

Mobile Rapid Response Outbreak Team/Position Assignments

Position/Team	Staff Assignments	Job Action Sheet Page
RN Supervisor of impacted Long Term Care Facility	RN Supervisor assigned on shift at the facility when the notification of a positive COVID-19 resident is made	Pg 4
Staff of Unit with the COVID-19 Positive Case	Staff working on the unit where the COVID-19 positive resident resides at the time of notification	Pg 5
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Basic Response Information

Plan Name	<ul style="list-style-type: none"> • Mobile Rapid Response Team Outbreak Plan
Plan Objective	<ul style="list-style-type: none"> • Containment of a COVID-19 outbreak in a long term care facility (public or private) through: <ul style="list-style-type: none"> ○ Isolation of appropriate residents (per CPHO guidance) ○ Swabbing/testing of appropriate residents and staff (per CPHO guidance) ○ Assessment of residents and staff as required ○ Contact identification and tracing (supporting CPHO as required) ○ Transfer of residents who have tested positive for COVID-19 to an appropriate facility unless exceptional circumstances as identified by the Deputy Branch Director of Home Based Care ○ Ensure timely and effective communication and coordination of response
Team Members	<ul style="list-style-type: none"> • Registered nurse –Clinical lead within LTC home • Staff On Impacted Long Term Care Unit • Impacted Facility Administrator • Impacted Facility Administrative Support • Chief Public Health Office Resource • Medical Doctor or Nurse Practitioner x1 • Provincial Infection Prevention & Control Coordinator (CPHO), Provincial Infection Prevention and Control Manager (virtual support) x 1 • Infection Control Nurse (virtual support) x 1 • MRROT Registered Nurse (Team Lead) x 1 • MRROT Registered Nurse x 1 • Island EMS Resource(s) *2-4 • Health PEI Laboratory Services <p>See Appendix A for contact information</p>
Reason for activation	<ul style="list-style-type: none"> • The identification of a resident or staff member who has tested positive for COVID-19 within a long term care facility (public or private) • One laboratory-confirmed case of COVID-19 in a resident or staff member within LTC defines a COVID-19 outbreak
Position(s) authorized to activate the plan	<ul style="list-style-type: none"> • Chief Public Health Office (CPHO) on call Resource
Activation Procedure	<ul style="list-style-type: none"> • The CPHO on call resource is contacted by the lab with confirmed result • CPHO on call resource will contact the RN Supervisor of impacted facility and inform them of the positive case, including the staff member’s name or the resident’s name and unit • On call CPHO staff will notify the on call MRROT Team Leader by contacting the QEH Switchboard (902-894-2111) • QEH Switchboard Staff will contact on call MRROT Team Leader – (An updated schedule will be provided with name and contact info for MRROT Team Leader) • MRROT Team Leader contacts on call MRROT members informing them of the facility that has been impacted and next steps • Mobile Rapid Response Outbreak Team members report to impacted facility, meet designated staff at the main entrance, report to impacted

<p>Safety Message</p>	<p>unit and awaits situation report from onsite RN Supervisor – Clinical Lead</p> <ul style="list-style-type: none"> • Infection control measures are reinforced e.g. visitor restrictions, hand hygiene • All staff must work to identify suspect or confirmed cases of COVID-19 as early as possible in staff or residents • Droplet and contact precautions initiated for care of all residents who have had contact with the case or who are symptomatic. Depending on facility infrastructure, households/units of residents may be isolated and placed on droplet/contact precautions. • Routine infection prevention and control practices apply to all staff, residents and visitors, at all times, in all LTC facilities and include but are not limited to: <ul style="list-style-type: none"> ○ Conducting a point of care risk assessment (PCRA) ○ Hand hygiene ○ Appropriate use of PPE ○ Adhering to respiratory hygiene (i.e., covering a cough with a tissue or coughing into elbow followed by performing hand hygiene) • Masking for the full shift for all LTC staff is required • Review <i>Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19 in Long Term Care Facilities</i>
<p>Swabs and personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • Each facility should have a supply of PPE (personal protective equipment) on hand • There is a small supply of PPE and swabs which will be sent out to the LTC facility. This is located at the QEH laboratory (Dr. Greg German’s Office) • If additional PPE is required: <ul style="list-style-type: none"> ○ Private facilities will arrange for acquisition through the Department of Health & Wellness ○ Public facilities will connect with the HPEI Logistics Section • Once a test comes back positive, the CPHO on call resource will determine number of swabs required and coordinate their delivery with Health PEI Laboratory Services • Each site should have 4 swabs on site to begin testing once symptoms are identified and/or a positive test is returned
<p>Deactivation</p>	<ul style="list-style-type: none"> • MRROT Team Leader in consultation with MRROT MD/NP and CPHO will determine when the MRROT will be deactivated • MRROT Members will be informed of the deactivation and given any necessary instructions related to deactivation

