

Corrections Outbreak Checklist 6

Roles and Responsibilities

AHS Site Health Services Manager/Designate

This checklist outlines the roles and responsibilities of 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.

Refer to the [Guide for Outbreak Prevention & Control in Provincial Correctional Centres](#) and site-specific processes.

Task/Responsibility	Timeline/ Frequency ¹
<input type="checkbox"/> Maintain familiarity with 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 or confirmed clients to the AHS Public Health Outbreak team.	Ongoing
<input type="checkbox"/> Notify the AHS Public Health Outbreak team when symptomatic or confirmed clients meet reporting criteria.	Immediate
<input type="checkbox"/> Complete initial outbreak notification following the internal notification process. This includes notifications to: <ul style="list-style-type: none">• CSD Centre Director• AHS Site ICP or ICD• Facilities Medical Director• AHS WHS nurse• AHS Executive Director for Correctional Health Services.	Immediate
<input type="checkbox"/> Oversee the clinical management of outbreak cases and provide leadership to coordinate a uniform approach between AHS and CSD for outbreak prevention and control.	Ongoing

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Task/Responsibility

Timeline/ Frequencyⁱ

<input type="checkbox"/> Direct the implementation of infection prevention and control measures. 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 or confirmed clients. • Post additional precautions signage to alert that precautions are required. 	Ongoing
<input type="checkbox"/> Consult with IPC or the AHS Public Health Outbreak team if considering cohorting.	Ongoing
<input type="checkbox"/> Obtain reports on the clinical status of confirmed or symptomatic clients and work with clinical staff to identify newly symptomatic clients.	Ongoing
<input type="checkbox"/> Report daily to the AHS Public Health Outbreak team.	Ongoing
<input type="checkbox"/> Ensure collection of specimens for outbreak management as directed by the AHS Public Health Outbreak team.	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 unimmunized AHS HCW/staff who may be at risk of exposure and infection in consultation with the AHS site Infection Control Practitioner or designate an AHS Workplace Health & Safety nurse.	Ongoing
<input type="checkbox"/> Act as a liaison between CSD and other AHS departments including Infection Prevention & Control and Workplace Health & Safety.	Ongoing
<input type="checkbox"/> Develop an influenza response plan that details how antiviral prophylaxis will be implemented (including after-hours) for clients and AHS HCW/staff.	As required
<input type="checkbox"/> Provide immunization status of clients 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