

Respiratory Infection Outbreak Management Checklist



This checklist is designed for use by Long-Term Care Homes, Retirement Homes and other institutions to assist in respiratory infection outbreak management. Please refer to the most current Ministry of Health and Long-Term Care (MOHLTC) reference document, appropriate legislation and your facility's policies and procedures for more comprehensive recommendations and requirements.

Surveillance

- Identify residents with symptoms of respiratory illness and isolate immediately (even with only one symptom).
- Start a line list for all residents and staff with respiratory symptoms.
- Complete a separate line list for each geographic area (such as home area, floor, unit).

Reporting an Outbreak

- If an outbreak is suspected, call the Health Department:
 - During business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.), call 905-825-6000, ext. 7341.
 - Outside of business hours, call 905-825-6000, press '0' and ask to page the on-call nurse/manager to report a suspected outbreak.
- Obtain an outbreak number from the Health Department.
- Fax the line list(s) to 905-825-1009.
- Consult with the Health Department before collecting nasopharyngeal (NP) swabs and ensure swabs are not expired.
- Complete a Public Health Lab requisition for each NP swab collected, including the outbreak number. Ensure there are two resident identifiers on the specimen container. Place each NP swab in a specimen bag, seal and place the requisition in the outside sleeve.
- Notify your facility's Director/Manager, Outbreak Management Team and staff about the outbreak.
- Implement infection prevention and control (IPAC) measures.

Infection Prevention and Control Measures

- Isolate ill residents under droplet/contact precautions until five days after symptom onset or until symptom free (whichever is first).
- Ill staff, students and volunteers should not be permitted to work for five days from symptom onset or until symptom free (whichever is first).
- Post appropriate outbreak signage (at front of facility and affected unit(s), elevators).
- Ensure alcohol based hand rub is not expired and is available at each entrance and throughout the home.
- Ensure personal protective equipment (PPE) is available for each isolated resident and signage is placed on the door.
- Increase frequency of environmental cleaning (commonly touched surfaces).
- Reinforce use of hand hygiene and PPE for staff and visitors.
- Ill residents should receive tray meal service in their room, if possible.
- Ill visitors should not enter the facility.
- Cancel and/or reschedule group gatherings and non-urgent medical appointments.
- If an influenza outbreak is declared, consult with the Health Department regarding antiviral prophylaxis and treatment.

During an outbreak

- Fax the line list(s) daily by 11 am.
- Update the Health Department daily about the status of the outbreak including:
 - new ill residents and/or staff;
 - deaths or hospitalizations related to the outbreak; and
 - new admissions, transfers or repatriations.
- Continue to consult with Health Department about IPAC measures
- Consult with the Health Department about when the outbreak can be declared over.

Halton Region Health Department roles and responsibilities

- Review the line list and contact the facility daily to monitor the status of the outbreak.
- Update internal daily reports and provide updates to manager and MOH/AMOH as needed.
- Provide recommendations on IPAC measures, as per the Medical Officer of Health (MOH) and/or the Ministry of Health and Long-Term Care (MOHLTC).
- Consult with facility to determine which ill residents should have a NP swab collected to identify a causative agent.
- Facilitate transportation of the NP swabs for testing
- Advise the facility of any laboratory test results.
- Provide appropriate support and resources as needed.

For more information, visit halton.ca or call 311.