

COVID-19 Outbreak Response Team/Position Assignments

For a Covid 19 outbreak in a public or private nursing home or in a community care facility – see the MRROT Operational Plan for Long Term Care

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Basic Response Information

Plan Name	Mobile Rapid Response Team Outbreak Plan - Community
Plan Objective	<input type="checkbox"/> Containment of a COVID-19 outbreak in a facility (public or private) or in a community through: <ul style="list-style-type: none"> <input type="checkbox"/> Isolation of appropriate clients (per CPHO guidance) as appropriate <input type="checkbox"/> Swabbing/testing of appropriate clients (per CPHO guidance) <input type="checkbox"/> Contact identification and tracing (supporting CPHO as required) <input type="checkbox"/> Ensuring timely and effective communication and coordination of response
Team Members	<input type="checkbox"/> Impacted Facility/Community Administrator (or delegated staff) <input type="checkbox"/> Chief Public Health Office Resource <input type="checkbox"/> Infection Control Nurse from CPHO (virtual support) x 1 <input type="checkbox"/> MRROT Registered Nurse (Team Lead) x 1 <input type="checkbox"/> MRROT Registered Nurse 1-2 <input type="checkbox"/> Island EMS Resource(s) *2-3 <input type="checkbox"/> MRROT Administrative Support(s) <input type="checkbox"/> Health PEI Laboratory Services See Appendix A for contact information
Reason for activation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The identification of a COVID 19 outbreak within a facility or community as determined by the CPHO
Position(s) authorized to activate the plan	<input type="checkbox"/> Chief Public Health Office (CPHO) Officer on call
Activation Procedure	<input type="checkbox"/> The CPHO Officer on call is contacted by the lab with confirmed results <input type="checkbox"/> CPHO on call resource will notify the on call MRROT Team Leader by contacting the QEH Switchboard (902-894-2111) and declaring “Activate MRROT – Community” <input checked="" type="checkbox"/> QEH Switchboard Staff will contact on-call MRROT Team Leader and declare “Activate MRROT – Community” – (An updated schedule will be provided with name and contact info for MRROT Team Leader) <input type="checkbox"/> MRROT Team Leader contacts CPHO On-call RN for a situation report and directions for testing. <input type="checkbox"/> MRROT Team Leader Contacts Prov. Covid Clinic Manager if required to determine if testing can be completed at covid clinics (Decision made in consultation with Community Based Operations Branch Deputy Director or Operations Branch Director) <ul style="list-style-type: none"> <input type="checkbox"/> If testing <u>can</u> be completed at covid clinics, arrangements are made to implement. <input type="checkbox"/> If testing <u>cannot</u> be completed at covid clinics, MRROT Team Leader contacts MRROT members informing them of the site that has been impacted and next steps <input type="checkbox"/> MRROT Team Leader designates a Team Member to pickup Outbreak Kit <input type="checkbox"/> MRROT Team Leader and Team members report to impacted site and meet at designated location <input type="checkbox"/> Prov. Covid Clinic Manager delegates an administrative support person(s) to support the MRROT Team at impacted site <input type="checkbox"/> MRROT Team members await situation report from MRROT Team Leader

Outbreak Base	<input type="checkbox"/> Activation may occur in a designated space (“base”) at the impacted facility or in the community if the space meets the need and is immediately available. If an appropriate designated space for activation is not available immediately, Island EMS will set up a mobile unit at a nearby location.
Safety Message	<ul style="list-style-type: none"> • Infection control measures are reinforced e.g. social distancing, isolation, hand hygiene, proper PPE protocol etc. • All staff must work to identify suspect or confirmed cases of COVID-19 as early as possible in the affected facility/community • Droplet and contact precautions initiated for all clients who have had contact with the case or who are symptomatic. • Routine infection prevention and control practices apply to all staff, clients and visitors, at all times, in the affected facility/community location 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 as per protocol • Review relevant Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19 (see appendix A)
Swabs and personal protective equipment (PPE)	<input type="checkbox"/> Island EMS has a supply of PPE (personal protective equipment) on hand for immediate use <input type="checkbox"/> Once a test comes back positive, the CPHO Officer on call will determine number of swabs required and coordinate their delivery with Health PEI Laboratory Services <input type="checkbox"/> An Outbreak Kit will be ready and available for the MRROT Team. <input type="checkbox"/> If additional PPE is required MRROT will arrange for acquisition through the Department of Health & Wellness/HPEI logistics section.
Deactivation	<input type="checkbox"/> MRROT Team Leader in consultation with CPHO will determine when the outbreak response will be deactivated <input type="checkbox"/> MRROT Members will be informed of the deactivation and given any necessary instructions related to deactivation (which may include a plan for follow-up testing)

