

Corrections Outbreak Checklist

For Justice & Solicitor General/Occupational Health and Safety Advisor/Designate

This checklist outlines the roles and responsibilities of Justice Solicitor Generals (JSGs), Occupational Health and Safety (OHS) Advisors, or their designates, 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, refer to 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
☐ Review and update internal protocols for management of staff during an outbreak.	Ongoing
☐ Support illness assessment and surveillance of JSG staff working in the outbreak centre.	Ongoing
☐ Maintain documentation on JSG Correctional Services staff health and vaccine status (if available) and provide information on individual indicators to identify JSG staff risk of exposure and infection.	As required
☐ Participate in the Outbreak Management Team (if activated) to advise on occupational health and safety issues affecting JSG staff.	As required
☐ Provide information from the Public Health Outbreak Team to JSG staff about available vaccines.	As required
☐ Assess JSG Correctional Services staff suitability to return to work after illness.	As required
☐ Consult with the Public Health Outbreak Team for advice on immunization, antiviral prophylaxis and work restrictions as required for OHS management of JSG staff.	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