**General Directorate of Infection Prevention and Control (GDIPC)**

**Outbreak Management Department**

**Response and Intervention Division**

**Hospital COVID-19 Outbreak Management Action Plan**

**Status of the Outbreak Management Plan**

|  |  |
| --- | --- |
| Done |  |
| Ongoing |  |
| Not done |  |
| Not applicable |  |

**Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hospital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Recommendation** | **Responsibility** | **Time Frame** | **Status** | | | |
| Done | Ongoing | Not Done | Not Applicable |
| **1. NOTIFY GDIPC / Outbreak Management Department and the Regional Coordinator** | Use the designated Google Form for the Outbreak Notification | IPC Head / IPC Outbreak Coordinator in hospital | **Within 6 hours** |  | | | |
| **2. Isolate and inform the COVID-19 positive case(s)** | -Droplet isolation in separate rooms if not available (Cohort Isolation)  - Place a precaution sign at the entrance of the infected patient’s rooms with approved MOH color-coding.  \* some cases required Airborne isolation | Unit Head Nurse and  IPC Staff | **Immediately** |  | | | |
| **3. Cohorting and relocation** | -Determine in collaboration with the administration what cohorting arrangements to implement at the facility to manage infection control. | IPC Staff /  Medical Director |  |  | | | |
| **4. IMPLEMENT**  **IPC Measures IMMEDIATELY** | - Review MOH Guideline and IPC Policies. | IPC Head and the Unit Nurses | **IMMEDIATE** |  | | | |
| **5. ACTIVATE**  **the Outbreak Management Team (OMT)** | -Review the Outbreak Management Team roles  - Document the meetings minutes  - OMT regular meetings until the end of the outbreak | IPC Head | **IMMEDIATE** |  | | | |
| **6. Implement your outbreak management plan** | -Implement your outbreak management plan.(Appendix)  -Review to determine if there are any gaps in the plan that need to be addressed.  -Distribute the plan to all involved stakeholders so they are across the plan. | IPC Staff / Unit Head Nurse | **IMMEDIATE** |  | | | |
| **7. RESTRICT**  **visitors and unauthorized personnel** | * Implement visitor restriction policy on e.g.: relatives, trainees, medical students...etc. * Reinforce standard precautions including hand hygiene, cough etiquette and staying 1.5m away from other people throughout the facility. * Lockdown healthcare facilities (When needed). | IPC Staff / Security Department | **IMMEDIATE** |  | | | |
| **8. ESTABLISH screening protocols** | Review COVID-19 screening protocols for people entering the healthcare facility and determine whether changes are required as part of outbreak management **(According to the internal policy of the hospital).** | Hospital IPC Staff/ Regional Outbreak Coordinator |  |  | | | |
| **9. Contact tracing** | - The IPC/ Nursing staff conduct contact tracing.  - They will identify anyone who has spent 15 minutes or more **(protected or not protected)**, within 1.5 meters of the COVID-19 positive person.  And consider to follow up all contact list. | Nursing Staff / IPC Staff |  |  | | | |
| **10.Conduct COVID-19 testing** | Urgently test all patients and staff for COVID-19 to understand the status of the outbreak. According to the status of contacts (HCWs and patients). | Head Nurse /  Medical Director/  IPC Staff |  |  | | | |
| **11. Identify key documents** | - A detailed OMT /COVID-19 plan.  - Prepare line list COVID 19 patients and staff employed.  - complete investigation form. | Nursing Staff / IPC Staff |  |  | | | |
| **12. Review PPE stock** | -Carry out an analysis of current PPE and hand sanitizer stock levels.  -Estimate what you will require over the coming days.  - Check the state stocks until the supplies arrive from regional store. | IPC staff / Medical store |  |  | | | |
| **13. PREPARING an organizational plan for health practitioners** | -Keep in mind up to 80-100% of the workforce may need to isolate in a major outbreak. Where the provider is unable to sufficiently staff the facility. | IPC Staff/Nursing staff/ Medical director |  |  | | | |
| **14. Review Infection control Environmental cleaning policy** | -According to the IPC’s cleaning and disinfection policies  -Inform the housekeeping supervisor to terminally clean the unit  -Use checklist for routine and terminal cleaning.  -Approved MOH disinfectants  -Apply Proper contact time for disinfectant  -Activate the roles and responsibilities of the environmental cleaning | IPC Staff/  Unit Head Nurse /Housekeeping Supervisor /ER Supervisor |  |  | | | |
| **15. Maintaining social contact** | -Consider how you will enable staff to assist with online programs etc. where these are available to patients.  - Ensure that there is a dedicated communication device for each patients. | Patient Relations/  Head /  IPC Staff |  |  | | | |
| **16. Follow up communications** | Establish a clear and consistent pattern of daily follow-up outbound communications.  - Ensure patients, families and stakeholders are informed of developments as they unfold | Patient Relations/  Head /  IPC Staff |  |  | | | |
| **17. Support your staff** | -Implement fatigue management plans for staff.  -Establish pathways to maintain contact with staff who are isolating or quarantining | IPC Staff / Medical Director |  |  | | | |
| **18. CONTINUE to monitor state of COVID-19 Outbreak** | -Ongoing outbreak management Monitor Progress of the Outbreak  Increased and active observation of all patients for the signs and symptoms of COVID-19  -Daily identification of any ongoing transmission and potential gaps in infection control measures  • Implementation of additional or stronger infection control measures to reduce transmission and the duration of the outbreak.  -Testing (including repeat testing) and ongoing actions for individuals in the defined setting should be undertaken in line with the COVID-19 National Guidelines. | IPC Staff / Head of the Unit |  |  | | | |
| **19.TRANSFERS** | -If symptomatic patient/HCWs under investigation for COVID-19 consult bed management office before accepting new admissions into the healthcare facilities.  -Symptomatic staff should not work at the site until their isolation period is complete.  -Stop admissions and/or transfers into the healthcare facilities if a COVID-19 outbreak is confirmed consult IC department. | IPC Staff/bed management office |  |  | | | |
| **20. END of an outbreak** | -No test-confirmed cases with illness onset dates in the last 14 days in that setting based MOH criteria.  -Review and evaluate the outbreak communication management. | IPC Staff /  RHD/ GDIPC |  |  | | | |
| **21. OTHERS ……………** |  |  |  |  | | | |

**1. Head of the Infection Prevention and Control Department:**

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**E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Outbreak Coordinator:**

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**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**