

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

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

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

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

NOTIFY	
<p>Who will you go to for more specialised help and when would you do this?</p> <ul style="list-style-type: none"> E.g. Contact Regional Public Health on (04) 570 9002 and ask to talk to a Health Protection Officer or email healthprotection@huttvalleydhb.org.nz Other networks or relationships you have to help manage health and safety issues 	
<p>What will you tell ill guests to do?</p> <ul style="list-style-type: none"> 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) 	

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