

# OUTBREAK MANAGEMENT PLAN FOR SHARED ACCOMMODATION FACILITIES

STAFF ILLNESS/WELLNESS POLICY	YOUR FACILITY PLAN – List key actions you will take or where to find the document that guides the actions
<p><b>It is helpful to have a written policy that is available for all staff.</b></p> <p>You could include:</p> <ul style="list-style-type: none"> <li>• How staff let your know they are ill</li> <li>• The recommended stand-down periods for staff after illness (usually 48hours after symptoms stop)</li> <li>• The plan for covering roles of ill staff</li> <li>• Recommended staff are up-to-date with all vaccinations, including a yearly flu vaccination</li> </ul>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
PLANNING FOR AN OUTBREAK	
<p><b>Consider having a supply of Personal Protective Equipment (PPE) e.g. gloves, face masks, antiseptic hand wash, hand sanitiser.</b></p> <ul style="list-style-type: none"> <li>• List what you will have available, where it is kept, and how people will be shown to use it correctly</li> </ul>	
<p><b>Think about how you will communicate with staff, guests, volunteers and other service providers, such as cleaners, laundry and waste management.</b></p> <ul style="list-style-type: none"> <li>• Will you use print-outs/posters or email/text guests?</li> <li>• Do you have contact details for staff and guests?</li> </ul>	
<p><b>How will you keep unwell people away from well people?</b></p> <ul style="list-style-type: none"> <li>• Which bedrooms/bathrooms will you use for unwell people?</li> <li>• How will they be provided with food?</li> <li>• How will communal areas, bedrooms and bathrooms be cleaned?</li> </ul>	

<ul style="list-style-type: none"> <li>• How will you split up floors or areas of your facility so guests and staff can stay in 'bubbles'?</li> </ul>	
<p><b>Where can you get more advice about preventing or managing an outbreak?</b></p> <ul style="list-style-type: none"> <li>• List your sources of further information or support that could include: <ul style="list-style-type: none"> <li>○ Regional Public Health (04) 570 9002 or <a href="http://www.rph.org.nz">www.rph.org.nz</a></li> <li>○ Industry or affiliated organisation guidelines</li> <li>○ Do you have a formal relationship with a GP practice or the local PHO?</li> </ul> </li> </ul>	
<b>IDENTIFYING AN OUTBREAK</b>	
<p><b>How will you know if there is illness in your facility?</b></p> <ul style="list-style-type: none"> <li>• What is your system for guests to report to you if they experience diarrhoea, vomiting, flu-like or COVID-19 symptoms?</li> <li>• How will you promote the system to your guests, including why it is important to report illness?</li> </ul>	
<p><b>How will you know that illness is under control i.e. what you are doing is stopping illness in other guests or staff?</b></p> <ul style="list-style-type: none"> <li>• Keep an illness log of unwell people by the date they became sick – where will your log be kept and who is responsible for keeping it up to date and reviewing it?</li> <li>• Regional Public Health (RPH) can provide a template if required</li> </ul>	

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MANAGING AN OUTBREAK	
<p><b>Isolate unwell guest(s) away from others.</b></p> <ul style="list-style-type: none"> <li>• If possible, write down designated bathroom and toilet facilities for unwell people</li> <li>• How could you exclude unwell guests from communal areas until they are symptom free for 48 hours (or if probable/confirmed case of COVID-19, until they meet the release from isolation criteria)?</li> </ul>	
<p><b>Exclude unwell staff from facility until they are symptom free for 48 hours (or if probable/confirmed case of COVID-19, until they meet release from isolation criteria)</b></p> <ul style="list-style-type: none"> <li>• Write down or reference your staff sickness policy</li> </ul>	
<p><b>Follow physical distancing guidelines to decrease risk of disease transmission:</b></p> <ul style="list-style-type: none"> <li>• List the actions you will take to cover the following approaches:           <ul style="list-style-type: none"> <li>• Restrict people’s movement to designated areas/floors</li> <li>• Reduce occupancy of dorm rooms</li> <li>• Consider assigning people to specific bathrooms/shared spaces</li> </ul> </li> </ul>	
<p><b>Staff to wear Personal Protective Equipment (PPE) e.g. gloves, gown, mask if having contact with unwell people.</b></p> <ul style="list-style-type: none"> <li>• What guidance will you give staff about using PPE?</li> </ul>	
<p><b>Display outbreak/warning signs at entrance to facility and at reception.</b></p> <ul style="list-style-type: none"> <li>• How will you restrict visitors and non-essential personnel during an outbreak to reduce risk of disease transmission (for example, security, signage, restricted access)?</li> </ul>	

<p><b>Reinforce standard hygiene precautions (hand hygiene, PPE, cough etiquette) throughout facility.</b></p> <ul style="list-style-type: none"> <li>List the actions you will take including considering the following: <ul style="list-style-type: none"> <li>Display posters and signage for hand washing, coughing etiquette etc. on floors and in communal areas, bathrooms and toilets</li> <li>Provide hand sanitiser at reception and in communal areas</li> <li>Provide single-use towels for hand washing</li> </ul> </li> </ul>	
<p><b>Increase frequency of cleaning to twice daily using bleach (1:10 bleach/water dilution) or other disinfectant.</b></p> <ul style="list-style-type: none"> <li>Write down your enhanced cleaning plan</li> </ul>	
<p><b>Cancel any group activities that occur in communal areas.</b></p> <ul style="list-style-type: none"> <li>List any activities that might need to be postponed/changed</li> </ul>	
<p><b>Follow any guidance from the Ministry of Health.</b></p> <ul style="list-style-type: none"> <li>Write down how you will keep up to date with the latest information</li> </ul>	

NOTIFY	
<p><b>Who will you go to for more specialised help and when would you do this?</b></p> <ul style="list-style-type: none"> <li>E.g. Contact Regional Public Health on (04) 570 9002 and ask to talk to a Health Protection Officer or email <a href="mailto:healthprotection@huttvalleydhb.org.nz">healthprotection@huttvalleydhb.org.nz</a></li> <li>Other networks or relationships you have to help manage health and safety issues</li> </ul>	
<p><b>What will you tell ill guests to do?</b></p> <ul style="list-style-type: none"> <li>E.g. Ask ill guests to contact their GP. If you have a pre-arranged relationship with a GP practice, they will be able to help guests that may not have a GP. Include Healthline contact details (0800 611 116)</li> </ul>	

<p>on posters and in communications with guests, especially for tourists/visitors.</p> <ul style="list-style-type: none"> <li>• Inform all guests and staff of outbreak via your pre-arranged communication plan.</li> </ul>	
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SUPPORTING VULNERABLE GUESTS	
<p><b>What support do you have in place for following high-risk guests if illness occurs in the facility?</b></p> <ul style="list-style-type: none"> <li>• Guests over 70, children under 5, guests with high needs, high risk workers (i.e. health care worker, childhood centre staff and food handlers)</li> <li>• For example: Temporary Accommodation Service (TAS) for alternative accommodation. For Welfare needs, contact local Council.</li> </ul>	