-RN Supervisor of Impacted LTC Facility - Job Action Sheet

Position:	RN Supervisor of impacted Long Term Care Facility
Reports to:	Facility Administrator
<p>Tasks:</p> <p>When notified of a facility resident testing positive for COVID-19:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receive notification of a positive lab result, notify unit staff <input type="checkbox"/> Restrict access to the facility <input type="checkbox"/> Direct staff to post outbreak notification sign(s) at facility entrance and/or floor/unit/household advising about the outbreak <input type="checkbox"/> Request a clerk post a COVID Restricted Entry sign on the unit door with a number to call if access is required – no one is to enter without authorization from the RN supervisor <input type="checkbox"/> Arrange for a staff member to meet individual team members at the door <input type="checkbox"/> Begin transfer procedure for positive resident to a dedicated COVID-19 Care Unit in coordination with EMS <input type="checkbox"/> Initiate line listing found in the <i>Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19 in Long Term Care Facilities</i> <input type="checkbox"/> Complete a line list of staff who have worked on household/unit in the past 48 hours (staffing sheets are NOT to be sent to the unit) <input type="checkbox"/> Be prepared to provide a full list of facility staff including contact numbers <input type="checkbox"/> Under the direction of the CPHO and MRROT testing will be initiated for residents and staff <input type="checkbox"/> Provide a situational report to the Mobile Rapid Response Outbreak Team including: <ul style="list-style-type: none"> o # of symptomatic residents and staff o # of staff who have been moved off the unit o # of residents on isolation o # of residents and staff already swabbed o # of resident rooms and layout of the unit o Ensure facility Administrator has been made aware o Identify residents who may be confused or combative o Identify residents who have previously been transferred to an alternative facility ie. admitted to hospital <input type="checkbox"/> Notify other team leads within the facility to assess for symptoms on the other units <input type="checkbox"/> The MRROT in consultation with CPHO will lead the outbreak response within the facility <input type="checkbox"/> Assist MRROT as necessary 	

-Unit Team - Job Action Sheet

Team:	Staff of Unit with resident or staff member positive for COVID-19
Reports to:	RN Supervisor
Team Assignments :	All Staff assigned to the impacted Unit including: RNs, LPNs, RCWs, Combined Services Workers
<p>Tasks:</p> <p>Once notified of a positive test on the unit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review <i>Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19 in Long Term Care Facilities</i> <input type="checkbox"/> Review Infection and Prevention & Control Procedures <input type="checkbox"/> Return all residents to their assigned rooms <input type="checkbox"/> Contain unit e.g. closing unit doors <input type="checkbox"/> Continue care for residents and monitor for signs of COVID-19 <input type="checkbox"/> Take direction from RN Supervisor and Unit Team Leader <input type="checkbox"/> Provide assigned Physician/Nurse Practitioner with information to assist with assessment <input type="checkbox"/> Provide MRROT with resident information/report <input type="checkbox"/> Further assist MRROT as necessary <input type="checkbox"/> Exposed staff should follow the most up to date CPHO Guidelines regarding isolation and/or follow any alternative direction provide by CPHO 	

Impacted Facility Administrator – Job Action Sheet

Position:	Facility Administrator of any impacted Long Term Care Facility
Reports to:	Chief Public Health Officer
<p>Tasks:</p> <p>Once notified of a positive test on their unit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff review the <i>Mobile Rapid Response Outbreak Team (MRROT) Operational Plan</i> <input type="checkbox"/> Activate internal facility emergency plans as necessary (e.g. response structure, staff fan-out, etc.) <input type="checkbox"/> Consult with RN Supervisor and MRROT Team Leader to identify additional supports required to respond to the outbreak and care for residents (e.g. staffing, equipment, etc.) <input type="checkbox"/> Consult with CPHO to determine if additional supports are required e.g. education, personal protective equipment, support, etc.) <input type="checkbox"/> Remain in contact with CPHO resources and take direction as necessary <input type="checkbox"/> Public nursing home, defer media requests to the communications officer <input type="checkbox"/> Private nursing home, field media requests as appropriate 	

