

CORRECTIONS COVID-19 RESPONSE

Issue

The Minister may receive questions on Corrections response to the COVID-19 pandemic and actions taken to mitigate risks to staff and inmates.

Key Messages

- Corrections is working closely with Health and Social Services to assess procedures within the facilities and adjust operations as necessary to ensure the safety and wellbeing of both staff and inmates.
- All facilities have pandemic plans and there are regular meetings set up with medical officials to review corrections operating procedures and align them with best practices.
- The Director of Corrections has regular teleconferences with Federal and Provincial Corrections counterparts including Corrections Service Canada and heads of corrections from provincial governments who are discussing best practices for mitigating exposure to staff and inmates.
- Facility management is regularly communicating with staff and inmates on operational changes and hygiene etiquette.

Current Status

Reducing Inmates in Custody

- The Department of Justice has been actively exploring options available to reduce the number of inmates within NWT correctional facilities in response to the COVID-19 pandemic. This has included investigating opportunities to grant temporary absences for releasing inmates on a case by case and risk assessed basis. As of May 7, 2020 a total of 42 temporary absences have been processed where inmates have less than 90 days remaining on their sentence and 16 have been approved.
- Housing is taken into consideration as part of the temporary absence review process. The Corrections Service will not release an individual on a temporary absence without an appropriate housing plan being in place to support their release.

Inmate Care and Wellness

- All inmates entering NWT Correctional facilities are required to be medically screened. Screening procedures have been bolstered due to COVID-19 and include:
 - A COVID-19 specific screening questionnaire
 - Temperature check (as part of regular medical screening)
 - In the event an inmate is symptomatic they are isolated in identified cells within the facilities and COVID-19 testing is arranged in conjunction with health officials. To date all tests for COVID-19 have come back negative, and currently no tests are outstanding.

- Currently there is sufficient capacity within the facilities to allow each inmate their own cell.
- The Department has attempted to keep as many activities and programs running for inmates as safely possible. There has been curtailment and cancellation of some higher risk activities including personal visits and some programming that is delivered by outside agencies, as well as programming in the community. Program size has been reduced to ensure safe distancing practices are followed. Case management and counselling services also remain in place ensuring proper protocols are followed
- All contractors attending facilities are required to be screened before entry. At this time only essential contractors are permitted. Lawyers and Elder visits are assessed on a case by case basis. Personal visits in emergency circumstances are considered on a case by case basis, and would occur behind glass where available. PPE is utilized in all circumstances.
- The Department is setting up the ability for inmates to video conference with family members and friends, recognizing that personal contact is very important for healing. This was introduced at the NSCC on May 15, 2020 and other facilities will follow once dedicated internet connections are completed.
- Any resumption of services will be done in close consultation with the Office of the Chief Public Health Officer. Currently there is no timeline as to when in person visits will be re-established.

Staff Safety

- Procedures for staff have evolved over the course of the last few months as recommendations from health officials have changed and developed.
- Currently all persons are screened upon entry into the facility for COVID-19 symptoms. Staff who identify as having symptoms upon screening at the facility are requested to go home and contact Public Health.
- The Department continues to monitor risk factors in determining appropriate procedures for staff and inmates in conjunction with health officials.
- Currently NWT correctional facilities are adequately stocked with PPE. This is reviewed on a regular basis.
- As a proactive measure and in consultation with other correctional jurisdictions, the Department has procured a material type mask for staff and inmates to be worn voluntarily which is aligned with the Chief Public Health Officer's advice on reducing transmission of COVID-19. Proper PPE protocols remain in place where required. These masks do not take the place of the use of proper PPE.
- Regular communications are sent out to staff to advise of procedural changes and to ensure safe practices are highlighted. Occupational Health and Safety meetings are held on a monthly basis at all facilities and ensure engagement with committee members on updates specific to COVID-19 practices and protocols.

- Corrections has cancelled staff annual leave through June 2020 and are currently approving leave requests on a case by case basis. Currently staffing capacity has not been challenged due to self isolations requirements for facility staff.

