

Corrections Outbreak Checklist

For Director/Designate/Justice & Solicitor General

This checklist outlines the roles and responsibilities for Directors or their designates, for Justice & Solicitor Generals (JSG) when an outbreak is declared in a correctional facility. These actions help protect everyone at the facility and ensure a coordinated response to the outbreak. For more information, see the [Guide for Outbreak Prevention and Control in Provincial Correctional Facilities](#).

Task/Responsibility	Timeline/ Frequency
☐ Review and maintain familiarity with the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities .	Ongoing
☐ Promote JSG staff awareness of communicable disease outbreak prevention and management procedures. Outbreak management awareness tools are available from IPC and/or the Public Health Outbreak Team at the beginning of each respiratory season.	Ongoing
☐ Promote collaboration between JSG and AHS in identifying suspected individual cases of communicable disease, unusual clusters, and suspected outbreaks.	Ongoing
Upon notification of a confirmed or suspected outbreak in the centre:	
☐ Act as or designate a JSG representative to the Outbreak Management Team (if activated) and function as a liaison between AHS and JSG throughout the duration of the outbreak.	Immediate
☐ Collaborate with the Site Health Services Manager/designate, ICP, and the Public Health Outbreak Team to determine and implement appropriate outbreak measures. These measures include medical isolation, cohorting, and movement restrictions of symptomatic residents or residents who may have been exposed. Outbreak management decision-making must account for JSG resources and space available to implement recommendations.	Immediate
☐ Apply facility/unit/range restrictions in consultation with the Public Health Outbreak Team, such as restriction of visitors, admissions, or transfers, as appropriate.	Immediate

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| ☐ Direct appropriate personnel to enhance environmental cleaning and disinfection within the centre as recommended by the Public Health Outbreak Team/ and centre Infection Control Professional (ICP) and outlined in Guide for Outbreak Prevention and Control in Provincial Correctional Facilities . | Immediate |
| ☐ Identify JSG staff members who may have been exposed, notify the Site Health Services Manager, or designate of numbers and initiate JSG OH&S protocols if indicated. | Immediate |
| ☐ Provide current daily JSG staffing and resident population numbers to the Site Health Services Manager or designate for reporting to the Public Health Outbreak Team. | Immediate |
| ☐ Participate in the centre post-outbreak debriefing to address outbreak management issues, provide recommendations, and revise internal protocols where necessary for improvement. | Post-outbreak |