-Impacted Facility– Administrative Support - Job Action Sheet

Position:	Impacted Facility Administrative Support
Reports to:	Impacted Facility Administrator
Tasks:	
<ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility and meet staff member assigned to take MRROT to the impacted unit <input type="checkbox"/> Connect with MRROT Team Leader <input type="checkbox"/> Support Team Lead and physician/nurse practitioner e.g communication with Laboratory services, CPHO, EMS <input type="checkbox"/> Coordinating with staff inside and outside the unit <input type="checkbox"/> Completes requisition forms for all swabs <input type="checkbox"/> Readies and applies labels to requisition forms <input type="checkbox"/> Maintains a label for the specimen 	

Chief Public Health Office Resource(s) – Job Action Sheet

Position:	Resource or resources identified by CHPO to respond to the outbreak
Reports to:	Chief Public Health Officer
<p>Tasks:</p> <p>Once notified of a positive test within a long term care facility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make contact with impacted facility leadership as necessary <input type="checkbox"/> Notify the MRROT Team Leader to activate the MRROT by contacting QEH Switchboard (902-894-2111) and informing them of the need to notify the MRROT Team Leader on call <input type="checkbox"/> Coordinate infection prevention and control support for private long term care facilities, <input type="checkbox"/> Coordinate infection prevention and control support for public long term care facilities after regular business hours and on weekends <input type="checkbox"/> Identify who within the facility is to be swabbed and/or other swabbing guidelines <input type="checkbox"/> Coordinate delivery of viral swabs and PPE to the impacted facility in coordination with HPEI Laboratory Services <input type="checkbox"/> Request staff line listing for the last 48 hrs, a full staff list and list of known visitors within the facility within the last 48 hrs <input type="checkbox"/> Begin contact tracing processes 	

-Mobile Rapid Response Outbreak Team- Medical Doctor or Nurse Practitioner- Job Action Sheet

Position:	Mobile Rapid Response Outbreak Team Assigned Physician or Nurse Practitioner
Reports to:	Chief Public Health Officer
<p>Tasks:</p> <p>Once notified of the activation of the Mobile Rapid Response Outbreak Team:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility and meet staff member assigned to take MRROT to the impacted unit <input type="checkbox"/> Receive situation update from RN Supervisor on unit <input type="checkbox"/> Prioritize resident assessment with the assistance of facility staff <input type="checkbox"/> Delegate assessments as necessary to the facility RN and MRROT Team Lead <input type="checkbox"/> Perform physician led medical assessments <input type="checkbox"/> Contact Deputy Branch Director of Home Based Care to ensure they have been notified of the situation <input type="checkbox"/> Initiate needed supports for caring in place for affected resident until transfer off household occurs <input type="checkbox"/> Liaise with the Chief Public Health Officer including: <ul style="list-style-type: none"> <input type="checkbox"/> Provide a Situation update (# of symptomatic residents and staff, # of residents on isolation, # of staff moved off unit, # of residents swabbed) <input type="checkbox"/> Share additional medical information as necessary <input type="checkbox"/> Consult regarding any critical decisions and/or the need for additional testing <input type="checkbox"/> Collect information regarding any additional required actions <input type="checkbox"/> Share and gather other information as necessary <input type="checkbox"/> Share any relevant information and/or direction from the Chief Public health Officer with other MRROT members <input type="checkbox"/> Liaise with Lab if necessary (contact QEH Switchboard – 902-894-2111) <input type="checkbox"/> Liaise between the transferring facility and the receiving COVID-19 Care Unit, including providing clinician to clinician handover <input type="checkbox"/> Ensure that attending physician/NP in the facility has been notified and is up to date on the situation <input type="checkbox"/> Contact resident families as necessary (or delegate as required) <input type="checkbox"/> Contact receiving hospital physician for provider handoff <input type="checkbox"/> Provide updates to CPHO, Facility Administrator and Provincial IPC Coordinator/Provincial IPAC Manager as appropriate 	

