff? Staff contingency plan?
4. Personal Protective Equipment:
 - i. What equipment is required?
 - ii. Where will equipment be located?
 - iii. Who will be responsible for checking and replenishing?
5. Reporting Requirements:
 - i. Review reporting checklist – who will contact whom? Confirm how daily communication will be maintained within the home and between the Health Unit.
 - ii. Implement communication plan documents – Which fact sheets/letters/memos and to whom (residents, families, staff), phone numbers of health unit and managers available?
 - iii. Need for education sessions – if needed, who to conduct?
6. Role of Health Unit:
 - i. Vaccine availability
 - ii. Reporting requirements
 - iii. Laboratory testing
7. Next meeting date and time.