



<b>SUBJECT:</b>	<b>COVID-19 Outbreak Protocol</b>	<b>POLICY #:</b>	<b>VIII-M-400.00</b>
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MANUAL:	Infection Prevention and Control	REFERENCES:	
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PAST REVISIONS:	January 2021, August 2021	RESPONSIBILITY:	CEO
CURRENT REVISION:	January 2022	DISTRIBUTION:	Management

### Definition:

1. A suspect outbreak is defined as one single lab-confirmed COVID-19 case in a resident. A confirmed outbreak is defined as two or more cases of laboratory confirmed COVID-19 in a resident and/or staff (or other visitors) with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the home. Ottawa Public Health will determine whether cases have a link as part of their investigation which will inform their decision as to whether they will declare an outbreak.

### COVID-19 Outbreak Protocol

If the home has a confirmed outbreak of COVID-19, the following protocols will be followed.

2. Ottawa Public Health will contact the DOC to declare the outbreak, based on confirmed positive laboratory test results for COVID-19 .
3. The Leadership team will be contacted by the CEO.
4. The resident(s) will be isolated and cared for on Droplet/Contact Precautions by the COVID team.
5. Resident contacts of the suspected or known case(s) are contacted
6. The staff member (s) and/or visitors will be required to self-isolate at home and to follow Public Health directions.
7. The isolation plan using designated spaces will be implemented, as necessary
8. A line listing of suspected or known cases is to be kept updated as new cases develop and shared with the local Public Health Unit.
9. Report the outbreak (suspect or confirmed) to the Ministry of Long Term Care using the Critical Incident System during regular working hours or the after-hours line at 1-888-999-6973 after hours or on weekends.
10. Communication will be sent out :
  - To families via email and Cliniconnex app by CEO/designate with the following message:  
“Effective immediately, the Osgoode Care Centre has been declared in outbreak by Ottawa Public Health. All staff and residents will be tested today for COVID 19.

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If you have any questions or concerns, please contact Lori Norris-Dudley, CEO at (613)282-9751”

- To staff via text message by HR Manager
  - To Essential Care Partners ,Door Screeners, Volunteers via text/email by Associate Administrator
  - To Resident Care Aides- PSW Coordinator
  - To Service Providers - DOC
  - To local acute hospitals regarding possible transfers – DOC/CEO
11. Prepare lists of staff, Essential Care partners and residents, including those cohorted/isolated for PHU for contact tracing and safety measures
  12. Testing is initiated for other residents/staff/Essential Care Partners with close contact and anyone else designated high-risk, in accordance with public health testing guidelines
  13. The COVID Outbreak team is activated.
  14. The home will go on “lock down” :
    - Residents are isolated to their halls and rooms
    - All resident meals are to be eaten in their rooms.
    - Staff are cohorted to halls
    - Meal tray and hydration carts are to be left outside of each hall, to be taken in by staff assigned on the hall
    - Laundry is dropped off at the doors to the hall and garbage/linen/resident clothing is placed outside the doors in a black bin for pick up by housekeeping
    - Housekeeping will use OXIVIR wipes for cleaning all surfaces. High touch surfaces will be cleaned twice a day.
    - No outside packages will be received into the home unless it is a requested necessity.
    - All group activities are suspended and alternative 1:1 activities to support residents’ well-being are put in place.
  15. Essential Care Partners are permitted into the home . General visitors are permitted in an end-of-life situation.
  16. There will be no new or re-admissions while the home is in outbreak unless otherwise directed or permitted by the local public health unit. If permitted, all new residents – including re-admissions- are placed in Droplet/Contact Precautions upon admission and tested with 14 days of admission. If test results are negative, the resident remains on Droplet/Contract precautions for 14 days from arrival.
  17. In the situation where there is more than one resident case of COVID-19:
    - Ill residents are cohorted or grouped together
    - Well exposed residents are cohorted together
    - Well non-exposed residents are cohorted together
    - Staff are assigned to care for only the ill, or only the well exposed or only the well non-exposed residents

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18. The outbreak is declared over by the local Public Health Unit, in collaboration with the Leadership Team when there are no cases in residents or staff after 14 days from the latest of:
- Date of isolation of the last resident case; or
  - Date of illness onset of the last resident case: or
  - Date of the last shift at work for the last staff
19. Any deaths of residents with suspected or confirmed COVID-19 that occur in the home must be reported to Ottawa Public Health.

**Attachments:**

VIII-M-400 (a) COVID-19 Outbreak checklist

VIII-M-400 (b) Steps to implement Droplet Contact Precautions

VIII-M-400 (c) Point of Care Risk Assessment (PCRA)

VIII-M-400 (d) COVID-19 Directive #5

**References and Resources:**

1. Ontario. Ministry of Health. COVID-19 Outbreak Guidance for Long Term Care homes (LTCH) Version 2-April 15, 2020  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/LTCH\\_outbreak\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/LTCH_outbreak_guidance.pdf)
2. Public Health Ontario. COVID-19: Infection Prevention and Control Checklist for Long Term Care and Retirement homes. 1<sup>st</sup> Revision October 9, 2020  
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/covid-19-ipack-checklist-ltcrh?la=en>
3. Public Health Ontario. FREQUENTLY ASKED QUESTIONS: COVID-19 Long Term Care Homes . August 13, 2020  
<https://www.publichealthontario.ca/-/media/documents/ncov/ltrch/2020/08/covid-19-faq-ltch.pdf?la=en>
4. Public Health Ontario. Cohorting During an Outbreak of COVID-19 in Long Term Care Homes. November 4, 2020  
<https://www.publichealthontario.ca/-/media/documents/ncov/ltrch/2020/11/covid-19-outbreak-cohorting-ltch.pdf?la=en>
5. Ontario. Ministry of Health. COVID-19 Directive #3 for Long Term Care Homes under the Long Term Care Homes Act, 2007. July 21, 2021

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[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/LTCH\\_HPPA.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/LTCH_HPPA.pdf)

6. Public Health Ontario. Preparing for and Managing COVID-19 Outbreaks in Long-Term Care and Retirement Homes. September 29, 2020  
<https://www.publichealthontario.ca/-/media/event-presentations/webinar-preparing-for-and-managing-covid-19-outbreaks-in-ltch-and-rh-en.pdf?la=en>
7. Provincial Long Term Care home COVID-19 Outbreak Standard Operating Procedures, December 17, 2020