Facility Operations

- Safety procedures have been put in place to ensure high contact points within the facilities are sanitized several times a day. Cleaning protocols have been bolstered across all facilities.
- All facilities have contingency plans should positive COVID-19 cases occur within the facilities. There are a variety of operational contingencies that can be put into place including:
 - Isolating inmates who are sick in designated areas within the facilities;
 - Closing and/or repurposing the smaller facilities
 - Redeploying facility staff
 - As a last resort and only in the case of severe staff shortages, lock downs would be considered. This would in part be needed for the safety of redeployed staff who may have limited security training.
 - Inmates who are symptomatic will be locked down and isolated outside the living units. They would still be offered daily showers and fresh air with appropriate personal protective equipment supplied. Corrections consults with the Office of the Chief Public Health Officer to determine the best courses of action for implementing isolation and maintaining inmate wellbeing.

Community Corrections

- Probation offices across the NWT are having clients report by telephone. Arrangements are flexible as not all clients have telephone services.
- One Staff member in each of the 3 regional offices are in place, maintaining an office presence to ensure responses to court are met without delay.
- Local RCMP detachments have been advised of this change in reporting and Probation Officers continue to liaise with police on any challenges.
- Regional Probation Managers are reviewing reporting requirements on an ongoing basis to ensure compliance with court orders.

Background

- Corrections began reviewing their pandemic plans and planning for the potential spread of COVID-19 in January 2020.
- The COVID-19 virus was first detected in Wuhan, China in December 2019.
- An outbreak was declared a Public Health Emergency of International Concern on January 3, 2020 by the World Health Organization (WHO).
- The COVID-19 virus was declared a pandemic by the WHO on March 11, 2020.

TEMPORARY ABSENCES FOR COMMUNITY PROGRAMMING IN FORT SMITH

Issue

The Minister may get questions regarding the temporary absence process to attend programming in the community, including on-the-land programs such as the one previously offered in Fort Smith by Poundmaker's.

Key Messages

- I am aware how important it is to provide opportunities for healing that are respectful of offenders' culture and heritage; and the Department certainly recognizes the potential benefits of land-based programming for offenders who serve their custodial sentence in Fort Smith.
- Whenever there is a community program that offenders could benefit from, Corrections seeks to identify suitable inmates who could participate, through the temporary absence program.
- Inmates wishing to attend on-the-land programming in the community such as at Poundmaker's must apply for an unescorted temporary absence from the facility in order to participate. To ensure the safety of the public at large and of victims there are strict established criteria for an inmate to be considered for an unescorted temporary absence.
- At the same time, FSCC provides criminogenic programming in-house to address most common issues (such as addictions) that lead an offender to crime. These programs are geared specifically to the needs of offenders in the NWT.

Current Status

- During this time of the COVID-19 pandemic all inmate temporary absences for work or program activity outside the facilities has been suspended. This does not apply to inmates who are applying for a temporary absence or early release back to their community.
- Each offender is informed of his/her right to apply for a temporary absence and all case plans for offenders consider the suitability for temporary absence
- Facility wardens have the delegated authority to approve temporary absences under most circumstances.
- The following criteria identified are considered when deciding whether to grant a temporary absence:
 - a) Public safety
 - b) Inmate risk assessment
 - c) Likelihood of escape or non-compliance
 - d) Inmate security classification

- e) Consideration of victim proximity and safety
- f) Length of sentence served
- Offenders are informed of their right to appeal the denial of a temporary absence application to the Director of Corrections.

Background

- In 2017, the Salt River First Nation and Poundmaker's Lodge Treatment centres collaborated to deliver a six week pilot on-the-land program in Fort Smith. The focus of the program was to provide a safe, secure, community based mobile addictions treatment program with an on-the-land component and with significance placed on Indigenous healing and recovery and the road to abstinence. This was the only delivery of this program in the community of Fort Smith.
- One female offender from the Fort Smith Correctional Complex Female Unit attended the three part treatment programming, each session lasting 2 weeks.
- There were no male offenders at the Fort Smith Correctional Complex Male Unit that met the criteria for a temporary absence from the facility to attend the on-the-land program at that time.

s 16(1)(c) **CORRECTIONS RESPONSE AND RECOVERY** s 16(1)(c)

Issue

s 16(1)(c)

NWT Position

- s 16(1)(c)

Current Status

NWT Corrections During COVID

Corrections began reviewing their pandemic plans and planning for the potential spread of COVID-19 in January 2020.

Reducing Inmates in Custody

- The Department of Justice has been actively exploring options available to reduce the number of inmates within NWT correctional facilities in response to the COVID-19 pandemic. This has included investigating opportunities to grant temporary absences for releasing inmates on a case by case and risk assessed basis. As of June 24, 2020 a total of 16 temporary absences have been approved where inmates meet the minimum criteria and have less than 90 days remaining on their sentence.
- Housing is taken into consideration as part of the temporary absence review process. The Corrections Service will not release an individual on a temporary absence without an appropriate housing plan being in place to support their release.