Clients = cohort of Islanders directly or indirectly impacted by an outbreak at a facility (i.e. school, business, residential home) or in a defined geographic area (i.e. community). Clients may include staff, students, community members, visitors, volunteers, etc.).

Outbreak = two or more clients who have tested positive for COVID-19 within a facility/community

Outbreak Kit = A container prepared in advance that contains COVID testing swabs, requisitions and PPE

MRROT Team Leader & Team Members during Downtime: MRROT Team Members will take turns being on-call on a rotational basis. The MRROT Team member on call is the designated MRROT Team Leader. MRROT Team Leader and Team Members will work in the Covid Clinics when there is no outbreak activation. The Community MRROT is available 0800hrs-2400hrs everyday of the week.

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

Position:	Resource(s) identified by CPHO to respond to the outbreak
Reports to:	Chief Public Health Officer
<p>Tasks:</p> <p>Once notified of a positive test within facility/community:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make contact with impacted facility/community administration as necessary <input type="checkbox"/> Notify the MRROT Team Leader by contacting QEH Switchboard (902-894-2111) and declaring “Activate MRROT – Community” Review the scope of response required with MRROT Team Leader, Provincial Covid Clinic Manager and HPEI Operations Branch Director <input type="checkbox"/> Coordinate or provide infection prevention and control support <input type="checkbox"/> Identify who is impacted by the COVID positive patient(s) and is (are) to be swabbed and follow other guidelines (i.e. isolation protocol) <input type="checkbox"/> Request staff/client/known visitors listing for the last 48 hrs, and a full staff list from the facility <input type="checkbox"/> Begin contact tracing processes with public health nurses 	

Impacted Facility/Community Administrator - Job Action Sheet

Position:	Impacted Facility/Community Administrator (or designate)
Reports to:	MRROT Team Leader

Note: The MRROT in consultation with CPHO will lead the outbreak response within the facility/area.

Tasks:

When notified of a staff/client testing positive for COVID-19:

- Administrator designate ensures Facility/Community Administrator has been made aware
- Restrict access to the facility/area
- Contain the affected facility/area, e.g. close doors, buildings (unit/floor)
- Direct a designated person to post notification sign(s) at facility/area entrance advising that access to the facility/area is restricted with a number to call if access is required – no one is to enter without authorization from the MRROT Team Leader
- Arrange for an Outbreak Base for the Team on site, if required
- Arrange for a secure area to store supplies (e.g. swabs, PPE)
- Arrange for a designated person to meet Outbreak Team members at the entrance of the facility/area and take them to the Outbreak Base.
- Arrange for a designated person to meet staff/clients at the entrance of the facility/area
- Arrange for security if required
- Complete and provide to the CPHO:
 - A full list of staff/clients who have been in the affected area in the past 48 hours, including full name, address and active phone number(s) , and
 - A full list of known visitors/volunteers within the facility/area within the last 48 hrs to the CPHO
- Be prepared to provide the CPHO with a full list of facility staff/clients including full name, address and active phone number(s)
- Be prepared, at the direction of the CPHO and MRROT, to notify staff/clients expected to arrive on site, about the situation - activate internal facility emergency plans as necessary (e.g. response structure, staff fan-out, etc.)
 - Assist MRROT and take direction as necessary
 - Field media requests in consultation with the HPEI/Department of Health communications officer

