

Corrections Outbreak Checklist 2

Roles and Responsibilities

AHS Infection Control Practitioner/Designate or Medical Lead

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 Infection Control Practitioner/designate or the medical lead 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 present annual HCW/staff education on 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 the reporting criteria listed in Table A and Table B outlined in Section 2 . <ul style="list-style-type: none">• See AHS Zone Public Health Contacts List in Section 3.1 of the guide.	Immediate
<input type="checkbox"/> Advise the AHS Site Health Services Manager/designate of required supplies for outbreak management (such as PPE and specimen collection kits).	Ongoing
<input type="checkbox"/> Assist in providing training for specimen collection as requested by the AHS Site Health Services Manager/designate.	Ongoing
<input type="checkbox"/> Complete initial notification (as per Correctional Health Services Outbreak Notification Algorithm in Section 2 of the guide) if requested by the AHS Site Health Services Manager/designate or the AHS Public Health Outbreak Team.	Immediate
<input type="checkbox"/> Coordinate the implementation of infection prevention and control measures as per Section 4.1 of the guide. Do not wait until there is a confirmed pathogen. <ul style="list-style-type: none">• Ensure routine precautions are in place and collaborate with CSD staff to medically isolate symptomatic residents.• Post additional precaution signage to alert that precautions are required.	Ongoing

<input type="checkbox"/> Coordinate the collection of clinical specimens (refer to Appendix B of the guide) when requested by the AHS Site Health Services Manager/designate.	As required
<input type="checkbox"/> Direct the implementation of additional outbreak measures (see Section 5.2 in the guide) if recommended by the AHS Public Health Outbreak Team.	As required
<input type="checkbox"/> Obtain reports on the clinical status of confirmed or symptomatic residents. Work with staff to identify newly symptomatic residents.	Ongoing
<input type="checkbox"/> Participate in the Outbreak Management Team.	As required
<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 task as soon as possible throughout the outbreak
Ongoing: Complete task throughout the outbreak period
As required: Complete task according to need (as necessary)
Post outbreak: Complete after the outbreak is ended