

**JOB ACTION SHEET**  
**ISOLATION & QUARANTINE GROUP SUPERVISOR**

**Position title:** Isolation & Quarantine Group Supervisor

**Job classification code required:** Organizational and management skills

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** Disease Containment Branch Director

**You supervise (if activated):** Home Based Isolation & Quarantine Team Leader, Non-Healthcare Facilities Isolation & Quarantine Team Leader, and Secretary

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**Mission**

The purpose of the Isolation and Quarantine Supervisor is to implement containment strategies to prevent the secondary spread of an infectious disease by decreasing contacts between the infected and the uninfected. The cases and contacts may be monitored at home or in a non-healthcare facility for isolation or quarantine. Persons require acute clinical management will be monitored in a healthcare setting.

**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 the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

**Specific Job Actions**

- Attend Disease Containment Branch/Group Supervisor meetings.
- Formulate I & Q Group objectives for the operational period
- Obtain briefing from and schedule regular meeting to provide status update with the Disease Containment Branch Director (see Situation Status Update Template).

- Review the Isolation and Quarantine Group module of the Infectious Disease Emergency Response Plan and the appropriate Appendices and/or Annexes.
- Receive and review referrals from the Epi and Surveillance Branch.
- Coordinate technical consultation with the Data Analysis Group, Infection Control Group, Epi and Surveillance Group, Mass Prophylaxis Group and others as needed.
- Review with Infection Control Group Supervisor on infection control strategies, and signs and symptoms of disease for healthcare workers self monitoring.
- Schedule briefing or meeting at least once per operational period and as needed with Home Based I & Q Team Leader and Non-Healthcare Facilities Based Team Leader about the situation and objectives for the operational period.
- Distribute cases and contacts to Home-Based and Non-Healthcare Facilities-Based I & Q Team Leaders.
- Supervise Isolation and Quarantine Group activities, assign responsibilities, orient and train staff and serve as a resource for the Home-Based and Non-Healthcare Facilities-Based Team Leaders.
- Receive supplies and resources requests from Team Leaders and submit to Disease Containment Branch Director as needed
- Coordinate with Mass Prophylaxis Group to receive prophylaxis supplies for post-exposure prophylaxis of contacts under quarantine, distributes to Home Based and Non-Healthcare Facilities Based I & Q Unit Leader if available and as needed
- Receive and submit copies of monitoring logs and clinical documents to submit to Data Analysis Group I & Q Team for data entry and analysis
- Request and review reports from Data Analysis Group I & Q Team
- Request additional personnel for the Isolation and Quarantine Group if needed.
- Receive reports from Home Based and/or Non-Healthcare Facilities Based I & Q Team Leaders on any changes in health or mental status in the Responders and notify Disease Containment Branch Director accordingly
- Keep Disease Containment Branch Director informed of situation and resources status.
- Keep Disease Containment Branch Director informed of hazardous situations and significant events.
- Prepare isolation and quarantine orders as needed.

- Coordinate overall I and Q response with partner agencies (e.g., law enforcement, City Attorney etc.)
- Respond to questions regarding the rights of cases/contact under isolation and quarantine orders.
- Designate a hearing officer in Appeals Conferences on isolation and quarantine orders.

**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.

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