

Corrections Outbreak Checklist

For Site Health Services Manager/Designate

This checklist outlines the roles and responsibilities for Site Health Services Managers 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 [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 staff awareness of communicable disease outbreak procedures, including when and how to report to the Public Health Outbreak Team. Reporting is based on symptoms as found in Table A and Table B of the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities .	Ongoing
☐ Maintain vigilance 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:	
☐ Notify the Public Health Outbreak Team. See the 'AHS Zone Public Health Contacts List' in the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities .	Immediate
☐ Notify or assign someone to complete initial notification as per 'Figure 1: Correctional Health Services Outbreak Notification Algorithm' found in the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities to the following partners: ○ Centre Director or shift manager (Justice & Solicitor General) ○ Site ICP/ICD ○ Facilities Medical Director ○ AHS WHS representative ○ Director, Correctional Health	Immediate

☐ Direct the implementation of infection prevention and control measures immediately. Do not wait until the etiology is confirmed. ○ Ensure routine precautions are enhanced and collaborate with Justice & Solicitor General to medically isolate ill residents. ○ Ensure appropriate signage is posted to indicate infection prevention and control measures. Signage is available here: Posters Alberta Health Services	Immediate
☐ Activate the Outbreak Management Team and act as Chair. Determine appropriate membership and a schedule of ongoing meetings.	As required
☐ Develop an influenza response plan that details how antiviral prophylaxis will be implemented (including after-hours) for residents and staff as outlined in Appendix A of the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities .	As required
☐ Obtain reports on the clinical status of affected residents, and work with clinical staff to identify new cases.	Immediate
☐ Provide the Public Health Outbreak Team with relevant immunization status of residents.	As required
☐ Ensure proper collection of appropriate specimens as directed by the Public Health Outbreak Team, including using assigned EI# on all specimens, and making internal arrangements for transporting specimens to the lab. "Transportation of Dangerous Goods" protocols to be followed during transport.	As required
☐ Identify AHS personnel who are symptomatic or directly exposed to symptomatic residents in consultation with the site ICP/ICD and WHS representative.	Immediate
☐ Gather reporting information for the Public Health Outbreak Team as found in the Guide for Outbreak Prevention and Control in Provincial Correctional Facilities : ○ Table C: Initial data Required by the Public Health Outbreak Team ○ Section 5.2: Facility CDC Outbreak Daily Report Portal (RedCap) ○ Attachment 9.1: Data Collection for Gastrointestinal Illness Outbreak Management	Immediate
☐ Identify other individuals who may have been exposed (such as Justice & Solicitor General staff, visitors, or lawyers). Notify Justice & Solicitor General Centre Director or Occupational Health and Safety.	Immediate
☐ Anticipate resource needs (staffing, supplies, and equipment) required to manage the outbreak and initiate action to authorize and deploy required resources.	Ongoing

☐ Review cases of ill residents and collaborate with Justice & Solicitor General to determine appropriate medical isolation or cohorting measures for residents in consultation with the Public Health Outbreak Team.	Ongoing
☐ Notify appropriate personnel (AHS and JSG) within the centre when the outbreak has been declared over.	Post-outbreak
☐ Initiate a post-outbreak debriefing to address outbreak management issues, provide recommendations and revise internal protocols where necessary for improvement in consultation with the Centre Director and Provincial Director for AHS Corrections Health.	Post-outbreak