

## RESPIRATORY OUTBREAK MANAGEMENT

**Refer to this checklist to manage your facility's outbreak as per the Ministry of Health protocols and the Windsor-Essex County Health Unit (WECHU). Retain for your records.**

<b>Facility Name:</b>	<b>Outbreak #:</b> 2268 -	<b>Date:</b>
<b>Outbreak Declaration:</b> <input type="checkbox"/> Suspect <input type="checkbox"/> Confirmed		
<b>Affected Area:</b> Entire facility <input type="checkbox"/> <u>OR</u> Name of unit(s):		
"Client" refers to resident, patient, child, person supported etc.		
<b>Case definition: determined by the WECHU</b> ( <a href="#">Click here</a> or visit wechu.org)		
<input type="checkbox"/> Abnormal temperature	<input type="checkbox"/> New/worsening cough	<input type="checkbox"/> Shortness of breath
<input type="checkbox"/> Nasal congestion/runny nose	<input type="checkbox"/> Sore throat/hoarseness	<input type="checkbox"/> Loss of taste/smell
<input type="checkbox"/> Malaise/fatigue	<input type="checkbox"/> Headache	<input type="checkbox"/> Other: _____
<b>CONTACT</b>		
Identify the designated WECHU nurse for your outbreak: <b>Nurse Name:</b> _____ <b>Phone #:</b> 519-258-2146 ext. _____		
<input type="checkbox"/> For any questions or concerns please contact your designated nurse or the Infectious Disease Department (IDP) at <b>519-258-2146 Ext 1420</b> . The WECHU business hours are from 8:30am - 4:30pm Monday to Friday. Contact the After-Hours hotline at <b>519-973-4510</b> to speak with on-call personnel outside of WECHU business hours.		
<b>IMMEDIATE PRECAUTIONS</b>		
If a client is symptomatic:  <small>*Expanded steps available below</small>	Immediately <b>self-isolate the individual</b>	
	Implement <b>Additional Precautions</b> (i.e., Contact/Droplet)	
	Provide the necessary <b>medical assessments</b>	
	<b>Test</b> for COVID-19 or other respiratory pathogens	
<b>TESTING &amp; SPECIMEN COLLECTION</b>		
<input type="checkbox"/> Ensure your facility has non-expired nasopharyngeal specimen (NP) collection kits, stored in a location that is known and accessible to staff. Additional specimen kits can be ordered online, see <a href="#">PHO's Kit and Test Ordering Instructions</a> webpage to request these tests.		

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<input type="checkbox"/> Test all symptomatic individuals	<p><b>COVID-19:</b> All clients who test positive for COVID-19 by rapid test, are recommended to complete parallel testing by PCR test.</p> <p><b>Multiplex Respiratory Virus Panel (MRVP):</b> You may collect <b>up to four</b> MRVP swabs per outbreak. For MRVP, obtain specimens from clients with the most representative symptoms of the suspected illness prior to starting antibiotics. See PHO's <a href="#">Respiratory Virus (including influenza)</a> web page for more information.</p> <p><b>FLUVID:</b> After four MRVP swabs, you may continue testing symptomatic individuals using FLUVID.</p>
<input type="checkbox"/> Lab requisitions	<p>Complete lab requisition form in its entirety (ensure facility name and address on form). Include outbreak number and at least <b>2 client identifiers on both sample and requisition form.</b></p> <p>Arrange for delivery to the lab within 72 hours – ensure you refrigerate the sample in a dedicated specimen fridge.</p>
<b>LINE LISTS</b>	
<input type="checkbox"/> Create a line list of clients who belong to the outbreak (click here to download the line list or visit <a href="http://wechu.org">wechu.org</a> ). *Only include clients to line list who meet case definition	
<input type="checkbox"/> Update and fax line lists <b>daily</b> to WECHU <b>by 10:00 am</b> to fax #519-977-5097.	
<b>COMMUNICATION</b>	
<input type="checkbox"/> <b>Post outbreak signage at all entrances of building.</b>	
<input type="checkbox"/> Notify all staff (including the house physician, facility pharmacist, DOC, etc.), students, volunteers, client families, and visitors of the outbreak.  <input type="checkbox"/> The WECHU will send your facility an <b>Advisory Notice</b> to reflect the current outbreak.  An <b>Outbreak Notification</b> will be <a href="#">posted on the WECHU website</a> alerting other health care facilities and agencies of current outbreak in your facility.	
<input type="checkbox"/> Convene a multidisciplinary Outbreak Management Team (OMT) and meet daily to review the status of the outbreak and support infection control efforts across the various departments (i.e., Nursing, Dietary, Environmental, House Physician etc.).	
<b>PUBLIC HEALTH INSPECTOR</b>	
<input type="checkbox"/> Identify the designated Public Health Inspector (PHI) from WECHU for your facility:  <b>PHI Name:</b> _____ <b>Phone #:</b> 519-258-2146 ext. _____	

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Your Public Health Inspector (PHI) may reach out to conduct a site visit and meet with the IPAC lead/OMT.

