

	THE CORPORATION OF HALDIMAND COUNTY		Approved per: JHSC
	Grandview Lodge		
Department:	Infection Control	Subject:	Outbreak Management Team (OMT)
Effective Date:	September 2014	Policy #:	IC - 60
Last Revised:	February 2023	Author:	DON
Last Reviewed:	January 2024	Authority:	Administrator
Review / Revision History			

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.
2. The OMT should include representatives who have decision-making authority 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 to see. (IC-60.1 Appendix A)
4. Some of the OMT members shall be assigned the following roles:
 - Chairperson
 - Outbreak Coordinator
 - Registered Staff
 - Communications
 - Public Health
5. Specific responsibilities are outlined as follows:
 - Chairperson:
 - responsible for coordinating team meetings (DON).
 - Outbreak Coordinator:
 - responsible for delegating tasks and ensuring all OMT decisions are carried out as well as coordinates all activities required investigating and manages the outbreak. Responsible for setting meetings and notifying committee members of any changes (IPAC Coordinator)
 - Registered Staff:
 - responsible for providing feedback from the affected home area
 - Communications:

- responsible for giving information to external parties; Essential Caregivers, Families and Friends (Administrator).
 - Local Public Health Representative:
 - responsible for providing advice on surveillance programs; and report on Febrile Respiratory Illness 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 IC-60.2 Appendix B).
 7. OMT meetings will continue on a regular basis (as determined from the initial meeting) throughout the course of the outbreak.
 - A representative from the meeting will email the home to provide updates. More detailed updates can be provided for registered staff.

REVIEW/ REVISION HISTORY			
NAME	Review/ Revision Date		Details
	Date	September 2014	Created
	Date	May 2018	Reviewed
	Date	March 2020	Revised
IPAC Coordinator, D.S	Date	March 2022	Reviewed
IPAC Coordinator, D.S	Date	July 2022	Reviewed
IPAC Coordinator, T.R	Date	February 2023	Revised
IPAC Coordinator, T.R	Date	January 2024	Reviewed