Inmate Care and Wellness

- All inmates entering NWT Correctional facilities are required to be medically screened. Screening procedures have been bolstered due to COVID-19 and include:
 - A COVID-19 specific screening questionnaire
 - Temperature check (as part of regular medical screening)
 - In the event an inmate is symptomatic they are isolated in identified cells within the facilities and COVID-19 testing is arranged in conjunction with health officials. To date all tests for COVID-19 have come back negative, and currently no tests are outstanding.
- Currently there is sufficient capacity within the facilities to allow each inmate their own cell.
- The Department has attempted to keep as many activities and programs running for inmates as safely possible. There has been curtailment and cancellation of some

higher risk activities including personal visits and some programming that is delivered by outside agencies, as well as programming in the community. Program size has been reduced to ensure safe distancing practices are followed. Case management and counselling services also remain in place ensuring proper protocols are followed

- All contractors attending facilities are required to be screened before entry. At this time only essential contractors are permitted. Lawyers and Elder visits are assessed on a case by case basis. Personal visits in emergency circumstances are considered on a case by case basis, and would occur behind glass where available. PPE is utilized in all circumstances.
- The Department has set up the ability for inmates to video conference with family members and friends, recognizing that personal contact with loved ones is very important for healing. Any resumption of services will be done in close consultation with the Office of the Chief Public Health Officer and the Workers' Safety & Compensation Commission (WSCC). Currently there is no timeline as to when in person visits will be re-established.

Staff Safety

- Procedures for staff have evolved over the course of the last few months as recommendations from health officials have changed and developed.
- Currently all persons are screened and have their temperature checked upon entry into the facility for COVID-19 symptoms. Staff who identify as having symptoms upon screening at the facility are requested to return home and contact Public Health.
- The Department continues to monitor risk factors in determining appropriate procedures for staff and inmates in conjunction with health officials.
- Currently NWT correctional facilities are adequately stocked with PPE. This is reviewed on a regular basis.
- As a proactive measure and in consultation with other correctional jurisdictions, the Department has procured a material type mask for staff and inmates to be worn voluntarily which is aligned with the Chief Public Health Officer's advice on reducing transmission of COVID-19. Proper PPE protocols remain in place where required. These masks do not take the place of the use of proper PPE.
- Regular communications are sent out to staff to advise of procedural changes and to ensure safe practices are highlighted. Occupational Health and Safety meetings are held on a monthly basis at all facilities and ensure engagement with committee members on updates specific to COVID-19 practices and protocols.
- The Corrections Service cancelled all staff leave in March 2020 due to Covid-19. Staff leave requests during this time were reviewed on a case by case basis. Staff leave for the summer months has been reinstated in correctional facilities and probation offices. Communication was circulated that leave is subject to operational requirements and may be suspended at any time due to Covid-19.

Facility Operations

- Safety procedures have been put in place to ensure high contact points within the facilities are sanitized several times a day. Cleaning protocols have been bolstered across all facilities.
- All facilities have contingency plans should positive COVID-19 cases occur within the facilities. There are a variety of operational contingencies that can be put into place including:
 - Isolating inmates who are sick in designated areas within the facilities;
 - Closing and/or repurposing the smaller facilities
 - Redeploying facility staff
 - As a last resort and only in the case of severe staff shortages, lock downs would be considered. This would in part be needed for the safety of redeployed staff s 20(1)
 - Inmates who are symptomatic will be locked down and isolated outside the regular living units. Inmates would still be offered daily showers and fresh air with appropriate PPE supplied. The Corrections Service consults with the Office of the Chief Public Health Officer to determine the best courses of action for implementing isolation and maintaining inmate wellbeing.

Community Corrections

- Probation offices across the NWT are having clients report by telephone. Arrangements are flexible as not all clients have telephone services.
- One Staff member in each of the 3 regional offices are in place, maintaining an office presence to ensure responses to court are met without delay.
- Local RCMP detachments have been advised of this change in reporting and Probation Officers continue to liaise with police on any challenges.
- Regional Probation Managers are reviewing reporting requirements on an ongoing basis to ensure compliance with court orders.
- The Corrections Service is currently in the process of returning Probation Officers to community offices. This will only occur after consultation with Public Health and the WSCC. The timing of this will coincide with Courts returning to operation.

