

JOB ACTION SHEET
FACILITY MANAGEMENT TEAM MEMBER

Position title: Facility Management Team Member

Job classification code required: [1400, 1424, 2700, 2600]

Required Job Skills:

Module: Disease Containment Branch

You report to (if activated): Facilities Management Unit Leader (if not activated, report to Non-Healthcare Facility Isolation and Quarantine Team Leader)

You supervise (if activated): N/A

Mission

The goal of the Facility Management Member is to ensure the normal operation of the facility and to coordinate the non-clinical functions to support the implementation of containment measures of the Isolation and Quarantine Group.

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, forms, 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 briefing with the Non-Healthcare Facilities Isolation and Quarantine Team Leader
- Communicate with the Non-Healthcare Facilities Clinical Unit Leader and coordinate necessary services
- Observe PPE protocols while communicating and interacting with persons in I & Q facility

- Coordinate delivery of food, supplies, and other items as requested
- Ensure the cleanliness of the facility, e.g., cleaning and disposal of trash

- Ensure the safe and proper functioning of the facility, e.g., water, heat, sewage, etc. are in working order
- Ensure the security of the facility
- Keep Supervisor informed of any problems
- Other duties as assigned by the Non-Healthcare Facility Isolation and Quarantine Team Leader or the Facility Management Unit Leader if role is activated

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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