

# Communicable Disease Response Toolkit

for First Nations Health Service Settings

Community Name:



First Nations Health Authority  
Health through wellness

# Purpose

The **Communicable Disease (CD) Response Toolkit for First Nations Health Service Settings** provides guidance and practical tools to help community health providers **plan for, respond to, and recover from CD events.**

It supports health centres with addressing CD events of all scales, from individual cases to community-wide outbreaks, and complements the community's [CD Emergency Response Plan](#).

These checklists and tools are meant to be living tools - adapt them to reflect your health setting and community's needs, priorities, resources and ways of working together.

**Full guide:** [Communicable Disease Response Toolkit Guide](#)

## Tools and takeaways

- 1. Know your capacity** and community resources in advance of a CD event
- 2. Know who needs extra care** and how to support them during a CD event
- 3. Know who to communicate with** during a CD event and plan when to update partners and community groups
- 4. Determine roles and responsibilities** within your team to implement infection prevention measures
- 5. Determine PPE needs**, responsibilities and education
- 6. Be ready** when there is a CD event to ensure your team can respond to a specific event
- 7. Reflect** on key learnings and staff needs after a CD event

CD Response Capacity Template

Priority Community Members List

CD Communications Plan

Infection Prevention Roles & Responsibilities

PPE Needs & Planning

CD Readiness Checklist

Healing and Recovery Reflection



Developed by FNHA Communicable Disease and Population and Public Health (CDPPH)  
[Share your feedback with us!](#)

# CD Response Capacity Template

Review each category and note current strengths, gaps, and actions for improving your community's CD response capacity.

	Strengths	Gaps	Actions
<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• People available to respond (nurses, support staff, volunteers)</li> <li>• Certification and scope to provide immunizations</li> <li>• Awareness of infection prevention measures / training</li> <li>• Neighboring community/RHA shared resources</li> </ul>			
<p><b>Supplies</b></p> <p>Supply chain for:</p> <ul style="list-style-type: none"> <li>• Cleaning supplies</li> <li>• Hand hygiene</li> <li>• Immunization supplies</li> <li>• Testing supplies</li> <li>• Current PPE stock and process to access extra</li> </ul>			
<p><b>Spaces</b></p> <ul style="list-style-type: none"> <li>• Risk Mitigation and Management Plan from IPC FNHA</li> <li>• Secondary site for mass triage /Immunizations</li> </ul>			

## CD RESPONSE CAPACITY TEMPLATE

### Services

Reflect on services and programs that may need adjusting if a CD event occurs - what must continue, what can be paused, shifted online, or delivered differently, and what staffing, scheduling or logistical changes may be required.

PROGRAM	CURRENT STATE	CDE ADAPTATION
E.g. <b>Immunization</b>	Routine, using recall lists, opportunistically offering catch-ups	Prioritize immunizations/populations with risk, then continue routine
E.g. <b>Maternal and child health</b>	Individual milestone visits and as needed consults, group mom/baby programming with education and activities	Continue individual visits with a point of care risk assessment (PCRA) and PPE, but pause group programming, offer educational resources, alternative options for family unit group activities

# CD Communications Plan

Fill out when a CD event occurs or keep a draft in advance to ensure clear, timely, and culturally safe communication with partners and community.

## Partner Contacts

Name	Contact (Phone, Email)
<b>Regional Health Authority</b>	
Public Health Nurse:	
Communicable Disease Unit:	
<b>First Nations Health Authority</b>	
Communicable Disease (Emergency):	
Regional Practice Consultant:	
Regional Health Emergency Management (HEM):	
<b>Community Emergency Operations Centre (EOC)</b>	
Incident Command:	
Communications:	
<b>Other key contacts (e.g. community groups and leaders)</b>	

# CD COMMUNICATIONS PLAN

## Community Communication Plan

Event: \_\_\_\_\_ Date range: \_\_\_\_\_

### WHAT does the community need to know

Key messages, sources or documents (e.g. safety/ prevention measures, where to get help, public orders).

### WHO needs to know

e.g. whole community, priority community members, leaders

### WHO shares it - Name(s) and contact of key staff.

**Lead:**

Contact:

**Backup:**

Contact:

### HOW it's shared. Note frequency if possible (e.g. daily, weekly, as information is available).

- Distribution lists: If yes, which lists:
- Community gatherings: If yes, specify:
- Community organizations: If yes, specify:
- Posters and factsheets: If yes, where:
- Social media: If yes, which channels:
- Local media: If yes, specify:
- Text alerts
- Door-to-door check-ins
- Other:

### NOTES:

# Priority Community Members List

Work with your team and community to develop this list in the 3 steps outlined. Update it every 6 months or as needed. Keep all personal information confidential and stored securely.

Type of emergency	<b>RISK FACTORS</b> 1. Identify factors that may increase someone's vulnerability	<b>SUPPORTS</b> 2. Identify support measures that can reduce these risks
<b>Communicable Disease Emergency</b>  e.g. outbreak		
<b>Extreme Weather Event</b>  e.g. extreme heat or cold		
<b>Evacuation</b>  e.g. fire, flood or other hazards		

**3. Identify specific community members** who need extra care based on the assessment above. Use the next page to fill out the information.



# Infection Prevention Roles & Responsibilities

Adapt this template to determine who in your team has key responsibilities at each level of the infection prevention measures of protection.

<b>Elimination Measures</b>		Includes working with EOC and community leadership, checking orders and guidance, organizing posters and communications
<b>Name/Title(s) of Staff:</b>		
<b>Duties</b>	<b>Additional support / notes</b>	
<b>Substitution Measures</b>		Includes ways of adapting programing to safer options, using resources that are available.
<b>Name/Title(s) of Staff:</b>		
<b>Duties</b>	<b>Additional support / notes</b>	
<b>Environmental Measures</b>		Includes ensuring ventilation requirements, cleaning standards and enhanced procedures are met
<b>Name/Title(s) of Staff:</b>		
<b>Duties</b>	<b>Additional support / notes</b>	
<b>Administrative Measures</b>		Includes policies and procedures for staff to adapt for safety in CD situations, infection prevention education and training, ordering PPE
<b>Name/Title(s) of Staff:</b>		
<b>Duties</b>	<b>Additional support / notes</b>	

# PPE Needs and Planning

Adapt this template to plan for your Personal Protective Equipment (PPE) needs, including how much and who to order from, N95 respirator fitting, and education and training tracking.

## Tracking and ordering

Duties include ordering recommended quantity, maintaining minimum supply, tracking usage and expiry dates, reordering before stock runs low, conducting regular inventory checks. Use the following resource as needed:

- FNHA [PPE and COVID Testing Supplies Request Process and Form](#)

Staff name	Duties

## Suppliers

Products include medical masks, N95 respirators, face shields/goggles, gloves, gowns, hand sanitizer, and cleaning/disinfecting supplies.

Product(s)	Supplier for routine needs	Supplier for elevated needs

## N-95 Mask Fit Testing

Required yearly for staff working directly with clients

Staff name	Date of last fit-check


## Education

Point of Care Risk Assessment (PCRA), donning/doffing PPE education for all staff requiring equipment.

Training/education course	Date completed

## Posters

Updated poster	Location(s)	Date last updated / checked
<b>Donning/Doffing PPE</b> <a href="#">Putting on PPE, Taking off PPE</a>		
<b>How to wear a medical mask</b> <a href="#">Link</a>		
<b>Point of Care Assessment (PCRA)</b> <a href="#">Link</a>		
<b>Additional Precautions signage</b> <a href="#">Link</a>		

*Refer to the recommendations from the BC Centre for Disease Control and the FNHA for up-to-date information on precautions and the PPE requirements for each communicable disease.*

# CD Readiness Checklist

Work with your team to complete this checklist to support your team's preparation for CD events.

**Disclaimer:** Regional Health Authority CD teams are legally responsible for managing reportable diseases. Collaborate with them to ensure responses are culturally safe, coordinated, and grounded in community needs.

Date of last review: \_\_\_\_\_

CHECK	ACTION	RESOURCES
1 <input type="checkbox"/>	<p><b>Review and update CD Response Plan</b></p> <ul style="list-style-type: none"> <li>A) Familiarize staff with community's CD Response Toolkit</li> <li>B) Update plan with any new services, programs, communication contacts and priority members</li> <li>C) Post updated plan on staff board, intranet, SharePoint, or shared drive.</li> <li>D) Plan connects to larger community CD Emergency Response Plan</li> </ul>	<p>Community CDE Plan: <a href="#">FNHA Communicable Disease Emergency Response</a></p>
2 <input type="checkbox"/>	<p><b>Key contacts and communication</b></p> <ul style="list-style-type: none"> <li>A) Know regional health authority (RHA) CD Unit and Public Health Unit contacts</li> <li>B) Know FNHA regional/provincial support contacts</li> <li>C) Ensure notification procedures are in place for reporting to Public Health</li> <li>D) Know internal and external communication processes</li> <li>E) Monitor local health authority news bulletins and website for any CD issues in or around community</li> </ul>	<p><a href="#">CD contacts</a> based on region.</p> <p>CD Management: <a href="mailto:cdmgmt@fnha.ca">cdmgmt@fnha.ca</a>            Immunization: <a href="mailto:immunize@fnha.ca">immunize@fnha.ca</a>            Infection Prevention: <a href="mailto:ipc@fnha.ca">ipc@fnha.ca</a></p>
3 <input type="checkbox"/>	<p><b>Staff work plan and preparation</b></p> <ul style="list-style-type: none"> <li>A) Inform and get support from leadership on prioritizing reportable or emerging CDs</li> <li>B) Create plan or schedule for team to adjust priorities and flow as needed</li> <li>C) Hold briefing to review the current situation if a CD event occurs</li> <li>D) Staff are aware of their roles and responsibilities during a CD event</li> <li>E) Daily staff health check system is active</li> <li>F) Provide training, in-services, or refresher courses as needed</li> </ul>	<p>Tools in this document: <a href="#">CD Response Capacity Template</a>  <a href="#">Infection Prevention Roles and Responsibilities</a></p>

<p>4 <input type="checkbox"/></p>	<p><b>Case and contact management</b></p> <ul style="list-style-type: none"> <li>A) Review disease-specific information in the BCCDC CD Manual, including case definition and CD reporting guidelines</li> <li>B) Access trusted resources to inform self and other staff/public on disease and current status</li> <li>C) Ensure documentation tools (e.g. Nursing CD line list, case/contact forms) are ready to use.</li> <li>D) Region-specific Communicable Disease Control Guide is accessible.</li> </ul>	<p><a href="#">BCCDC CD Manual</a>  <a href="#">BCCDC website</a>  <a href="#">HealthLink BC</a> – HealthFiles</p> <p>Email <a href="mailto:cdmgmt@fnha.ca">cdmgmt@fnha.ca</a> for the Communicable Disease Control Guide specific to your regional health authority.</p>
<p>5 <input type="checkbox"/></p>	<p><b>Infection prevention</b></p> <ul style="list-style-type: none"> <li>A) Ensure staff routinely perform PCRA assessments for all client interactions</li> <li>B) Understand modes of disease transmission</li> <li>C) Ensure PPE is available and appropriate for precautions required</li> <li>D) Ensure staff are fit tested for N95 in the last year</li> <li>E) Cleaning protocols and flow of health setting is appropriate for precautions required</li> <li>F) Update signage in public and staff areas</li> </ul>	<p><a href="#">PICNet</a> – Provincial Infection Control Network of BC  <a href="#">PICNet Posters and Signage</a>  <a href="#">FNHA PCRA</a>  <a href="#">FNHA Infection Prevention Summary Guide</a></p> <p>More on Gathering Space:  <a href="#">Clinical Resources</a>  <a href="#">Client Education</a></p> <p>FNHA Infection Prevention:  <a href="mailto:ipc@fnha.ca">ipc@fnha.ca</a></p>
<p>6 <input type="checkbox"/></p>	<p><b>Supplies</b></p> <ul style="list-style-type: none"> <li>A) PPE supplies are well-stocked and expiry checked</li> <li>B) Hand sanitizer stocked at key locations (e.g. entrances, meeting/lunch rooms)</li> <li>C) Cleaning supplies are well-stocked</li> <li>D) Maintain vaccine fridge daily checks and yearly maintenance</li> </ul>	<p><a href="#">PPE and COVID Testing Supplies Request Process and Form</a>  <a href="#">Provincial Product Distribution Centre</a>  <a href="#">BCCDC Vaccine Management</a></p>
<p>7 <input type="checkbox"/></p>	<p><b>Testing</b></p> <ul style="list-style-type: none"> <li>A) Know the process for lab testing if needed by community</li> <li>B) Supplies available if testing offered at facility</li> <li>C) If testing can be offered, staff have training for transportation of dangerous good (TDG) and have awareness of lab processes</li> </ul>	<p><a href="#">BCCDC Lab Services</a>  <a href="#">eLab Handbook</a>  <a href="#">Sample Container Order Form</a></p> <p>Email form: <a href="mailto:kitsorder@hssbc.ca">kitsorder@hssbc.ca</a> or fax to 604-717-2507</p> <p>PHSA CDC Receiving: 604-707-2507</p> <p><a href="#">BCCDC CD Manual</a> - see “Laboratory Testing” in each disease section  <a href="#">BCCDC Sample Collection and Transport</a></p>
<p>8 <input type="checkbox"/></p>	<p><b>Care and treatment</b></p> <ul style="list-style-type: none"> <li>A) Know how community members will access medical assessment and treatment</li> <li>B) Establish plan for urgent or emergency care if needed (with travel considerations)</li> </ul>	<p>Refer to most responsible Health Care Provider</p> <p>Additional supports:  <a href="#">FNHA Virtual Doctor of the Day</a>  <a href="#">HealthLinkBC</a> or call 811 for non-urgent health advice (includes nurses and pharmacists)</p>

<p>9 <input type="checkbox"/></p>	<p><b>Priority community members</b></p> <ul style="list-style-type: none"> <li>A  Ensure system in place to identify priority members and susceptible contacts</li> <li>B  Immunization recall system is active for special population scheduling</li> <li>C  Keep priority community member list updated</li> </ul>	<p>See <a href="#">Priority Community Members List</a> tool  Refer to BCCDC CD Manual – <a href="#">Chapter 1: Communicable Disease Control</a> for disease specific guidance  <a href="#">Chapter 2: Immunization</a> for vaccine guidance</p>
<p>10 <input type="checkbox"/></p>	<p><b>Immunizations</b></p> <ul style="list-style-type: none"> <li>A  Process in place for vaccine and/or immune globulin access during a CD event</li> <li>B  Staff have appropriate scope/training to provide immunizations, or referral pathway is identified</li> <li>C  Consider if there is enough vaccine stock and cold-chain supplies to offer additional vaccines if needed</li> <li>D  Immunization recall system is active</li> <li>E  Consider requesting a vaccine coverage report for your community</li> </ul>	<p><a href="#">FNHA Immunization Competency Program Overview</a>  <a href="#">BCCDC Immunization Competency Course</a>  <a href="#">BCCNM</a> for scope of practice and practice standards</p> <p>For support with reports, contact the Clinical Informatics Systems Team: <a href="mailto:clinical.informatics@fnha.ca">clinical.informatics@fnha.ca</a>.</p>
<p>11 <input type="checkbox"/></p>	<p><b>Chemoprophylaxis (Antibiotics)</b></p> <ul style="list-style-type: none"> <li>A  Establish process for prescription and access to antibiotics if needed</li> <li>B  Identify nearby pharmacy or alternative to increase access in a time-sensitive manner</li> </ul>	<p>Refer to BCCDC CD Manual - <a href="#">Chapter 1: Communicable Disease Control</a> (for disease specific guidelines, recommendations for chemoprophylaxis, considerations and timeline they need to be given)</p>
<p>12 <input type="checkbox"/></p>	<p><b>Community Specific Considerations</b></p> <ul style="list-style-type: none"> <li>A  Know where to access resources to raise awareness of specific communicable disease information in communications</li> <li>B  Consider the community-specific considerations that may impact CD management, ie: rural/remote, no nursing staff on certain days, recent turnover etc.</li> </ul>	<p>FNHA Community resources for communicable diseases can be found on the FNHA website <a href="#">here</a>.</p> <p>Click on disease specific links to find posters and social media posts.</p>

**NOTES & COMMENTS**

# Healing and Recovery Reflection

Use this tool to help your team reflect on the physical, emotional and spiritual impacts of the CD event and support recovery. Adapt as needed with ways of healing that resonate with your community.

## Reflect

### Hold space for listening

#### Reflection questions:

- How is the team feeling? How is the community feeling?
- What worked well in our response? What didn't?
- Were roles and responsibilities clear and manageable?
- Did communication flow effectively between leadership, health staff, and community?
- What lessons did we learn that should be carried forward?

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#### Thoughts:

## Recover

### Offer supports for healing

#### Reflection questions:

- What supports for healing are needed at this time (e.g., cultural healing practices, ceremony, Elders, counsellors, land-based activities)?
- What emotional, spiritual, or cultural impacts did this event have on the team and community?
- Who may need extra support, and how can we reach them?

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#### Thoughts:

## Resume

### Update and resume with care

#### Reflection questions:

- What programs or services need to restart, and how can we do so gently?
- What does "resuming with care" look like for our team and community?
- What changes should be made to the CD Response Plan based on this experience?
- How can we involve community members in shaping these updates?

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#### Thoughts:



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