Background

- Jurisdictions have developed innovative approaches in responding to COVID-19. Efforts are expanding to consider recovery plans for the corrections system.
- In response to the COVID-19 pandemic, coordination and collaboration between health and justice sectors has been crucial to ensure the health of individuals in custody is protected. Correctional systems have had to update practices and

procedures to align with direction received, including recommendations and orders by public health officials.

- This has included measures within correctional centres to protect the safety and human rights of vulnerable populations and upon release to help keep communities safe.

- s 16(1)(c)

Conference Documents

- s 16(1)(c)

§ 16(1) CORRECTIONS RESPONSE AND RECOVERY (s 16(1)(c))**Issue**

s 16(1)(c)

NWT Position

- In the NWT the response to COVID has included taking opportunities to reduce the number of inmates in custody through temporary absences on a case by case and risk assessed basis.
- All inmates entering facilities are medically screened by way of questionnaire, temperature check, and isolation if symptomatic. To date all tests have come back negative, and there are no outstanding tests. Currently there is sufficient capacity to allow each inmate their own cell. We have seen a 29% reduction in custody counts in all adult facilities since mid-March.
- Personal visits were cancelled, and Elder and lawyer visits are assessed on a case by case basis. The Department has set up the ability for inmates to video conference with family members and friends. The Department is currently exploring a phased approach to easing visitation restrictions.
- All staff are screened and have their temperature checked upon entering facilities
- Probation offices have had clients reporting by phone with some exceptions.

Current Status**NWT Corrections During COVID**

Corrections began reviewing their pandemic plans and planning for the potential spread of COVID-19 in January 2020.

Reducing Inmates in Custody

- The Department of Justice has been actively exploring options available to reduce the number of inmates within NWT correctional facilities in response to the COVID-19 pandemic. This has included investigating opportunities to grant temporary absences for releasing inmates on a case by case and risk assessed basis. As of July 2, 2020, a total of 16 temporary absences have been approved where inmates meet the minimum criteria and have less than 90 days remaining on their sentence.
- Housing is taken into consideration as part of the temporary absence review process. The Corrections Service will not release an individual on a temporary absence without an appropriate housing plan being in place to support their release.

Inmate Care and Wellness

- All inmates entering NWT Correctional facilities are required to be medically screened. Screening procedures have been bolstered due to COVID-19 and include:
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- Currently there is sufficient capacity within the facilities to allow each inmate their own cell.
- The Department has attempted to keep as many activities and programs running for inmates as safely possible. There has been curtailment and cancellation of some higher risk activities including personal visits and some programming that is delivered by outside agencies, as well as programming in the community. Program size has been reduced to ensure safe distancing practices are followed. Case management and counselling services also remain in place ensuring proper protocols are followed
- All contractors attending facilities are required to be screened before entry. At this time only essential contractors are permitted. Lawyers and Elder visits are assessed on a case by case basis. Personal visits in emergency circumstances are considered on a case by case basis, and would occur behind glass where available. PPE is utilized in all circumstances.
- The Department has set up the ability for inmates to video conference with family members and friends, recognizing that personal contact with loved ones is very important for healing. Any resumption of services will be done in close consultation with the Office of the Chief Public Health Officer and the Workers' Safety & Compensation Commission (WSCC).
- The Department is currently exploring options for easing restrictions on visitation in correctional facilities. This would be done with a "phased approach" starting with approved family visitors with current screening procedures in place. This process will begin the week of July 6, 2020, in close consultation with the Office of the Chief Public Health Officer and the Workers' Safety & Compensation Commission (WSCC).

Staff Safety

- Procedures for staff have evolved over the course of the last few months as recommendations from health officials have changed and developed.
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upon screening at the facility are requested to return home and contact Public Health.

- The Department continues to monitor risk factors in determining appropriate procedures for staff and inmates in conjunction with health officials.
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- One Staff member in each of the 3 regional offices are in place, maintaining an office presence to ensure responses to court are met without delay.
- Local RCMP detachments have been advised of this change in reporting and Probation Officers continue to liaise with police on any challenges.
- Regional Probation Managers are reviewing reporting requirements on an ongoing basis to ensure compliance with court orders.
- The Corrections Service is currently in the process of returning Probation Officers to community offices. This will only occur after consultation with Public Health and the WSCC. It is anticipated that Probation Officers will return to community offices the week of July 13, 2020.

