

**JOB ACTION SHEET**  
**ISOLATION & QUARANTINE FACILITY CLINICAL TEAM**  
**SUPPORT STAFF RESPONDER**

**Position title:** Isolation & Quarantine Facility Clinical Team Support Staff Responder

**Job classification code required:**

**Required Job Skills:** Basic medical training such as NA, MEA

**Module:** Disease Containment Branch

**You report to:** Non-Healthcare Facilities Isolation and Quarantine Leader (if this role is not activated, then report to the Non-Healthcare Facilities Clinical Unit Leader)

**You supervisor (if activated):** N/A

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**Mission**

Perform monitoring functions of clients who are housed in the non-healthcare facilities setting for isolation.

**Initial Actions**

- D R A F T
- Sign-in to Staff Roster.
  - Report to and receive assignment from your supervisor.
  - Put on picture ID badge and vest (if provided).
  - Read entire Job Action Sheet.
  - Introduce self to all staff assigned to team.
  - Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
  - Familiarize self with the work environment including but not limited to supplies location, facilities layout, fire exits, etc.
  - Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
  - Review message form instructions, if provided.

**Specific Job Actions**

- Receive and review assignment
- Participate in just-in-time training on infection control practices and the use of PPE, etc.
- Make assignment for support staff responder if applicable and assign other tasks and responsibilities as needed
- Ensure adequate supplies of PPE, etc. and submit requests accordingly
- Assess clients for signs and symptoms of disease, report to the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then report to Non-Healthcare Facilities Clinical Unit Leader) on any abnormal findings, and document findings
- Assist clients with activities of daily living as needed
- Deliver food and other personal items as needed

- Administer post-exposure prophylaxis if available
- Submit issues/problems encounter regarding the facilities and other supports to the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then to the Non-Healthcare Facilities Clinical Unit Leader)
- Performs daily self monitoring checks for signs and symptoms of disease, and report as needed to the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then report to Non-Healthcare Facilities Clinical Unit Leader)
- Call for help or 911 in case of changes in health and mental status, and notify Non-Healthcare Facility I & Q Sub-Unit Leader (if this role is not activated, then notify the Facilities Clinical Unit Leader)
- Complete clinical document and fax to the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then to the Non-Healthcare Facilities Clinical Unit Leader)
- Submit requests for supplies and resources needs to the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then to the Non-Healthcare Facilities Clinical Unit Leader)
- Perform other duties as assigned by the Non-Healthcare Facilities I & Q Sub-Unit Leader (if this role is not activated, then the Non-Healthcare Facilities Clinical Unit Leader)

#### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.