

COVID-19 Internal Outbreak Management Workflows

The following document provides a high level overview of the current Western Health Workflows for COVID-19 local outbreak management.

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OVERVIEW

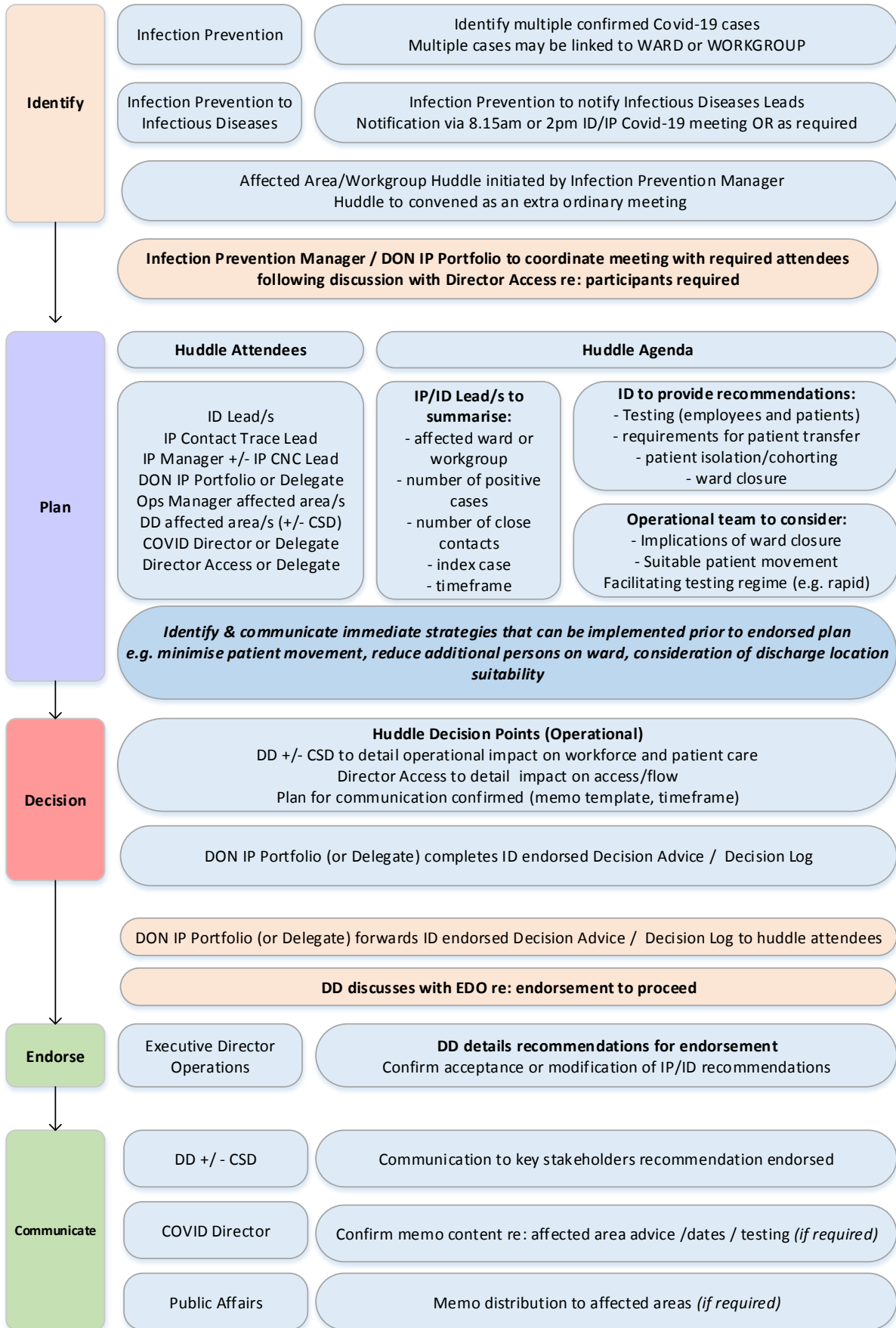
An internal outbreak is when the number of affected employees and/or patients is such that contact tracing of the positive individuals alone is insufficient management, as transmission is likely to already be occurring beyond those individuals.