Background

- Jurisdictions have developed innovative approaches in responding to COVID-19. Efforts are expanding to consider recovery plans for the corrections system.
- In response to the COVID-19 pandemic, coordination and collaboration between health and justice sectors has been crucial to ensure the health of individuals in custody is protected. Correctional systems have had to update practices and procedures to align with direction received, including recommendations and orders by public health officials.
- This has included measures within correctional centres to protect the safety and human rights of vulnerable populations and upon release to help keep communities safe.

- s 16(1)(c)

Conference Documents

- s 16(1)(c)

CORRECTIONS PROGRAMS

Issue

The Minister may receive questions about correctional programming that is currently available in NWT correctional facilities and in community probation offices.

Key Messages

- The Department of Justice recognizes that to make a difference, corrections programming must address the root causes that lead an individual to crime. This is essential for successful offender rehabilitation and reintegration into their communities.
- All corrections programs support participants to become aware of the triggers that lead them to engage in unhealthy and unsafe behaviours. Information and tools are presented to support a change in participants' thoughts, values and behaviours in daily life – and thus reduce the risk they present to themselves and others.
- Corrections programs integrate Indigenous culture and traditions in the way they are delivered with the input of Elders, Traditional Liaison Officers and other Indigenous staff.
- Remanded inmates can access, on a voluntary basis, the same programs that are offered to sentenced inmates. Corrections continuously looks for opportunities to increase offender participation in programming. Remanded inmates frequently attend Court; therefore their voluntary participation in programs is hard to anticipate.

Current Status

- The Department continues to research, redesign and roll out programs that better address the large percentage of Indigenous offenders, respond to prevalent issues requiring intervention, and that take into account the average length of stay in custody. Through ongoing reviews, programs are revised as needed and staff are trained to deliver the modified programs.
- Program delivery schedules across Corrections are updated on a quarterly basis, based on the needs of the clients under supervision at that time.
 - Correctional Facilities: The Department has attempted to keep as many activities and programs running for inmates as safely possible during COVID-19. Suspensions to some higher risk activities including personal visits and some programming that is delivered by outside agencies, were lifted on July 08, 2020, recognizing the current COVID-19 situation within the NWT. Personal visitations for immediate family resumed and outside agencies were also permitted back into the facilities with the proper screening precautions being implemented to mitigate any potential risks. Programming in the community was also re-instated. Program size has been reduced to ensure safe distancing practices are followed. Case

management and counselling services at correctional facilities also remain in place ensuring proper protocols are followed.

- Probation Offices: Due to Covid-19, Probation Officers were ordered home to work remotely on March 19, 2020. As a result, all regularly delivered programming was suspended. Probation Services returned physically to their office spaces on July 14, 2020 and a resumption of program services will be done in close consultation with the Office of the Chief Public Health Officer.
- Community-based programs are used to facilitate inmate reintegration. In this way, inmates learn about, and are equipped to deal with, the day-to-day requirements of life outside of the facility. Such programs are an important part of release planning for all inmates.

Correctional Programs

- The Department delivers evidenced based core programs that target the most common factors that can lead an offender to crime ('criminogenic needs') and are designed to help inmates with shorter sentences, as well as those serving their sentence in the community. These programs are offered at all correctional facilities and regional probation offices:
 - *'Substance Abuse Management'* (or SAM) program – offered since 2016, to address addictions related needs of both male and female offenders;
 - *'Living Without Violence'* program – offered since 2017, to address the needs of male offenders with violence related offences;
 - *'Respectful Relationships'* program – offered since 2017, to address the needs of male offenders with domestic violence offences; and
 - *'Thinking Leads to Change'* program – implemented in November 2019, to address the criminal attitudes and behaviours of female offenders.
- The new *'Change Management Maintenance'* program aims to consolidate self-knowledge and personal change that offenders gained from participation in core programming. Change Management is being piloted in two facilities (NSCC and FSCC) and in the Yellowknife probation office.
- For sex offenders serving territorial sentences at the NSCC: a modified program is used that is more targeted to the relatively short average sentence length for, and needs of, this population in the NWT. The program runs for 9 weeks.
- The Correctional Service of Canada determines the risk level and programming needs of federal offenders. If required, NWT offenders serving federal sentences are transferred to federal institutions to complete necessary programming not offered in the NWT. As per the agreement between the GNWT and CSC, these NWT offenders may return to the NWT to serve the remainder of their sentences, once their programming needs identified by CSC have been met.