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

Position:	Mobile Rapid Response Outbreak Team – Team Leader
Reports to:	Provincial Covid Clinic Manager
<p>Note: The MRROT in consultation with CPHO will lead the outbreak response within the facility/area</p> <p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact CPHO On-call RN for a situation report and scope of outbreak (including the location, target group, number to be tested and guidelines for isolation). <input type="checkbox"/> Contact Prov. Covid Clinic Manager (if required) to determine if testing can be completed at covid clinics <input type="checkbox"/> Decision to activate to be made in consultation with HPEI Branch Director and CPHO <ul style="list-style-type: none"> <input type="checkbox"/> If testing <u>can</u> be completed at covid clinics, arrangements are made to implement. <input type="checkbox"/> If testing <u>cannot</u> be completed at covid clinics, MRROT Team Leader notifies MRROT Team members of the activation, location of outbreak and next steps <input type="checkbox"/> Delegate a Team member to pick up Outbreak Kit, if needed <input type="checkbox"/> Report to impacted facility/community and meet with administrator/designate of the impacted area <input type="checkbox"/> Confirm that swab delivery has been arranged. If not, make arrangements for swabs to be delivered to the site. <input type="checkbox"/> If using facility/community location as Outbreak Base, confirm area for storage of supplies (e.g. swabs, PPE) <input type="checkbox"/> Assess staff/clients and determine if movement is required to separate symptomatic from asymptomatic people – ensure symptomatic people are isolated from asymptomatic people <input type="checkbox"/> Provide MRROT Team members with the most up to date CPHO Guidelines regarding isolation and/or any alternative direction provided by CPHO for exposed staff/clients <input type="checkbox"/> Identify staff/clients to be swabbed and assign MRROT members to perform swabs as necessary <input type="checkbox"/> Coordinate collection of specimens <input type="checkbox"/> Coordinate transportation of swabs to the lab including: <ul style="list-style-type: none"> <input type="checkbox"/> Scheduling specimen pick ups <input type="checkbox"/> Notifying the lab of incoming specimens <input type="checkbox"/> Ensure all specimens are transported expeditiously to the lab <input type="checkbox"/> Support delegated facility/community staff with personal protective equipment including donning and doffing as necessary <input type="checkbox"/> Arrange for acquisition of additional resources required from Health PEI or DHW 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
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility/community and meet designated person assigned to take MRROT Team to the Base location <input type="checkbox"/> Connect with MRROT Team Leader <input type="checkbox"/> Swab staff/clients as directed by the MRROT Team Leader <input type="checkbox"/> Educate exposed staff/clients with the most up to date CPHO Guidelines regarding isolation and/or any alternative direction provided by CPHO <input type="checkbox"/> Support delegated facility/community staff with personal protective equipment including donning and doffing <input type="checkbox"/> Ensure symptomatic people are isolated from asymptomatic people <input type="checkbox"/> Make referrals to the Cough & Fever Clinics as necessary <input type="checkbox"/> Assume some duties of team leader as directed. 	

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 2-3 staff to support swabbing at the outbreak site. CPHO in coordination with the MRROT Team Leader will identify the number of resources required
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to impacted facility/community and meet designated person assigned to take Outbreak Team to the Outbreak Base location <input type="checkbox"/> Connect with MRROT Team Leader <input type="checkbox"/> Swab staff/clients as directed by the MRROT Team Leader <input type="checkbox"/> Make referrals to the Cough & Fever Clinic as necessary 	

Health PEI Administrative Support - Job Action Sheet

Position:	Health PEI Administrative Support
Reports to:	MRROT Team Leader
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to MRROT Team Leader <input type="checkbox"/> Support MRROT Team Leader and Team members e.g communication with Laboratory services, CPHO, EMS <input type="checkbox"/> Completes requisition forms for all swabs <input type="checkbox"/> Readies and applies labels to requisition forms and specimens <input type="checkbox"/> Complete and send client referral form to the Cough and Fever Clinic, as directed <input type="checkbox"/> Expeditiously send specimens to the lab by arranged transportation <input type="checkbox"/> Arrange for Island EMS transport of client(s), if required 	

Health PEI Laboratory Services – Job Action Sheet

Team:	Health PEI Laboratory Services
Reports to:	Joint Response Team (JRT) & liaises with 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 QEH and/or PCH (or another laboratory) 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"/> 	

APPENDIX B – Resources

Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19

- **In Long Term Care Facilities** – <https://www.princeedwardisland.ca/en/publication/prince-edward-island-guidelines-management-and-control-covid-19-long-term-care>
- **In Community Care Facilities** – https://www.princeedwardisland.ca/sites/default/files/publications/community_care_covid_guidance.pdf
- **In Schools** – <https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-illness-and-covid-19-outbreak-response-schools-guidance>
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