

Policy IFC- 46: Outbreak Management Team (OMT) Infection Control

Approval Date: January 1984
Approval Authority: Administrator, Norview Lodge
Effective Date: January 1984
Revision Date/s: April 30, 2013, November 17, 2015, May 9, 2018, April 8, 2022, May 5, 2022, June 20, 2022, May 19, 2023, April 22, 2024, March 29, 2025, September 6, 2025, April 1, 2026, September 12, 2026

Policy

Norview Lodge shall maintain an Outbreak Management Team (OMT) to coordinate, monitor, and direct the response to suspected and confirmed infectious disease outbreaks within the Home.

The OMT shall work collaboratively with Public Health, residents, families, staff, physicians, and other stakeholders to implement timely outbreak control measures while supporting resident safety, quality of life, and continuity of care.

Summary

The Outbreak Management Team (OMT) is responsible for:

- Setting up systems outlining a quick and effective response when an outbreak occurs
- Identifying ongoing measures for the control and containment of an outbreak of infectious disease.

Membership

Membership may include many of the same individuals as the Infection Control Committee:

- Supervisor Infection Prevention and Control – chairperson
- Supervisor Education Training and IPAC Back-up – co-chairperson
- Public Health Representative (Medical Officer of Health or designate)
- Administrator
- Manager of Nursing & Personal Care
- Supervisor of Nursing and Personal Care (2)
- Support Services Supervisor
- Medical Director/Physician/Nurse Practitioner
- Programs/Volunteer Supervisor

Intranet/Infection Control Policies and Procedures/Outbreak Management Team

- Nutritional Services Supervisor
- Facilities Services Supervisor
- Supervisor Business Services
- Social Service Worker
- Coordinator Business Services
- Administrative Assistant- Programs & Support Services (recorder)

Meetings

The initial meeting will take place as soon as possible after the identification of a suspect or confirmed outbreak.

During an outbreak, meetings may take place on a regular basis. The frequency will depend on the degree of concern regarding the outbreak.

Agenda

This meeting should be used to:

- Determine the type of infection, define its characteristics and risk
- Establish a case definition;
- Examine the extent of the infection (number of cases and date of onset);
- Identify potential Residents at risk;
- Review and/or recommend the implementation of infection control measures;
- Identify any specific procedures required;
- Evaluate available laboratory reports;
- Recommend, review and follow-up on Resident and staff surveillance;
- Determine the need for additional resources;
- Identify potential carriers/close contacts and determine follow-up.
- Identify cohorting of asymptomatic and symptomatic Residents
- Identify unique needs of Residents including impact of social isolation
- Cultural safety
- Community impact

Minutes

Minutes will be recorded of all OMT meetings.

Roles/Responsibilities

IPAC Lead and/or delegate:

- Chairperson of the OMT Meetings
- Assist in determining/advising on the IPAC practices for the outbreak in consultation with public health
- Tracks all outbreak information (line list)
- Collaborates with Public Health on:
 - Declaring an outbreak

- Discontinuation of outbreak
 - Establish case definition
 - Providing line list information
- Provide Education/training for IPAC related to outbreak:
 - Outbreak surveillance
 - Specimen Collection
 - PPE
 - Outbreak Control Measures
- Implementing any changes related to IPAC for the outbreak
- Making sure all IPAC resources (i.e., PPE) are available for the outbreak
- Oversees auditing of IPAC practices and shares results of audits with the outbreak management team
- Following the conclusion of an outbreak, the OMT shall conduct a formal debrief to identify strengths, opportunities for improvement, lessons learned, and any required revisions to policies, procedures, education, or emergency preparedness plans.
- A summary of findings will be created and the established improvement for the outbreak practice
- Reviews infectious disease surveillance results regularly to ensure all staff are conducting infectious disease surveillance appropriately and to ensure that appropriate action is being taken to respond to surveillance findings.
- Ensures staff and visitors are aware of an outbreak via website and posted signage throughout the home.
- Ensures required outbreak notifications and reporting are completed in accordance with Ministry and Public Health

Public Health:

- Provide disease specific information (knowledge expert) including on the occurrence of the disease in other jurisdictions.
- Consult on surveillance, infection prevention and control policies and procedures, and outbreak management
- Perform food and environmental inspections and sample testing as required; coordinate with Public Health Lab and provide specimen kits
- Collect data, analyses outbreaks, report to the Ministry of Health and Long-Term Care on institutional outbreaks
- Review of line list and case definition

Administrator:

- Media spokesperson

Manger of Nursing and Personal Care:

- Ensures staff are following the outbreak IPAC measures
- Ensures adequate nursing staff for outbreak needs
- Assists the IPAC lead with IPAC measures

Supervisors of Nursing and Personal Care:

- Assist IPAC lead with IPAC measures

- Assist with surveillance/ensuring staff are following outbreak measures
- Assists in managing staff surveillance

Administrative Assistant for Administrator/Support Services:

- Minute taker for OMT meetings
- Types and distributes meeting minutes

Medical Director/Physician/Nurse Practitioner:

- Ensures Residents receive appropriate medical care as required
- Reviews Residents on the line-listing
- Communicates with families/Residents regarding treatments as required

Supervisor of Programs and Volunteer Services:

- Contacts volunteers regarding outbreak and IPAC measures
- Instructs staff on IPAC measures
- Assists in contacting families as required

Supervisor of Support Services:

- Arranges for additional enhanced cleaning procedures as directed by OMT

Supervisor of Nutritional Services:

- Establishes food service guidelines (paper service etc) as required
- Reviews cleaning procedures
- Ensure food samples are retained as required

Supervisor of Facilities Services:

- Instructs staff on IPAC measures
- HVAC/ventilation monitoring

Social Service Worker

- Works in collaboration with IPAC Lead and/or delegate and Public Health Representative to monitor admissions and transfers within the outbreak unit(s) and/or entire facility if required.

Supervisor of Business Operations

- Ensures cohorting of staff for the duration of the outbreak

Procedure**The Outbreak Management Team Roles and Responsibilities.**

Chairperson: Responsible for coordinating team meetings, and delegating tasks (Administrator or Supervisor of Infection Prevention and Control or designate).

Outbreak Coordinator: Responsible for ensuring all OMT decisions are carried out, and coordinate all activities required to investigate/ manage/ document the outbreak (Supervisor of Infection Prevention and Control or designate).

Media Spokespersons: Responsible for giving information to members of the news media (Administrator or Manager H&SS/ designate).

Secretary: Responsible for setting meetings and notifies committee members of any changes. Records and distributes minutes of meetings (Supervisor of Business Operations/ Division Assistants/ Receptionist).

Reference:

Public Health Ontario. Best Practices for Infection Prevention and Control in Long-Term Care Homes.

Public Health Ontario. Routine Practices and Additional Precautions in All Health Care Settings, 3rd Edition, Fourth Revision, June 2025.

Ontario Ministry of Health. Recommendations for Outbreak Prevention and Control in Institutions and Congregate Living Settings.

Infection Prevention and Control Standard for Long-Term Care Homes.