Meeting the specific needs of Indigenous offenders

All NWT correctional facilities

- Statistics indicate that the majority of inmates and youth in custody in the NWT are Indigenous. In 2019-20, the average percentage of males who were Indigenous was 81% and females who were indigenous was 73% (excludes Nunavut Offenders). In addition to substance abuse identified as the prevalent issue for all inmates in the NWT, many Indigenous inmates must contend with additional factors such as the limited employment opportunities in some small communities and the trauma, often intergenerational, associated with the legacy of residential schools.
- All NWT correctional facilities incorporate Indigenous cultures and traditions into programming and involve Elders in the sharing of traditional knowledge, and the provision of traditional counselling and support services to inmates. Where possible, in-house traditional facilities are used and inmates, youth and adults, may be taken out on the land to engage in traditional activities.

North Slave Correctional Complex (NSCC)

- The NSCC offers the services of a Traditional Counsellor and Liaison Officer. Due to the incumbent's availability this position is a three quarter time position providing traditional counseling and programming services to inmates at the complex. Inmates may self refer or sign up to see the counsellor or they may be referred by their case manager. The NSCC traditional counsellor brings a wealth of knowledge and experience, focusing on Indigenous trauma and healing practices. He provides both individual counseling services to inmates at the facility and also in a group setting. He has facilitated a number of sharing circles, to which several inmates have signed up with positive feedback from the inmates.

The NSCC has four traditional areas for the delivery of programs to inmates and youth by a traditional counsellor: two areas are located inside the facility (respectively one each in the adult and in the separate youth unit). The other two are located outdoors, within the secure perimeter. These areas are used for smudging, one-on-one counselling and sharing circles.

South Mackenzie Correctional Centre (SMCC) – innovative programs and approaches

- The SMCC has been leading the way on the development of Northern Sessions, developed to address the specific background and needs of NWT Indigenous inmates. Since March 2019, Northern Sessions on addictions have been delivered that harmonize with the core criminogenic Substance Abuse Management (SAM) program. Delivery materials for the Northern Sessions on violence were finalized in December 2019. SMCC will begin using these materials during the delivery of the core criminogenic Respectful Relationships and Living Without Violence programs. It is envisioned that this program model will eventually extend to NSCC and FSCC.
- The SMCC offers a wraparound approach: a made-in the NWT Indigenous Pre-Treatment Healing program prepares offenders to begin their healing journey and to engage in more structured core correctional programming. The Red Road to Freedom program is also delivered at the SMCC to help prepare offenders for their reintegration back into their communities. Both programs are delivered with the

participation of Elders and rooted in NWT Indigenous traditions, spirituality and worldview. Work is currently underway on the development of a curriculum for the Pre-Treatment Healing Program to be expanded to other correctional facilities.

- It is envisioned that the Indigenous Pre-Treatment Healing Program will become the cornerstone of the Therapeutic Community model to be implemented at the SMCC. (*For more information see BN 40. SMCC as a Therapeutic Community.*)

Education, vocational training and life skills programs

Academics

- The Corrections Service assists youth in custody to achieve high school graduation. The Corrections Service also assists adults in custody with their educational goals.
- An analysis of the adult population at the NSCC indicated that the average education level for incarcerated inmates at the Adult Unit is at around a grade six level, which reflects the situation of inmates across NWT corrections.
- Adult offenders can participate in educational programming at the NSCC Adult Unit and at the FSCC (provided by institutional instructors) and at the SMCC (provided by a contracted literacy instructor).
- The NSCC Young Offender Unit has a non-monetary contract with Yellowknife Education District No.1 (YK1) for the delivery of education to youth in custody. Two full time high school teachers teach classes as per the YK1 schedule - one posted in the open custody classroom, and one posted in the secure custody classroom. The teachers collectively teach all grades to the young offenders in custody.
- All facilities maintain a close working relationship with local high schools and colleges. Inmates may access distance learning with the assistance of the institutional instructors. In addition, inmates who are eligible for temporary absence from the facility may attend education programs in the community.