-Mobile Rapid Response Team – Team Lead - Job Action Sheet

Position:	Mobile Rapid Response Outbreak Team – Team Leader
Reports to:	Assigned Physician or Nurse Practitioner
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify on-call members of the MRROT of activation and location of outbreak. Report to impacted facility and meet staff member assigned to take MRROT to the impacted unit <input type="checkbox"/> Select an area on the unit for storage of supplies (e.g. swabs, PPE) <input type="checkbox"/> Assess residents and determine if movement is required to separate symptomatic from asymptomatic residents <input type="checkbox"/> Support physician/nurse practitioner with resident medical assessments as necessary <input type="checkbox"/> Identify residents and staff to be swabbed and assign staff to perform swabs as necessary <input type="checkbox"/> Coordinate transportation of swabs to the lab including: <ul style="list-style-type: none"> <input type="checkbox"/> Collecting specimens <input type="checkbox"/> Scheduling specimen pick ups <input type="checkbox"/> Notifying the lab of incoming specimens <input type="checkbox"/> Work with facility staff to ensures all specimens are transported expeditiously to the lab <input type="checkbox"/> Supports facility staff with personal protective equipment including donning and doffing and supply ordering/acquisition <input type="checkbox"/> Ensures all residents are isolated to their rooms <input type="checkbox"/> Assesses residents in collaboration with MD/NP <input type="checkbox"/> Support the Facility Administrator in the acquisition of additional resources required from Health PEI or CPHO and connect with the Deputy Branch Director Home Based Care as required 	

-Mobile Rapid Response Team – Registered Nurse - Job Action Sheet

Position:	Mobile Rapid Response Outbreak Team – Registered Nurse
Reports to:	Mobile Rapid Response Outbreak Team – Team Leader
Tasks:	
<ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility and meet staff member assigned to take MRROT to the impacted unit <input type="checkbox"/> Connect with MRROT Team Leader <input type="checkbox"/> Swab residents as directed by the MRROT Team Leader <input type="checkbox"/> Swab staff as directed by the MRROT Team Leader <input type="checkbox"/> Supports facility staff with personal protective equipment including donning and doffing and supply ordering/acquisition <input type="checkbox"/> Ensures all residents are isolated to their rooms <input type="checkbox"/> Assesses residents in collaboration with the assigned physician/nurse practitioner 	

Mobile Rapid Response Outbreak Team Island EMS Paramedic(s) – Job Action Sheet

Team:	Mobile Rapid Response Outbreak Team -Island EMS Resource(s)
Reports to:	MRROT Team Leader
Team Assignments :	Island EMS will assign 2-4 on duty MIH or other duty staff to support swabbing at the outbreak site. CPHO in coordination with the MRROT Team Leader will identify the number of resources required
Tasks:	
<ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility and meet staff member assigned to take MRROT to the impacted unit <input type="checkbox"/> Connect with MRROT Team Leader <input type="checkbox"/> Swab residents as directed by the MRROT Team Leader <input type="checkbox"/> Swab staff as directed by the MRROT Team Leader 	

Health PEI Laboratory Services – Job Action Sheet

Team:	Health PEI Laboratory Services
Reports to:	MRROT Team Leader
<p>Tasks:</p> <p>Laboratory operations will be informed of situation prior to outbreak response as Medical Microbiologist (MM) would be aware of the case and made notification to CPHO.</p> <ul style="list-style-type: none"> <input type="checkbox"/> MM contacts Director and Medical Director of Laboratory Services to inform them of the issue and upcoming event <input type="checkbox"/> MM and Director determine testing laboratories and availability as to whether both QEH and/or PCH will assist with the testing strategy. <input type="checkbox"/> MM and/or Director work with Laboratory Services managers and Chief Technologists to coordinate staffing shifts for coverage during the outbreak response. <input type="checkbox"/> QEH Microbiology laboratory assesses current workload volumes and what if any routine work is required to be set aside for the following day <input type="checkbox"/> Ensure swabs and PPE are placed out front and ready for pick up. This is coordinated with the MRROT Team Leader and CPHO. 	