



## Community Infection Prevention and Control Guidance for General Practice

(also suitable for adoption by other healthcare providers,  
e.g. Dental Practice, Podiatry)

# Outbreaks of communicable disease

OUTBREAKS OF COMMUNICABLE  
DISEASE

**Version 1.00**  
**December 2017**

Please note that the internet version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

**This guidance document has been adopted as a policy document by:**

Organisation: .....

Signed:  .....

Job Title: .....

Date Adopted: .....

Review Date: .....

If your organisation would like to exclude or include any additional points to this document, please include below. Please note, the Community IPC Team cannot endorse or be held responsible for any addendums.

Community Infection Prevention and Control  
Harrogate and District NHS Foundation Trust  
Gibraltar House, Thurston Road  
Northallerton, North Yorkshire. DL6 2NA  
Tel: 01423 557340  
email: [ipccommunity@hdfnhs.uk](mailto:ipccommunity@hdfnhs.uk)  
[www.infectionpreventioncontrol.co.uk](http://www.infectionpreventioncontrol.co.uk)

**Legal Disclaimer**

This guidance produced by Harrogate and District NHS Foundation Trust is provided 'as is', without any representation endorsement made and without warranty of any kind whether express or implied, including but not limited to the implied warranties of satisfactory quality, fitness for a particular purpose, non-infringement, compatibility, security and accuracy.

These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**Contents**

**Page**

1. Introduction..... 4

2. Key personnel..... 4

3. Recognising the problem ..... 4

4. Declaration of an outbreak..... 5

5. Preliminary investigation..... 5

6. Objectives of the Outbreak Control Team..... 6

7. Outbreak Control Team membership..... 6

8. Initial meeting ..... 7

9. Subsequent meetings ..... 7

10. Communications..... 8

11. Conclusion of outbreak..... 8

12. Infection Prevention and Control resources, education and training..... 8

13. References ..... 9

**OUTBREAK OF COMMUNICABLE  
DISEASE**

# OUTBREAKS OF COMMUNICABLE DISEASE

## 1. Introduction

This guidance is designed to support and promote good practice in the investigation, management and control of infectious disease outbreaks or incidents, which may have significant public health implications. Examples include outbreaks of PVL-SA, food poisoning such as Salmonella, E Coli 0157 infection, or a single case of a rare or serious disease, e.g. smallpox, Ebola. Each control problem will be unique, requiring specific measures to deal with individual circumstances. For these reasons, the enclosed guidance should be regarded as a template for action, describing key principles and good practice in the management and control of communicable disease.

## 2. Key personnel

Responsibility for responding to outbreaks of communicable infection occurring in the community lies with the Consultants in Communicable Disease Control (CCDC). The CCDCs are based at regional offices of Public Health England (PHE).

Community Infection Prevention and Control (IPC) Teams deal with day to day advice and support, to a wide range of community settings where infection control is important and, on occasions, support the PHE Team in responding to outbreaks.

## 3. Recognising the problem

Effective control depends on early recognition and timely intervention. Practice staff should be aware of symptoms **amongst both patients and staff**, which may indicate a possible outbreak, for example:

- Cough and/or fever may represent influenza
- Diarrhoea and/or vomiting may indicate norovirus or food poisoning
- Skin lesions/rash may indicate scabies

If there is cause to suspect a problem, contact your local Community IPC or PHE Team.

Other infections which need to be recognised and reported to your CCDC include:

- Notifiable diseases
- Episodes of possible transmission of infection or infections with a significant risk of transmission of infection (contact your local Community IPC or PHE Team if in doubt)
- Serious and unusual infections, e.g. a single case of Diphtheria, Polio, etc.

#### Definition of an outbreak

- Two or more cases of patients or staff with the same infection or symptoms linked in time or place.
- A greater than expected rate of infection compared with usual background levels for the place and time where the outbreak has occurred.
- A single case of a rare or serious disease, e.g. diphtheria, botulism, rabies, viral haemorrhagic fever, polio, smallpox or Ebola.
- A suspected, anticipated or actual event involving microbial or chemical contamination of food or water.

Suspected outbreaks must be notified to the local Community IPC, PHE Team or CCDC at the earliest opportunity.

## 4. Declaration of an outbreak

Locally confined outbreaks will usually be recognised and declared by the CCDC. Where appropriate, this will be following consultation with a Consultant Microbiologist or senior Environmental Health Officer.

## 5. Preliminary investigation

Upon notification, the CCDC will commence an initial investigation. The purpose of this is to determine:

- Whether a problem/outbreak exists
- Nature and extent of the incident/outbreak
- Immediate control measures
- Identify those who are ill
- Ensure those affected receive appropriate care
- Control the source of infection
- Contain the infection

It is the responsibility of the CCDC to decide if the episode is of sufficient significance to require special arrangements for investigation and management, e.g. an Outbreak Control Team or triggering of the major incident plan. It is,

therefore, crucial that the CCDC is informed at the earliest stage that a significant outbreak is suspected.

