

Outbreak Management

Policy: Take immediate action to contain outbreaks of infectious illness

Procedure:

The Wellness Director/Designee is responsible for detection and management of an outbreak.

1. Check to make sure the diagnosis is correct by assessing signs and symptoms and reviewing information with the resident's physician.
2. Immediately quarantine the affected resident. Investigate to find out if there are any other cases in other areas of the residence, or among staff, volunteers, or visitors.
3. Investigate to find out the exact nature and extent of the problem:
 - a. Check the date and time of the onset of symptoms. This will help to find out if the infection was caused by one source or if it was spread from person-to-person.
 - b. Check the location of affected persons within the residence to find out where it started and how far it has spread.
 - c. Check to see if there is a common link: same caregiver, same procedure, same diet, etc.
4. Decide if there is an outbreak. Consult with the resident's physician for assistance. It is an outbreak if there are a greater number of persons affected than normal or if any one case is a serious infection.
5. If an outbreak is detected, contact the local health department and the NJ Health Department authorities for assistance and direction in investigation, management, and follow-up until the outbreak is resolved.
6. Notifications:
 - Notify all staff on duty and off duty
 - With staff assistance, notify all residents clearly of the outbreak and how it will affect them in confinement, medical care, food services, etc.
 - Notify all family members of residents with clear, concise information

7. Contain the infection to prevent its spread by doing the following:
 - a. Make sure both residents and staff are washing hands correctly and at the designated times.
 - b. Limit group activities in common areas of the facility
 - c. Confine infected residents to their rooms
 - d. Restrict visitors in the facility, post signs on all outside doors, and sign in desk
 - e. Provide personal protective equipment to all staff and visitors as per Personal Protective Equipment policy #8.11
 - f. Restrict work for infected employees
8. Complete a written report of the outbreak situation, (see attached form) including:
 - a. Person's name
 - b. Date/time of onset
 - c. Location
 - d. Type of outbreak
 - e. Extent of outbreak
 - f. Findings of the investigation
 - g. Action taken
9. Wellness staff conducts ongoing monitoring of residents and staff for subsiding symptoms, or new symptoms, in staff and residents for a minimum of seven days after final case.
10. Send final notifications to Health Authorities

Cleaning requirements during outbreak:

In addition to standard cleaning routines the following tasks will be added:

- Entire building is to be wiped with proper disinfecting/sanitizing cleaner as appropriate for outbreak. Handrails, doorknobs, elevator buttons, and all high touch surfaces will be wiped three times per day.
- Cleaning infected resident rooms:
- Housekeeping staff to wear protective equipment at all times as appropriate to the source and type of the contamination, this will include gloves, masks, gowns and foot covers.
 - Laundry (ie sheets, towels, clothing) of infected residents will be placed in sealed plastic bag and taken directly to the laundry on the same floor.
 - Laundry is to be washed at hot water temperature, and follow manufacturer's direction for adding laundry detergent, chlorine bleach, or other chemical agents for disinfecting contaminated laundry.

- Toilets, sinks and showers will be cleaned with disinfectant and/or bleach in the resident's room. Maintenance will disinfect room with appropriate disinfectant to outbreak. This may include spraying and wiping walls, "bombing," etc.
- Depending on the type of outbreak, further instructions will be given.

Outbreak Management – COVID

Addendum 5/13/20

Policy: In the case of suspected or confirmed COVID Virus outbreak, take immediate action to contain the outbreak of infectious illness and begin testing of employees and residents immediately

