

Pandemic Influenza: Responsible Officer Responsibilities



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Managing suspected infectious cases on campus

Staff, students and Visitors are obliged promptly to report a Suspected Pandemic Outbreak to campus security, the Campus Chief Warden or a Responsible Officer, whichever is convenient. Once a report has been received, the following procedure will apply:

- If campus security or a Responsible Officer is the first point of contact, he/she will promptly report the suspected outbreak to the Campus Chief Warden and attend the site of the suspected outbreak.
- If the Campus Chief Warden is the first point of contact, he/she will promptly notify campus security and applicable Responsible Officers and attend the site of the suspected outbreak.
- The Campus Chief Warden, assisted by Responsible Officers and campus security, will implement the following procedures:
 - Wear appropriate Personal Protective Equipment (PPE) from the following to suit the demands of the situation:
 - surgical mask
 - P2 (N95) particulate respirator
 - disposable gloves
 - protective eyewear (i.e. goggles/visor/shield)
 - long-sleeved disposable gown
 - cap (in high-risk situations where there may be increased exposure to aerosols)
 - plastic apron (if splashing of blood, body fluids, excretions or secretions is anticipated)

Attending officers (Campus Chief Warden, Responsible Officer/s, campus security) should at least wear a surgical mask, and higher levels of protection – P2 respirator, disposable gloves, protective eyewear and a long-sleeve disposable gown – as appropriate if the risk of exposure to the virus escalates, and should avoid touching their eyes, nose or mouth until they have:

- completed their task
- removed themselves from the suspected infectious environment
- disposed of their PPE, and
- washed their hands (and other body parts such as face and head that might have been exposed to respiratory secretions) with soap and running water and dried their hands thoroughly.

If hand-washing facilities are not available, then the approved alcohol-based liquid or hand rub should be used. Used PPE should be disposed of in a sealed bag in general waste, and reusable equipment, such as eyewear, should be disinfected according to manufacturer's instructions.

- Promptly assess the nature and extent of the suspected outbreak, and
 - isolate the suspected case/s if they have not already done so
 - identify and isolate if possible any suspected 'contacts' – persons who have had close (within 1 metre) contact with a suspected infectious person or who have spent more than 60 minutes in a confined space (such as an enclosed room) with a suspected infectious person
 - identify if possible and isolate as appropriate the environment that the suspected case/s might have contaminated
 - make arrangements as required to enable each suspected case to contact a medical practitioner for clinical assessment and advice, to visit the medical practitioner or to attend a hospital if the medical practitioner advises otherwise, or to go home.

Note: The Suspected Infectious Case must continue to wear a surgical mask and follow other applicable personal infection prevention practices at all times during transit.

- If the Campus Chief Warden, in consultation with the Responsible Officer/s and campus security, believes that the suspected outbreak has been contained and that he/she is able to manage the situation without instruction or further assistance, the Campus Chief Warden will:
 - Continue to manage the situation in accordance with accepted procedures and advise the Director – Facilities accordingly
 - Ensure suspected and actual contaminated waste is disposed of in accordance with DoHA recommendations, and the Suspected Contaminated Area is
 - quarantined for a period of at least two days, or
 - cleaned and disinfected in accordance with DoHA recommendations if the space is required within the quarantine period
 - Provide an incident report to the Director – Facilities as soon as possible after the event.
- If the Campus Chief Warden, in consultation with the Responsible Officer/s and campus security, believes that:
 - The suspected outbreak has not been contained, or
 - The suspected outbreak has been contained, but the Campus Chief Warden requires instruction or further assistance to manage the situation, the Campus Chief Warden will promptly notify the Director – Facilities and
 - manage the situation as directed by the Director – Facilities
 - ensure suspected and actual contaminated waste is disposed of in accordance with DoHA recommendations, and the Suspected Contaminated Area is
 - quarantined for a period of at least two days, or
 - cleaned and disinfected in accordance with DoHA recommendations if the space is required within the quarantine period
 - provide an incident report to the Director – Facilities as soon as possible after the event.
- If notified by the Campus Chief Warden that
 - the suspected outbreak has been contained, but the Campus Chief Warden requires instruction or further assistance to manage the situation, the Director – Facilities will:
 - promptly arrange for an appropriate number of available Responsible Officers on campus to attend the suspected outbreak without delay
 - instruct and assist the Campus Chief Warden as required
 - promptly advise the Emergency Manager of the nature and extent of the suspected outbreak and the procedures being implemented to manage the situation
 - instruct and assist the Campus Chief Warden as required to ensure suspected and actual contaminated waste is disposed of in accordance with DoHA recommendations, and the Suspected Contaminated Area is
 - quarantined for a period of at least two days, or
 - cleaned and disinfected in accordance with DoHA recommendations if the space is required within the quarantine period
 - debrief the Campus Chief Warden and provide an incident report to the Emergency Manager as soon as possible after the event
 - the suspected outbreak has not been contained, the Director – Facilities will
 - promptly advise the Emergency Manager of the nature and extent of the suspected outbreak, and
 - assist the Emergency Manager as required.

Source: Victoria University Policy number: POA061003000: Emergency Management: Pandemic Influenza (<http://wcf.vu.edu.au/GovernancePolicy/PDF/POP061003000.PDF>)