The main goal of internal outbreak management is to prevent further transmission and identify key factors that may have contributed to the outbreak. An outbreak (or cluster) poses potential or realised impacts on service capacity such as:

- Increased patient morbidity and or mortality
- Disruption to planned service provision
- Disruption to patient flow within Western Health e.g. access block, ambulance diversion
- Disruption to specialized clinical services
- Demand for additional resources for:
 - Environmental cleaning frequency and staffing
 - Consumables e.g. PPE
 - Pathology testing
- Increased sick leave
- Increased length of stay
- Public confidence

In the event that Western Health enters a trigger phase of a potential internal outbreak or cluster (where the incidence of COVID-19 is higher than expected), effective management of requires timely escalation of information to the appropriate management level.

Case Finding and Control Communication WARD or WORKGROUP



Case Finding and Control Measures Checklist (Covid-19) Checklist

Date:	Ward/Workgroup:	Decision Advice ID:
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TASK	PERSON/GROUP RESPONSIBLE							
CASE FINDING & CONTROL – COVID 19 HUDDLE								
<p>Covid-19 Huddle convened to enable case finding and control measure actions to be implemented</p> <p><i>* when the number of affected employees and/or patients is such that contact tracing of the positive individuals alone is insufficient management, as transmission is likely to already be occurring beyond those individuals</i></p> <p>Attendees Required:</p> <p>ID Lead/s <input type="checkbox"/></p> <p>IP area lead <input type="checkbox"/></p> <p>DON IP Portfolio or delegate <input type="checkbox"/></p> <p>Director Access or Delegate <input type="checkbox"/></p> <p>DD affected area <input type="checkbox"/></p> <p>CSD affected area <input type="checkbox"/></p> <p>Operations Manager affected area <input type="checkbox"/></p> <p>COVID Director or Delegate <input type="checkbox"/></p>	<p>Convened by Infection Prevention Manager</p> <p>Attendees:</p>	<input type="checkbox"/>						
INTERNAL MANAGEMENT DECISION INFORMATION								
<p>Details of issue: Where / who</p>	<p>Infectious Disease Lead provide situation update re: case and control measures</p> <table border="1"> <tr> <td>Ward / area impacted</td> <td></td> </tr> <tr> <td>Number of positive pts</td> <td></td> </tr> <tr> <td>Number of positive staff</td> <td></td> </tr> </table>	Ward / area impacted		Number of positive pts		Number of positive staff		<input type="checkbox"/>
Ward / area impacted								
Number of positive pts								
Number of positive staff								
<p>Case and contact finding – staff & patient</p> <ul style="list-style-type: none"> Time / place / person Timelines / chains of transmission and location Controls – dates of exposure, quarantine period and location 	<p>Infection Prevention / Infectious Diseases with Contact Tracing Team support</p> <p>Advice/ updated status:</p>	<input type="checkbox"/>						
<p>Control recommendations: Patient Management Isolation / quarantine</p> <p>Who?</p> <p>How long?</p> <p>Other patient restrictions – admission / transfers / discharges?</p>	<p>Infectious Diseases Lead</p> <p>Advice / updated status:</p>	<input type="checkbox"/>						