Additional supports

- For youth, NSCC Youth Unit staff facilitate life skills sessions.
- For adults, both NSCC and FSCC offer the '*Foundations For Success*' program, which is designed to assist inmates with some of the challenges that adult learners face when they return to school. Plans are in place to also roll out the delivery of this program at the SMCC.
- Since 2017, the NSCC offers Mental Health First Aid training to inmates.
- The SMCC offers various vocational programs and training opportunities, such as Workplace Hazardous Materials Information System (WHMIS), Food Safe Level 1, First Aid/CPR and Safe Equipment Operation.

Background

- Substance abuse is the most prevalent issue requiring intervention, especially for offenders assessed at high risk to re-offend. Family violence and sexual offences

have also been identified as issues for NWT offenders.

- Dedicated corrections staff provide case management and programming services to assess and support the needs of inmates:
 - 11 staff at the North Slave Correctional Complex
 - 6 staff at the South Mackenzie Correctional Centre; and
 - 5 staff at the Fort Smith Correctional Complex.
- In addition to programs offered in correctional facilities, counsellors and psychologists are available to provide therapeutic services, where this is identified in an offenders' case plan. (*For more information see BN 36. Corrections Counselling and Psychological Services.*)
- As part of the release planning process, case managers look at options in the community, where available, for inmates to be able to continue attending programming similar to what they started while in custody.

RISK ASSESSMENT

RISK ASSESSMENT TITLE	COVID-19 Pandemic Planning Occupational Evaluation – Probation Services	ACCEPTED BY		DATE	May 21, 2020
		RISK LEVEL			
NEXT REVIEW DATE	Trigger is any change in COVID-19 related recommendations from the CPHO, changes in phases as identified by the CPHO or incident reported within Probation Services where potential exposure to COVID-19 occurs.	SIGNATURE			
VERSION	1				
COMPLETED BY	Mandi Bolstad/Darin Strain				
CONTEXT	<p>GNWT response to COVID-19 is multi-tiered and tied to both the international and national levels of response. The NWT Public Health Act authorizes specific powers and duties of the Chief Public Health Officer (CPHO) and the Minister of Health and Social Services. The Department of Health and Social Services and CPHO are the leads for pandemic planning response in the NWT. As the pandemic evolves, continuous assessments will take place to assist in decision making, resource allocation, and prevention and treatment options.</p> <p>Department of Justice is responsible to ensure the safety and health of employees within its own department. It is difficult to know with certainty, what impacts may result from a novel coronavirus but planning assumptions are made based on knowledge from previous pandemics. Some key planning assumptions are as follows:</p> <ul style="list-style-type: none"> • Pandemics can be serious threat to the health and well-being of anyone and contingency plans should be in place; • DOJ staff will need to be self-reliant in many ways and may have limited external resources in the case of a pandemic; • DOJ facilities and human resources could quickly become overtaxed; • The levels of preparedness will vary by location; • A DOJ risk assessment for pandemic plan cannot cover every potential eventuality and must support flexibility among staff and stakeholders <p><u>Infection Control</u> To prevent the spread of infection within DOJ workplaces, respiratory hygiene/cough etiquette and hand washing protocol should be encouraged for everyone. Standard hand hygiene practice is being promoted throughout all program areas (See Appendix C). No COVID-19 vaccine is available at this time.</p> <p><u>Environmental Cleaning</u> Increased frequency of cleaning high-tough surfaces is significant in controlling the spread during a respiratory infection outbreak. Enhanced cleaning protocol must be followed where applicable at worksites.</p> <p><u>Contactⁱ and Dropletⁱⁱ Precautions</u> Physical distancing is encouraged in all areas. Where distancing is not possible, personal protective equipment will be supplied in accordance with contact and droplet precautions. DOJ recognizes that some personal protective equipment materials are in short supply worldwide; however, adequate supply is currently available for staff. Every effort will be made to ensure PPE is readily available for staff. Redistribution of any DOJ supplies will be determined by the Director of Corporate Services as the lead for business continuity for the department.</p>				

Waste Management
No staff should be handling garbage, standard practices are sufficient at this time.

