

Corrections Outbreak Checklist 8

Roles and Responsibilities

CSD Occupational Health & Safety Advisor/Designate

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 CSD Occupational Health & Safety Advisor or their designate 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 the Guide for Outbreak Prevention & Control in Provincial Correctional Centres .	Ongoing
<input type="checkbox"/> Update internal outbreak resources for management of CSD staff.	As required
<input type="checkbox"/> Complete symptom assessment and surveillance of CSD staff.	Ongoing
<input type="checkbox"/> Provide recommendations for return to work for symptomatic CSD staff.	As required
<input type="checkbox"/> Inform CSD staff about relevant annual and outbreak immunizations.	Ongoing
<input type="checkbox"/> Consult with the AHS Public Health Outbreak Team for recommendations on immunization, antiviral prophylaxis, and work restrictions for CSD staff.	As required
<input type="checkbox"/> Document CSD staff health and relevant immunization status.	As required
<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 **Ongoing:** Tasks that are completed throughout the outbreak period

As required: Complete task according to need (as necessary)

Post outbreak: Complete after the outbreak is ended