- Immediately determine quarantine area in the building for suspected or positive COVID residents. Must be area where no other residents reside, who are not quarantined. Move non-quarantined residents, as needed, to remove them from the designated quarantine area. Traditionally the short hallway on the third floor is used so fire doors can be closed.
- Quarantine suspected or positive COVID residents in quarantine area of the building, contact physician and POA, arrange COVID testing with physician.
- Arrange PPE and designated staff for the unit, PPE used will be discarded inside the door of the unit in appropriately supplied trash bins.
 - If an employee is suspected or has a temperature of 100.4 or more, they must leave the building immediately and contact their physician for testing. Employee cannot return to work unless test results are received by Acorn Glen and remains out for specified time.
- Quarantine all residents to their own rooms, arrange meal deliveries to rooms, close dining room, stop communal activities, discontinue visitors in the building
- Immediately in-service all shifts on PPE usage, distribute and demonstrate equipment. Masks will be worn within the building at all times by all employees, effective immediately
- Contact lab for swabs to test all employees and residents.
- In-service all employees, all shifts on current outbreak and on cross contamination prevention ie washing hands, wearing gloves for each resident, then removing gloves in the room, wash hands prior to leaving the room. Housekeeping change gloves, rags, and all cleaning supplies between rooms. Dining servers must use hand sanitizer between rooms when delivering food if all residents are in quarantine.

Contact State and Local Department of Health to report possible COVID outbreak.

Use email/list serv and/or phone calls to advise resident family members of outbreak within 24 hours.

All employees begin being monitored upon entry to the building every day with temperature, health questions and hand washing. All residents begin temperature monitoring and health monitoring daily.

As per CDC and DOH recommendations, facility-wide testing for COVID 19 will be implemented as results will lead to specific infection control and prevention actions for COVID in addition to existing infection prevention and control measures in place.

COVID Testing plan for all residents and all employees:

Employees:

- Obtain staff authorizations for release of laboratory test results to Acorn Glen.
- Employees can have themselves tested by their physician and must produce test results. Swab kits will be brought in and all employees will be tested on site unless test results produced from personal physician.
- If an employee refuses to be tested, or refuses to authorize their test results to be released to Acorn Glen, the employee will be advised they cannot return to work until such time the employee undergoes testing and the results of such testing are disclosed to Acorn Glen. If test results or agreement to be tested is not received within 7 days, their employment will be terminated
- Negative results: employee will be tested a second time within 3 to 7 days, a second negative results is required to remain on the work schedule.
- Positive results: employee will be sent home and advised to call their physician. Employee must stay out of work for at least 14 days and must be symptom free for at least 3 days. A physician note will be required in order to return to work.

Residents:

- Obtain authorization for testing from resident POA and request script for testing from physician.
- If a resident (per the POA) refuses to be tested, the resident can be monitored by checking temperature daily and monitoring their health condition. If there is an onset of symptoms or elevated temperature, the resident will be placed in immediate quarantine and physician and POA contacted.

- Negative results: resident will be tested a second time within 3 to 7 days.
- Positive results: resident will be moved to quarantine area away from other residents. Physician and POA contacted. Resident will remain in quarantine area for at least 14 days and must be symptom free for at least 3 days before returning to their own room.

Weekly testing of employees will continue if there are positive COVID residents within the building and/or employees displaying symptoms of COVID or who report they have been exposed to COVID and as required by NJDOH direction.

In the event of staffing shortages during an outbreak, the following methods may be used to avoid shifts being understaffed:

Authorization of overtime to cover shifts

Cross training of staff to perform other positions/tasks

Contact staffing agencies who may or may not be already under contract with Acorn Glen

Consideration and implementation of Hazard Pay

Communication/Visitation

Through-out outbreak/pandemic period, Administrator or appointed representative, will use email /list serv and/or phone calls at least weekly to advise family members of the status of the outbreak and building updates, including visitation, quarantine and any other needed communications.

In the event of visitation restrictions and/or quarantine, residents who cannot use their own room phone on their own for communication with family members must be allotted staff time weekly for assisted phone calls or face time calls to their family members.

Upon NJDOH lifting quarantine of residents to their individual rooms, but visitation continues to be restricted, visits with family members will be scheduled at the Solarium windows accompanied by Acorn Glen staff.