### IPAC MEASURES

Refer to [WECHU IPAC Hub](#) website and the Ministry of Health documents for additional resources related to outbreak control measures:

- [Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings – April 2024](#)
- [Appendix 1: Ontario Public Health Standards, Respiratory Infection Outbreaks in Institutions and Public Hospitals – September 2023](#)

<input type="checkbox"/>	Client Control Measures	<p>Isolate symptomatic clients and cohort cases (i.e., limit movement between clients in outbreak area and non-outbreak areas) where possible.</p> <p>Refer to Section 1.3 of the <i>Outbreak Quick Guide 4.0</i> for more information on isolation and cohorting requirements by outbreak type.</p>
<input type="checkbox"/>	Additional Precautions	<p>All positive cases should be placed on <b>Droplet and/or Contact Precautions</b> in addition to routine practices.</p> <p><b>Post additional precautions (droplet-contact) signage on the door of case rooms.</b></p>
<input type="checkbox"/>	Staff/Student/Volunteers Control Measures	<p>Minimize movement of staff/students/volunteers between affected and unaffected areas as much as possible (i.e., cohort staff).</p> <p>Exclude ill staff/students/volunteers <b>until 24hr symptom-free and no fever present</b> or longer if indicated by your facilities internal policies.</p> <p>Upon return to work, staff should mask and avoid caring for highest risk residents for <b>10 days</b> from symptom onset or specimen collection date (whichever is earlier).</p> <p>Refer to your institutional policy regarding <b>unvaccinated</b> staff/students/volunteers during influenza outbreaks. <b>Exclusion is strongly recommended</b> if unvaccinated and not on antiviral prophylaxis. Offer vaccination.</p>
<input type="checkbox"/>	Visitor Control Measures	<p>Restrict visitors to essential caregivers on affected units.</p> <p>Ensure those who do visit:</p> <ul style="list-style-type: none"> <li>• Are screened for signs and symptoms of illness</li> <li>• Practice vigilant hand hygiene</li> <li>• Visit clients in their rooms and avoid communal areas</li> <li>• Visit only one client; do not mingle with other clients</li> <li>• Use appropriate PPE especially if providing direct care</li> </ul>

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	<p>Ill visitors should be advised not to visit while they are ill and wait until symptoms have ended.</p> <p>Provide visitors with the WECHU pamphlet <a href="#">“What Visitors Need to Know” during an outbreak.</a></p>
<input type="checkbox"/> Enhanced Environmental Cleaning	<p>Increase frequency of cleaning and disinfecting of high touched areas and surfaces to entire facility <b>a minimum of twice daily</b> (e.g., washrooms, handrails, tabletops, chair arm rests, doorknobs, etc.).</p>
	<p>Choose products with proven efficacy against identified pathogens. Follow the manufacturer’s directions on proper concentration and contact times. For more information, refer to PHO’s <a href="#">Best Practices for Environmental Cleaning – April 2018</a> or as current.</p>
	<p>Dedicate use of equipment, when possible, to the ill client or clean and disinfect between use as per manufacturer’s directions (e.g., wheelchairs, lifts, scales, blood glucose meters, BP cuffs, thermometers, etc.).</p>
	<p>Limit movement of equipment/supplies through affected areas.</p>
<input type="checkbox"/> Hand Hygiene	<p>Ensure proper handwashing is maintained by clients and staff by providing ample supply of soap and 70-90% alcohol-based hand sanitizers.</p>
	<p>Implement the use of alcohol-based hand rubs in areas where sinks are not readily available.</p>
<input type="checkbox"/> PPE	<p>Ensure proper PPE, for example, masks (N95 where applicable), gloves, gowns, eye protection are available and accessible throughout the facility.</p>
	<p><b>Wear proper masks, goggles and/or face shield</b> when providing care within two meters of case/suspect case.</p> <p>*Dispose mask after <b>single use</b> and clean and disinfect goggles.</p>
	<p>Perform hand hygiene before applying and after removal of gloves.</p> <p>*Discard immediately after use and wash hands.</p>
	<p>Wear <b>gowns</b> only if skin or clothing likely to be contaminated during care.</p>
	<p>Provide a <b>container for soiled PPE/linen</b>:</p> <ul style="list-style-type: none"> <li>• If the container is located <i>inside</i> the client room, the container must be a <b>minimum of 6ft</b> or more away from the client’s bed.</li> <li>• If not possible, place the container <i>outside</i> the room a <b>minimum of 6ft</b> away from any clean linen.</li> </ul>

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	*Ensure alcohol-based hand sanitizer is available by the container.
<input type="checkbox"/> Audit	Increase audits of staff practices (e.g. hand hygiene, cleaning, use of PPE, etc.).
<input type="checkbox"/> Dietary	Sick clients should receive meals (tray service) in their room. *Ensure the staff who deliver meals are practicing proper hand hygiene in between rooms and wearing appropriate PPE.
<input type="checkbox"/> Activities	Reschedule communal meetings or activities on the affected unit/floor (or entire facility if outbreak is determined to be facility wide). Meetings or activities may proceed in non-affected units/floors. <b>*Visits to facility by outside groups (e.g., entertainers, community groups, etc.) are not permitted during an outbreak.</b>
	Asymptomatic or well clients on affected units may continue to participate in small group activities (i.e. physiotherapies, OT) on the unit only; proper precautions should be taken, and the outbreak unit should be visited last.
<input type="checkbox"/> Institution Admissions/ Readmissions & Transfer	Limit, if possible, when a new outbreak has been declared. For specific guidance on admissions/readmission/transfers, refer to <b>Section 3.5 and 3.6</b> (page 29-31) of the <a href="#">Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings – April 2024</a>
<input type="checkbox"/> Medical/Other Appointments	If possible, reschedule non-urgent appointments until outbreak is over.
<b>ANTIVIRALS</b>	
<input type="checkbox"/>	For influenza and COVID-19, determine eligibility of antivirals for residents and staff. Refer to <b>Appendix B: Antivirals/Therapeutics</b> (page 84-89) of the <a href="#">Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings – April 2024</a>
<b>Signature and Designation:</b>	<b>Date:</b>