## 6. Objectives of the Outbreak Control Team

To bring together relevant people with appropriate skills to manage the problem:

- To ensure appropriate arrangements are in place to care for those affected
- To investigate and control source or possible source of infection
- To limit further cases
- To communicate with the public and the media
- To monitor effectiveness of measures taken
- To review the effectiveness of the control of the incident and develop systems and procedures to prevent further occurrence of similar episodes
- To provide clear communication with patients, the general public, other healthcare professionals and the media

## 7. Outbreak Control Team membership

Core members of the outbreak control group will be:

- Consultant in Communicable Disease Control (CCDC)
- Infection Prevention and Control Team
- Consultant Microbiologist
- Practice Manager
- General Practitioner from the Practice
- Environmental Health Officer

Other members may be co-opted as required and these may include any of the following:

- PHE Consultant Epidemiologist
- Public Health Director or representative from the Clinical Commissioning Group (CCG)
- Press/Public Relations Agency
- Infectious Diseases Physician
- Community Pharmacist
- Community Paediatrician

- Water Company Representative
- State Veterinary Service
- Social Services Manager
- Residential Home Staff
- Emergency Planning Officer
- Care Quality Commission
- Health and Safety Executive
- Environment Agency

This list is not exhaustive. In determining which managers are appropriate members of the Outbreak Control Team, it should be remembered that they must be of sufficient seniority to make decisions and implement actions on behalf of the department or organisation they represent.

## 8. Initial meeting

The first meeting will usually address the following:

- Agree lead investigating authority and chair of the group (unless the major incident plan has been triggered this will be the CCDC on behalf of PHE)
- Examine available evidence
- Ensure appropriate and satisfactory care of those individuals affected
- Define measures necessary to identify and control the source of infection
- Define measures necessary to contain the spread of the outbreak
- Identify the measures necessary to monitor the effectiveness of containment and control procedures adopted
- Identify any additional expert assistance which might be required
- Identify personnel and other resources necessary to manage the outbreak
- Define responsibilities for communications to the public, press and other organisations and individuals

## 9. Subsequent meetings

The Outbreak Control Team will continue to meet as appropriate. The CCDC will be responsible for supplying interim information to the local CCG. The Environmental Health Officers (EHOs) will be responsible for supplying interim information to the local authority.

## 10. Communications

The CCDC will liaise with other agencies as necessary. These may include:

- Public Health Team
- Community Paediatricians
- Appropriate managers of relevant Community Services
- Social Services
- Department of Education

The CCDC will co-ordinate the release of information to the public and the media in liaison and agreement with any other agency which may be involved. The CCDC will, where appropriate because of possible wider implications of the incident, inform the following of developments in the absence of direct representation on the Outbreak Control Team:

- Communicable Disease Surveillance Centre of PHE
- PHE Centre Director
- PHE colleagues in neighbouring areas where the incident may have an impact

## 11. Conclusion of outbreak

The investigations may end inconclusively. The chair of the Outbreak Control Team will make the decision on closure of the incident. A debriefing meeting should be held to:

- Review management of the incident
- Identify problems or shortcomings
- Revise the incident plan as required
- Make recommendations to reduce the chance of recurrence
- Agree the final report

The chair will provide a report for the CCG and PHE.

## 12. Infection Prevention and Control resources, education and training

The Community Infection Prevention and Control (IPC) Team have produced a wide range of innovative educational and IPC resources designed to assist your Practice in achieving compliance with the *Health and Social Care Act 2008* and CQC registration requirements.

These resources are either free to download from the website or available at a minimal cost covering administration and printing:

- Over 20 IPC Guidance documents (Policies) for General Practice
- 'Preventing Infection Workbook for General Practice'
- 'IPC CQC Inspection Preparation Pack for General Practice'
- IPC audit tools, posters, leaflets and factsheets
- 'IPC Advice Bulletin for GP Practice Staff'

In addition, we hold educational study events in North Yorkshire and can arrange bespoke training packages and 'Mock IPC CQC Inspections'. Prices vary depending on your requirements and location.

Further information on these high quality evidence-based resources is available at [www.infectionpreventioncontrol.co.uk](http://www.infectionpreventioncontrol.co.uk).

### 13. References

Department of Health and Health Protection Agency (February 2013) *Prevention and control of infection in care homes – an information resource*

Foods Standards Agency (2008) *Management of Outbreaks of Foodborne Illness in England and Wales*

Hawker et al, 3rd edition (2012) *Communicable Disease Control and Health Protection Handbook*

Public Health England (August 2014) *Communicable Disease Outbreak Management Operational guidance*

Public Health England (May 2010) *Notifiable diseases and causative organisms: how to report* [www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report](http://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report)