

JOB ACTION SHEET
FACILITY ISOLATION & QUARANTINE TEAM LEADER

Position title: Facility Isolation & Quarantine Team Leader

Job classification code required:

Required Job Skills: Clinician with supervisory skills

Module: Disease Containment Branch

You report to: Home Based Isolation & Quarantine Team Leader

You supervise (if activated): Clinical Staff Responder and Support Staff Responder

Mission

Implement the operation of isolation and quarantine functions in the non-healthcare facilities setting. Coordinate with Facilities Management Unit to ensure the facilities are maintained and functional.

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

- Receive and review assignment from Non-Healthcare Facilities Clinical Unit Leader
- Assign referrals to isolation or quarantine category
- Review with Non-Healthcare Facilities Clinical Staff Responders and Support Staff Responders on the protocols, procedures, guidelines, etc.
- Visit the Isolation and Quarantine Facilities and meet with Staff Responders as needed
- Schedule staffing plan
- Determine staffing needs based on the number of referrals received and the number of facilities available. Suggested staffing plan based on an 8 hours work shift –Clinical Staff

Responder, 1 per 15-20 cases, or 25-30 contacts; Support Staff Responder, 1 per 15-20 contacts. This staffing plan should be re-evaluated daily.

- Submit staffing needs, if any
- Coordinate transportation of clients from quarantine to isolation facilities as needed
- Receive the appropriate amount of post-exposure prophylaxis for the facilities if available and arrange transportation for drop off
- Receive and log in requests from the Non-Healthcare Facilities Clinical or Support Staff Responders
- Receive reports from Non-Healthcare Facility Responders, if any, of changes in health or mental status of Non-Healthcare Facility I & Q responders, and notify Non-Healthcare Facilities Based I & Q Unit Leader accordingly
- Call for help or 911 in case of changes in health and mental status, and notify Non-Healthcare Facilities Based I & Q Unit Leader
- Submit referral requests to Non-Healthcare Facilities Clinical Unit Leader for Law Enforcement, Care & Shelter, Mental Health, and/or Legal assistance
- Submit issues/problems encounter regarding the facilities to Non-Healthcare Facilities Clinical Unit Leader that could not be resolved by the Facilities Management Unit Leader
- Submit requests for supplies and resources needs to Non-Healthcare Facilities Clinical Unit Leader
- Submit reports to Non-Healthcare Facilities Clinical Unit Leader as needed

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to Leader.
- 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.