

Corrections Outbreak Checklist 6

Roles and Responsibilities

AHS Site Health Services Manager/Designate

All HCW/staff are responsible to review and be familiar with the [Guide for Outbreak Prevention & Control in Provincial Correctional Centres](#) and site-specific processes. This checklist is used in combination with those resources to outline the roles and responsibilities for the AHS Site Health Services Manager or their designate before, during and after an outbreak. These actions help protect everyone at the centre and ensure a coordinated response.

Task/Responsibility	Timeline/ Frequency ⁱ
<input type="checkbox"/> Maintain familiarity with and promote the Guide for Outbreak Prevention & Control in Provincial Correctional Centres .	Ongoing
<input type="checkbox"/> Promote staff awareness of outbreak measures, including when and how to report symptomatic residents to the AHS Public Health Outbreak Team.	Ongoing
<input type="checkbox"/> Notify the AHS Public Health Outbreak Team when symptomatic residents meet reporting criteria in Table A or Table B in Section 2 of the guide. <ul style="list-style-type: none">• See the AHS Zone Public Health Contacts List in Section 3.1 of the guide.	Immediate
<input type="checkbox"/> Complete initial notification to the following partners (as per the Correctional Health Services Outbreak Notification Algorithm in Section 2 of the guide).	Immediate
<input type="checkbox"/> Direct the implementation of infection prevention and control measures in Section 4.1 of the guide. Do not wait until the pathogen is confirmed. <ul style="list-style-type: none">• Reinforce routine preventative measures and collaborate with CSD staff to medically isolate symptomatic residents.• Post additional precautions signage to alert that precautions are required.	Ongoing

<input type="checkbox"/> Collaborate with CSD to determine appropriate medical isolation and cohorting measures for symptomatic residents. Consult with the AHS Public Health Outbreak Team.	Ongoing
<input type="checkbox"/> Obtain reports on the clinical status of confirmed or symptomatic residents and work with clinical staff to identify newly symptomatic residents.	Ongoing
<input type="checkbox"/> Report daily to the AHS Public Health Outbreak Team as outlined in Section 5.2 of the guide.	Ongoing
<input type="checkbox"/> Ensure collection of specimens as directed by the AHS Public Health Outbreak Team (refer to Appendix B of the guide).	As required
<input type="checkbox"/> Activate the Outbreak Management Team and act as the Chair. Determine membership and a schedule for ongoing meetings.	As required
<input type="checkbox"/> Identify AHS HCW/staff who are symptomatic or exposed to confirmed or symptomatic residents in consultation with the AHS site Infection Control Practitioner/designate and AHS Workplace Health & Safety nurse.	Ongoing
<input type="checkbox"/> Identify others who may have been exposed to confirmed or symptomatic residents (such as CSD staff, visitors or lawyers). Notify CSD Centre Director/designate or CSD Occupational Health & Safety Advisor/designate.	Ongoing
<input type="checkbox"/> Develop an influenza response plan that details how antiviral prophylaxis will be implemented (including after-hours) for residents and AHS HCW/staff as outlined in Appendix E of the guide.	As required
<input type="checkbox"/> Provide immunization status of residents to the AHS Public Health Outbreak Team.	As required
<input type="checkbox"/> Notify centre HCW/staff (AHS and CSD) when the outbreak has ended.	Post outbreak
<input type="checkbox"/> Initiate a post outbreak debriefing to review and evaluate outbreak management and make recommendations for improvement.	Post outbreak

ⁱ **Ongoing:** Tasks that are completed throughout the outbreak period

As required: Complete task according to need (as necessary)

Post outbreak: Complete after the outbreak is ended