

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:

4 or more confirmed cases of COVID-19 in a CCD field office/work area/building within 10 days among staff, and without clear epidemiologic link to a community case.

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. CCD will be notified if cluster status is confirmed. ONC Team continues daily monitoring of prior 10 days review of positive cases to identify any new potential clusters.				
When cluster is verified as above, Employee Occupational Health Medical Director or designee contacts: <ul style="list-style-type: none">• CCD Covid Liaison• CCD Field Administrator (FA),• Community Corrections Supervisor (CCS)• ONC Team				
Post signage at facility entrances pertaining to cluster status				

COMMUNITY CORRECTIONS DIVISION COVID-19 CLUSTER CHECKLIST

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 masking per the Routine Masking Guidance in the affected areas until cluster status is discontinued. The only exception is individuals working alone in an office space with a closed door.				
FA/RA/CCS will reach out to ONC Team if a status update meeting is needed.				
For STAFF TESTING:				
Test via RAT all staff that work in the affected work area/office/building within 48-72 hours of identification of the cluster. Then test weekly testing until cluster is cleared.				
Staff from one CCD office working at another CCD office that is under cluster status: <ul style="list-style-type: none"> • Will participate in any COVID-19 testing indicated for the worksite under cluster status. • Will RAT on the day of demobilization. • Will maintain masking at all times for 10 days from return date unless working alone in an office with closed door. 				
Cluster status will continue until a minimum of 10 days has passed since the last positive test that does not have a clear epidemiologic link to a community case.				

Protocols and PPE

Actions	Time Started	Time Completed	Initial	N/A
Follow the most current Routine Masking Guidance & PPE Matrix				
Ensure a system is in place to adequately stock PPE, disinfecting supplies, and disposal receptacle(s).				

Step Down Process

Actions	Time Started	Time Completed	Initial	N/A
Prior to cluster status being lifted, consult with FA/CCS and OHWU leadership.				