

Corrections Outbreak Checklist

For Infection Control Practitioner/Designate/Medical Lead

This checklist outlines the roles and responsibilities of Infection Control Practitioners or their designates, or medical leads when an outbreak is declared in a corrections facility. These actions help protect everyone at the facility and ensure a coordinated response to the outbreak. For more information, refer to [Guide for Outbreak Prevention and Control in Provincial Correctional Facilities](#).

Task/Responsibility	Timeline/ Frequency
☐ Act as a designate during business hours to assist with outbreak management functions such as outbreak notifications and communications to other stakeholders when requested by the Site Health Services Manager and/or the Public Health Outbreak Team,	Immediate
☐ Assist in coordinating the collection of clinical specimens as appropriate and provide instruction on completion of requisitions, when requested by the Site Health Services Manager or designate	Immediate
☐ Obtain reports on the clinical status of all affected residents and work with clinical staff to identify new cases, if applicable to zone reporting requirements.	Immediate
☐ Maintain vigilance in identifying suspected individual cases of communicable disease, unusual clusters, and suspected outbreaks.	Ongoing
☐ Provide training to frontline staff to facilitate early recognition of possible outbreaks.	Ongoing
☐ Review and update internal protocols and procedures for outbreak management as necessary, including review of case and outbreak definitions and reporting protocols as found in Section 4 Guide for Outbreak Prevention and Control in Provincial Correctional Facilities .	Ongoing
☐ Present an initial and annual staff education on the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities to AHS staff (as per Zone process).	Ongoing

☐ Advise the Site Health Services Manager or designate on required supplies for outbreak management (i.e., PPE, specimen collection kits, etc.)	Ongoing
☐ Assist in providing training as required for specimen collection, and clinical outbreak management skills as requested by the Site Health Services Manager or designate.	Ongoing
☐ Promote staff awareness of communicable disease outbreak procedures, determining when to report to the Public Health Outbreak Team based on symptomatic residents and staff (Table A in Guide for Outbreak Prevention and Control Provincial Correctional Facilities) and reporting protocols.	Ongoing
☐ Act as a resource for frontline staff to facilitate early recognition of possible outbreaks.	Ongoing
☐ Participate in the Outbreak Management Team (if activated).	As required
☐ Direct the implementation of additional outbreak control strategies as recommended by the Public Health Outbreak Team according to the type and scope of the outbreak.	As required
☐ Participate in the centre post-outbreak debriefing to address outbreak management issues, provide recommendations, and revise internal protocols where necessary for improvement.	Post-outbreak