

COMMUNITY CORRECTIONS DIVISION COVID-19 CLUSTER CHECKLIST

Immediate Actions

Definitions

Cluster

A group of confirmed cases of COVID-19 that only involves staff and/or volunteers.

Building Wide Cluster:

- Two (2) or more confirmed cases of COVID-19 in a CCD field office/work area/building within fourteen (14) days among staff, and without clear epidemiologic link to a community case.

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Notifications

Actions	Time Started	Time Completed	Initial	N/A
Prior to declaring a cluster, CCD confirms details by emailing the Occupational Health and Wellness Unit's ONC Team. ONC Team will review, and if cases meet criteria for cluster status, will confirm with Occupational Health Medical Director and/or COVID-19 Medical Duty Officer. CCD will be notified if cluster status is confirmed. ONC Team continues daily monitoring of prior 14 days' positive cases to identify any new potential clusters.				
Employee Occupational Health Medical Director or designee contacts CCD Field Administrator (FA), Regional Administrator (RA), field Community Corrections Supervisor (CCS) and ONC Team when cluster is verified as above. Update also posted to LNO/EOC (Liaison Officer/Emergency Operations Center) Teams Channel.				
For questions about associated cases in supervised individuals, call the COVID-19 Medical Duty Officer at (564) 999-1845.				
ONC team notifies local health jurisdiction when a work area/office/building is placed on cluster status, including providing the definitions and this guidance document for their situational awareness regarding DOC response.				

Building Wide Cluster Response

Actions	Time Started	Time Completed	Initial	N/A
ONC Team will map out any potential staff close contacts of the cases, working with the CCD as needed. Keep in mind that staff can be close contacts to other staff outside the workplace as well as at work.				
As necessary, implement mandatory masking in the affected areas <i>regardless of vaccination status</i> until cluster status is discontinued. The only exception is individuals working alone in an office space with a closed door.				
In consultation with FA/RA/CCS and OHWU leadership, determine if trainings involving close contact (In-service Control and Impedance Tactics, Specialty Team Training, etc.) should be paused due to the nature/risk of the cluster.				
FA/RA/CCS will reach out to ONC Team if a status update meeting is needed.				
For STAFF TESTING:				
Test all staff regardless of vaccination status that work in the affected work area/office/building within seventy-two (72) hours of identification of the cluster by PCR unless they had COVID-19 within the past ninety (90) days (RAT indicated for these individuals).				

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Actions	Time Started	Time Completed	Initial	N/A
<p>Staff from one CCD office working at another CCD office that is under cluster status:</p> <ul style="list-style-type: none"> • Will participate in any COVID-19 testing indicated for the worksite under cluster status. • Will COVID-19 rapid antigen test on the day of demobilization. • <i>Will continue twice weekly testing (PCR preferred, but RAT if PCR not available) regardless of vaccination status until fourteen (14) days from return date. Those with COVID-19 infection in the past 90 days must have RAT twice weekly.</i> • Will maintain masking at all times <i>regardless of vaccination status</i> for fourteen (14) days from return date unless working alone in an office with closed door. 				
<p>Until the cluster is determined to be over by ONC Team or instructed otherwise by Emergency Operations Center, involved staff will continue to be tested twice weekly. PCR is the preferred testing method, and ideally tests will occur every 3-4 days. There should be a minimum of 48 hours between tests, and the last testing performed in cluster response must be on or after day 14 from the last associated case (at least one full incubation period).</p>				
<p>Cluster status will continue until a minimum of fourteen (14) days has passed since the last positive test that does not have a clear epidemiologic link to a community case.</p>				
<p>ONC team notifies the local health jurisdiction when cluster status is discontinued.</p>				

Protocols and PPE

Actions	Time Started	Time Completed	Initial	N/A
Follow the most current PPE Matrix.				
Ensure a system is in place to adequately stock PPE, disinfecting supplies, and disposal receptacle(s).				
Maintain a removal schedule for disposed-of PPE.				

Communications

Actions	Time Started	Time Completed	Initial	N/A
Utilize the Communications Toolkit provided by DOC Joint Information Center (JIC) to draft communications to staff and interested parties of plans.				
Submit to Incident Command for review and approval.				
Forward to JIC for review and approval.				

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Step Down Process

Actions	Time Started	Time Completed	Initial	N/A
Prior to cluster status being lifted, consult with FA/RA/CCS and OHWU leadership. If cluster status is lifted, OHWU leadership will update LNO/EOC Teams Channel.				

Notes
