

**JOB ACTION SHEET**  
**ISOLATION & QUARANTINE FIELD TEAM SUPPORT STAFF RESPONDER**

**Position title:** Isolation & Quarantine Field Team Support Staff Responder

**Job classification code required:**

**Required Job Skills:** Health worker

**Module:** Disease Containment Branch

**You report to:** Isolation and Quarantine Field Team Sub-Unit Leader (If not activated, report to Case and Contact Management Unit Leader)

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

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**Mission**

Conduct home visits to monitor disease progress and coordinate needed support services to clients who are on quarantine.

**Initial Actions**

- 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 supplies location, content of field bag/kit, equipment location, instruction materials, forms, protocols, and guidelines
- 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 assignment for field visits
- Discuss assignment with field partner if available
- Retrieve backpack with supplies, check to ensure supplies are adequate
- Chart route and sequence of field visits
- Sign out city vehicle as per policy and procedure, if available
- Give client the instruction sheets, and explain what it means to be on quarantine, the importance of hand hygiene, eating in a separate area, bathroom facility cleaning after use, handling of laundry and trash
- Educate, instruct, and re-enforce clients and/or household members on information regarding quarantine and signs and symptoms of disease

- Use the On-going Monitoring Log to document visit and clinical findings, including but not limited to signs & symptoms, requests/needs.
- Encourage compliance with Quarantine Order
- Document clients who are non-compliant
- Document clients who need referral to Non-Healthcare Facilities Based I & Q
- Document clients who need medical referral
- Collect specimens as needed and secure for transport to lab
- Call Field Team Sub-Unit Leader (or Case & Contact Management Unit Leader if Field Team Sub-Unit Leader role is not activated) from the field for questions/issues/problems using the assigned cell phone
- Call 911 in case of changes in health and mental status, and notify I & Q Field Team Sub-Unit Leader (or Case & Contact Management Unit Leader if Field Team Sub-Unit Leader role is not activated)
- Administer post-exposure prophylaxis (PEP) if applicable, and educate patient on taking PEP and the side effects
- Ensure completeness of data, make photocopies and submit original and copies to Field Team Sub-Unit Leader (or Case & Contact Management Unit Leader if Field Team Sub-Unit Leader role is not activated)
- Submit referral requests to Sub-Unit or Unit Leader for Law Enforcement, Care & Shelter, Mental Health, and/or Legal assistance
- Perform self monitoring checks for signs and symptoms of disease daily, and report as needed to Field Team Sub-Unit Leader (if the role is not activated, to Case and Contact Management Unit Leader)
- Serve quarantine orders and file proof of service document in case/contact file if needed.

### **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.