

MANAGEMENT OF COMMUNICABLE DISEASES

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1410
- RESCINDS:** Procedure Manual Item 3-1-107 (Recertified)
- FORMS:** None
- PURPOSE:** To establish a procedure regarding identification, control, and management of communicable diseases.

I. GENERAL INFORMATION

Within a juvenile facility, specific duties and responsibilities are required by all collaborative agencies to manage an identified communicable disease outbreak in order to minimize the spread, mitigate the impact and provide quality care and treatment to youth.

II. PROCEDURES

- A. Any staff member who becomes aware of the occurrence of a communicable disease in a juvenile facility shall immediately contact the Duty Officer (D.O.) or a facility administrator, and the camp nurse (when on duty and the potential outbreak is at a camp) or the Juvenile Hall Medical Unit.
- B. If a communicable disease occurrence is identified in the evening or on the weekend, the Duty Officer of the affected facility shall contact the Administrator in Charge (A.I.C.)
- C. The Juvenile Hall Medical Unit or camp nurse will advise the Duty Officer or facility administrator regarding:
1. Isolation of all potentially affected youth
 2. Restrictions on movement of potentially affected youth
 3. Advisability of allowing family visiting or visits by other non-critical personnel (ministers, volunteers, investigators, social workers, etc.)
- D. The Correctional Health Services (CHS) program manager and/or division manager shall:
1. Contact Probation AIC or Director(s) of the affected facility
 2. Convene an Outbreak Working Team at Juvenile Hall that consists of the following members:

- a. During normal business hours: CHS Program Manager or Division Manager, on-duty CHS clinicians, CHS Supervising CCNs, Epidemiology, Probation facility director(s) from affected facilities, a CEGU designee, a Department of Education designee, the Probation food services manager (when a food borne illness is suspected), and CHS dental officer.
- b. After hours: CHS program manager or CHS division manager, CHS Medical Director, CHS Supervising CCN, on-call CHS Senior CCN, Epidemiology (if available) and Probation AIC.

E. The Outbreak Working Team Shall:

1. Be led by the Correctional Health Services program manager.
2. Determine team meeting locations, times and frequencies.
3. Assign a staff person(s) to take minutes at meetings and distribute them to the Outbreak Working Team members.
4. Decide on required notification of the Juvenile Court.
5. Decide type and method of isolation: person, unit, camp (clean vs. contaminated units; healthy vs. ill youth).
6. Define movement of the youth and staff for visiting, school, church services, court and transfer (between units and camps).
7. Assign functions related to education of staff (medical, Probation, CEGU, school).
8. Decide logistics for letters for parents, handout(s) to the public, posting of signs, other duties as necessary (content of information will be determined by mutual agreement among the team members).

F. The Probation facility administrator or their designee(s) at affected facilities shall:

1. Post warning signs for visitors at entry sites to facility, the visiting areas and the Medical Unit.
2. Send educational letter/handouts to parents/staff regarding the outbreak.
3. Clean area(s) of contamination according to the instructions and utilizing appropriate protective gear and precautions recommended by Epidemiology and/or Environmental Health.
4. Clean soiled clothing and linen as per the recommended methods provided by Epidemiology and/or Environmental Health.
5. Keep Correctional Health Services Medical Unit and Epidemiology informed concerning ill staff by providing a daily list.
6. Assist Epidemiology in investigating the source of the outbreak.

7. Refer staff and staff samples (if applicable) to County Employee Health.
8. Provide staff with a document for their personal medical physician that provides medical information related to the outbreak.
9. Complete Worker's Compensation claim forms for staff who have reported symptoms consistent with the communicable disease and who may have been exposed to the disease while on the job.

REFERENCES:

Procedures:	3-1-008	Facility Food Service Sanitation and Safety Guidelines
	3-1-029	Transfer of Youth between Open Institutions
	3-1-030	Returning Youth to Juvenile Hall, Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds, Disciplinary Removals
Policy:	HCA Correctional Health Services – Probation Facilities Policy 2331	

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APPROVED BY: