ISC INDIGENOUS SERVICES CANADA

Community Contact Notification Team Planning for COVID-19
Community Name: _____
Main lead on Contact Tracing Team: _____   Phone Number: _____
Main lead job title: _____
Community MD/NP: _____   Phone Number: _____
Community Nurse Manager: _____   Phone Number: _____
FNIHB CD Nurse: _____   Phone Number: _____
Health Authority CD Nurse: _____   Phone Number: _____
FNIHB Nurse Practice Consultant: _____   Phone Number: _____
FNIHB Nurse Manager: _____   Phone Number: _____

Obtaining Confirmed or Probable COVID-19 Results	
Outline the process for community to be contacted regarding a confirmed, possible or probable COVID-19 case.	

Receiving Notification of Confirmed or Probable Cases	
Who will receive notification of confirmed, possible or probable cases?	•
How will they receive this information?	•
Who will they notify once they receive notification of a confirmed or probable case? (ie NIC/NM, CDN, HD)	•
Who will notify Chief & Counsel of a confirmed (or probable) case? ***No Individual identifiers are to be shared- confidentiality is to be maintained**	•

Public Health Management: Contact Tracing	
Who will contact the case (confirmed, possible or probable) and obtain their contacts?	• •
Who will notify high risk contacts?	• • • •
Who will notify low/no risk contacts?	• • • •
Who will be notified if the contact(s) cannot be reached?	• •
Who can the team member refer to if the case/contact has any questions?	• • •
Other roles:	• • •
Other roles:	• • •
Other roles:	• • •
Other Considerations	
Who will find phone numbers or locate contacts identified?	• •
Who will educate Contact Tracing Team members on roles & responsibilities	• •
How will privacy and confidentiality be maintained within the team? **Confidentiality is to be maintained**	•
How will conflicts (i.e. family members identified as a case or contact) be addressed?	•
Other Roles:	• •
Other Roles:	• •
Other Roles:	• •