Control recommendations: Staff management Testing? Furlough?	Infectious Diseases Lead Advice / updated status:	<input type="checkbox"/>
PATIENT MANAGEMENT - DETAIL		
Decision on which patients must be quarantined / isolated including discharged patients:	Infectious Diseases Lead/s Advice / updated status:	<input type="checkbox"/>
Test ordering required (details):	Infection Prevention / MO Advice / updated status:	<input type="checkbox"/>
Implementation of 'COVID-19 suspected' isolation precautions for affected inpatients	IP area lead & NUM/MUM of ward Lead IP:	<input type="checkbox"/>
Documentation in EMR re: testing requirements	Lead IP:	<input type="checkbox"/>
Communication to RAC Team re: testing – patients	Lead IP:	<input type="checkbox"/>
Communication to affected inpatients including adding documentation to patient's file	Infection Prevention following consultation with treating team Lead IP:	<input type="checkbox"/>
Communication to affected discharged patients (phone) Plans to facilitate testing of discharged patients	Infection Prevention with Contact Tracing support Lead IP:	<input type="checkbox"/>
Ordering and follow up of screening tests at end of quarantine period (if still an inpatient) Test date / frequency:	Infectious Disease/s Lead / Infection Prevention Lead IP:	<input type="checkbox"/>
STAFF MANAGEMENT		
Assessment of workforce impact	DD / Ops Manager Lead:	<input type="checkbox"/>
Notification NMWU re: closure of ward	Ops Manager Lead:	<input type="checkbox"/>

Contact tracing – staff in impacted areas	Infection Prevention with Contact Tracing Team Support Lead:	<input type="checkbox"/>
Ongoing communication to confirmed positive employees	COVID-19 Staff Enquiries Service for advice re: follow up screening testing in RAC DD HOU/NUMs for welfare checks	<input type="checkbox"/> <input type="checkbox"/>
AREA MANAGEMENT		
Cleaning of affected area and ongoing frequent cleaning	Infection Prevention to notify Health Support Services IP Lead:	<input type="checkbox"/>
Increased supply of PPE to affected area/service	Infection Prevention to liaise with PPE team	<input type="checkbox"/>
Signage to restrict entry to area	Infection Prevention	<input type="checkbox"/>

Case Finding and Control Measures Checklist (Covid-19) Summary

Date:	Ward/Workgroup:	Decision Advice ID:
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Ward closure / Restrictions: Endorsement to proceed (EDO) and actions		
ID Lead to provide summary of situation & recommended control measures including ward closure		<input type="checkbox"/>
DD +/- CSD to detail operational impact on workforce and patient care		<input type="checkbox"/>
Director Access to detail impact of access / flow		<input type="checkbox"/>
ID Lead communication re: dates of impact for inclusion in staff communication		<input type="checkbox"/>
ID Lead communication re: date of review of case control measures for memo		<input type="checkbox"/>
DD to discuss with EDO to proceed with ward closure		<input type="checkbox"/>
Planned communication (memo) drafted – Public Affairs		<input type="checkbox"/>
Implementation of ward/service closure	Director of Access to inform Access Managers/AHA DD / Operation’s Manager to communicate with NUM/MUM of ward / NMWU & MWU IP site / area lead to support ward closure actions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Documentation of decision in Issues_Advice_Register (IP ‘Exposures’ shared drive)	Director COVID-19 Response / DON IP Portfolio (or Delegate)	<input type="checkbox"/>
Initial notification to DHHS: <u>Advice</u> Outbreak / cluster as defined by Infectious Diseases Lead	Infection Prevention Manager	<input type="checkbox"/>
Ward reopening: Endorsement to proceed (EDO) & actions		
ID Lead to provide summary of situation & recommended control measures		<input type="checkbox"/>
DD +/- CSD to detail operational impact on workforce and patient care		<input type="checkbox"/>
Director Access to detail impact of access / flow		<input type="checkbox"/>
Planned communication (memo) if required drafted – Public Affairs		<input type="checkbox"/>
DD to discuss with EDO to proceed with ward reopening		<input type="checkbox"/>
Implementation of ward/service reopening	Director of Access to inform Access Managers/AHA DD / Operation’s Manager to communicate with NUM/MUM of ward / NMWU & MWU IP site / area lead to support ward reopening actions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Documentation of decision in Issues_Advice_Register (IP ‘Exposures’ shared drive)	Director COVID-19 Response / DON IP Portfolio (or Delegate)	<input type="checkbox"/>
Notification to DHHS: <u>Resolution</u> No new cases in 14 days from the onset of symptoms / as determined by Infectious Diseases Lead	Infection Prevention Manager	<input type="checkbox"/>
Date and Time follow up meeting if required		<input type="checkbox"/>