

Pre-Outbreak Planning Recommendations

Policies & Procedures

- Review your facility policies and procedures to ensure content is current
- Update any necessary changes and communicate with staff
- Annual review by all staff

Considerations for policies:

- Infection Prevention & Control (IPAC)
- Staff Education
- Immunization
- Influenza and antiviral use
- Outbreak
- Staff Exclusion

Educate

- Determine and implement education and training plan
 - Annual Staff* Training Program
 - Annual Volunteer Training Program
 - Documentation of education and training by staff and volunteers
 - Annual Resident, Family and Visitor Education

Considerations for educational components

- IPAC core competencies (hand hygiene, routine practices and additional precautions, correct use of personal protective equipment (PPE), cleaning and disinfection)
- Role specific IPAC (front-line staff versus environmental/housekeeping)
- Outbreak management
- Influenza immunization
- Exclusions during outbreaks
- Respiratory etiquette

**Staff as defined in LTC Act (2007): Employees of the facility, contracted services and those contracted by an employment agency or third party"*

Supplies & Resources

To order specimen kits use order form found at:

<https://www.publichealthontario.ca/en/ServicesAndTools/LaboratoryServices/Pages/Requisitions-and-forms.aspx>

Fax: 416-235-5753 or email to PHOL.Warehouse@oahpp.ca

- Review inventory of supplies and check expiry dates as appropriate
 - NP swabs
 - Stool specimen kits
 - Labelled specimen bags
 - PPE
 - 70-90% Alcohol Based Hand Rub (hand sanitizer)
 - Outbreak signage
 - Additional precaution signage or alternative indicator
 - Isolation carts
 - Disinfectant
- Order new specimen collection kits from Public Health Ontario Lab
- Contact Public Health to pick up specimen bags
- Ensure staff and delegates are aware of where items are stored for easy access during outbreaks
- Update and print copies of resources and tools and communicate availability to staff
 - MOHLTC Respiratory and Gastrointestinal Outbreak Guides
 - Facility's internal line list
 - Public Health line list and outbreak checklist

Pre-Outbreak Planning Recommendations

<div style="background-color: #2c5e8c; color: white; padding: 10px; border-radius: 15px; text-align: center; font-weight: bold; font-size: 1.2em;"> Influenza Immunization Program </div>	<p>Resident Influenza Immunization Program Planning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review consent forms <input type="checkbox"/> Review medical directives/standing orders <input type="checkbox"/> Order vaccine (ensure annual fridge inspection has occurred) <input type="checkbox"/> Determine method of tracking immunization for easy retrieval during outbreaks <input type="checkbox"/> Consider pneumococcal vaccine for eligible residents in conjunction with flu shots <p>Staff Influenza Immunization Program Planning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if facility will administer vaccine or external agency <input type="checkbox"/> Prepare consents and medical directives/standing order if required <input type="checkbox"/> Determine proof of vaccination that will be accepted <input type="checkbox"/> Advise outside agencies of immunization/staff exclusion policies
<div style="background-color: #2c5e8c; color: white; padding: 10px; border-radius: 15px; text-align: center; font-weight: bold; font-size: 1.2em;"> Antiviral Preparation </div>	<p>Residents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain and review medical directives <input type="checkbox"/> Obtain and review resident consents <input type="checkbox"/> Liaise with pharmacy <p>Staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure unvaccinated staff are aware of antiviral and exclusion policies <input type="checkbox"/> Keep a list of staff who are unimmunized for quick retrieval <input type="checkbox"/> Determine how to collect antiviral information from staff during an outbreak
<div style="background-color: #2c5e8c; color: white; padding: 10px; border-radius: 15px; text-align: center; font-weight: bold; font-size: 1.2em;"> Communication </div>	<p>Formulate Outbreak Management Team (OMT):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine membership of OMT <input type="checkbox"/> Assign roles and responsibilities <input type="checkbox"/> Determine meeting regularity during outbreaks (daily, weekly, ad hoc) <input type="checkbox"/> Consider decision making scope and authority (ICP, RN, when to consult PH) <p>External service providers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service delivery during outbreaks <p>Families and Visitors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not visiting while ill with acute respiratory or gastroenteritis symptoms <input type="checkbox"/> Expectations of visiting residents during outbreak
<p>OTHER:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____