

Corrections Outbreak Checklist 9

Roles and Responsibilities

CSD Centre Director/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 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.

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 CSD staff awareness of outbreak measures, including when and how to report symptomatic residents to the AHS Public Health Outbreak Team as outlined in Table A and Table B in Section 2 of the guide.	Ongoing
<input type="checkbox"/> Promote collaboration between CSD and AHS in identifying symptomatic residents and suspected outbreaks.	Ongoing
<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"/> Apply centre/unit/range restrictions in consultation with the AHS Public Health Outbreak Team, such as restriction of visitors, admissions, or transfers.	Ongoing
<input type="checkbox"/> Direct personnel to enhance environmental cleaning and disinfection within the centre as recommended by the AHS Public Health Outbreak Team and AHS site Infection Control Practitioner/designate as outlined in Section 4.12 of the guide.	Ongoing

<input type="checkbox"/> Act as, or designate, a CSD representative to the Outbreak Management Team and function as a liaison between AHS and CSD.	Immediate
<input type="checkbox"/> Identify CSD staff who may have been exposed to confirmed or symptomatic residents and notify the AHS Site Health Services Manager of numbers and initiate CSD Occupational Health & Safety policies.	Ongoing
<input type="checkbox"/> Provide current CSD staff and resident population numbers to the AHS Site Health Services Manager for reporting to the AHS Public Health Outbreak Team.	Immediate
<input type="checkbox"/> Participate in a post outbreak debriefing to review and evaluate outbreak management and make recommendations for improvement.	Post outbreak

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- 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