

Corrections Outbreak Checklist 9

Roles and Responsibilities

CSD Centre Director/Designate

This checklist outlines the roles and responsibilities for the CSD Centre Director 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 ⁱ
<input type="checkbox"/> Maintain familiarity with the Guide for Outbreak Prevention & Control in Provincial Correctional Centres .	Ongoing
<input type="checkbox"/> Promote staff awareness and collaboration on implementing outbreak measures, including when and how to report symptomatic clients to the AHS Public Health Outbreak team.	Ongoing
<input type="checkbox"/> Notify CSD staff and contracted services following the internal notification process. This includes notifications to: <ul style="list-style-type: none">• CSD OH&S manager• CSD Business• Community manager• Contracted services.	
<input type="checkbox"/> Collaborate with the AHS Site Health Services Manager/designate, AHS Infection Control Practitioner/designate, and the AHS Public Health Outbreak team to determine and implement outbreak measures.	Ongoing
<input type="checkbox"/> Provide current CSD staff and client population numbers to the AHS Site Health Services Manager for reporting to the AHS Public Health Outbreak team.	Immediate

Task/Responsibility

Timeline/ Frequencyⁱ

<input type="checkbox"/> Implement outbreak measures that impact facility operations in consultation with the AHS Public Health Outbreak team. This includes: <ul style="list-style-type: none">• The restriction of movement within the centre• Placement and cohorting of clients• Procedure changes in admission• Transfer or discharge of clients• Exclusion of symptomatic CSD staff from work• Restrictions on outside visitors• Environmental cleaning• Any other facility or security related matter.	Ongoing
<input type="checkbox"/> Act as or designate a CSD representative to the outbreak management team and liaise between AHS and CSD.	Immediate
<input type="checkbox"/> Identify unimmunized CSD staff who may have been exposed to confirmed or symptomatic clients. <ul style="list-style-type: none">• Report numbers of unimmunized CSD staff to the AHS Site Health Services Manager who will report it to the AHS Public Health Outbreak team.• Initiate CSD Occupational Health & Safety policies on work restriction.	Ongoing
<input type="checkbox"/> Participate in a post outbreak debriefing to review and evaluate outbreak management and make recommendations for improvement.	Post outbreak

ⁱ **Immediate:** Complete the task as soon as possible

Ongoing: Tasks that are completed throughout the outbreak period

Post outbreak: Complete after the outbreak is ended