Number	Occupation	Risk	Risk Treatment	Risk Level
1	Probation Officers	Court duties <ul style="list-style-type: none"> - Close contact with the others for extended times - Close proximity to members of the public at courtroom entrances (less than 2m) 	Court operational procedures have been modified for covid-19. A copy of Courts Exposure Control Plan is available to all staff. All probation officers attending court will be required to wear a mask and will be screened at facility entrances. Physical distancing and appropriate hygiene practices reinforced.	Low
		Circuit travel to communities. <ul style="list-style-type: none"> - Close contact with the public and travel exposure. 	All duty travellers will be provided masks for use on aircrafts. In accordance with the Courts Exposure Control Plan, hygiene practices and physical distancing will be required at all court sites. Where physical distancing is not possible a mask must be worn. If travelling in a vehicle with more than one person, masks must be worn and as much distance as possible must be maintained.	Low
		Client Meetings <ul style="list-style-type: none"> - Close contact with the public 	Where possible, all in person client meetings are to occur in the secure interview rooms with barriers in place. Due to sheer volume, this may not always be possible in the Yellowknife probation office. At any time a client is required to enter the office space, a WSCC Covid-19 Client Screening (appendix E) will be conducted, masks for employee and client will be mandatory as well as a temperature reading. Covid – 19 office procedures will be explained to the	Low

			client. Enhanced cleaning protocols to be followed following client visitation. Client and staff area to be wiped down following each meeting. Gloves for cleaning client areas provided to staff.	
		<p>Use of general office space</p> <ul style="list-style-type: none"> - Indirect contact on surfaces - Close contact with co-workers 	<p>Office space has individual offices which supports physical distancing. In areas where 2m can't be maintained, employee to wear mask.</p> <p>Enhanced cleaning protocols to be followed on all high contact areas.</p>	Low



Coronavirus Disease (COVID-19)

The NWT Office of the Chief Public Health Officer, along with their federal and provincial/territorial health partners, are closely monitoring the risk of coronavirus disease (COVID-19) in Canada.

The risk of spread of this virus within Canada, including the Northwest Territories, remains low at this time.

What is coronavirus disease (COVID-19)?

Coronaviruses are a large family of viruses that affect humans and animals. Coronaviruses usually cause mild illness (like the common cold).

What are the symptoms of COVID-19?

Symptoms of the COVID-19 include fever, dry cough, sore throat, headache, shortness of breath, difficulty breathing, and pneumonia. Difficulty breathing is a sign of possible pneumonia that requires prompt medical attention.

Call your community health centre and talk to your health care provider if you are experiencing symptoms and have recently visited affected areas or have been in contact with others who have and who are sick.

What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks. Health officials are working with their federal and provincial/territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents. This includes providing information directly to travellers from affected areas at major airports.

The NWT Office of the Chief Public Health Officer is regularly updating health care providers across the territory with the latest information so that they can provide quality care. All health facilities have protections and protocols in place to keep both patients and workers safe from COVID-19.

What can you do?

Here are 6 things you can do to protect yourself and those around you:



Stay home if you are sick

If you must go out wear a mask especially if you are in a waiting room or in large crowds.



If you are sick, avoid close contact with others



Turn and cover

Turn and cover your nose and mouth for every cough or sneeze with a disposable tissue. If not available, cough or sneeze into your elbow.



Throw used tissues in the garbage

If no garbage, use small plastic bag to put used tissues until you can put them in a garbage.



Wash your hands

Wash your hands after coughing, sneezing or blowing your nose. Use alcohol based sanitizer if no soap immediately available.



Clean/Disinfect

In your home, clean/disinfect any surfaces or objects you or others might have touched while sick.

For more information and for updates on COVID-19, please visit www.hss.gov.nt.ca/coronavirus.

Government of
Northwest Territories

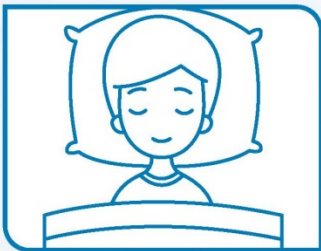


Healthy Respiratory Practices

Stop the spread of infections that make you and others sick!

6

things you can do to protect yourself and those around you.



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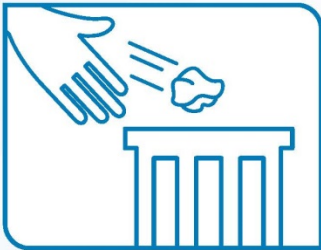


If you are sick, avoid close contact with others



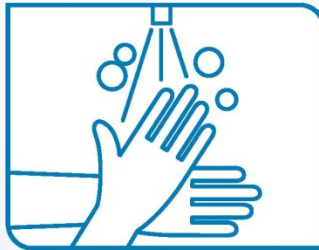
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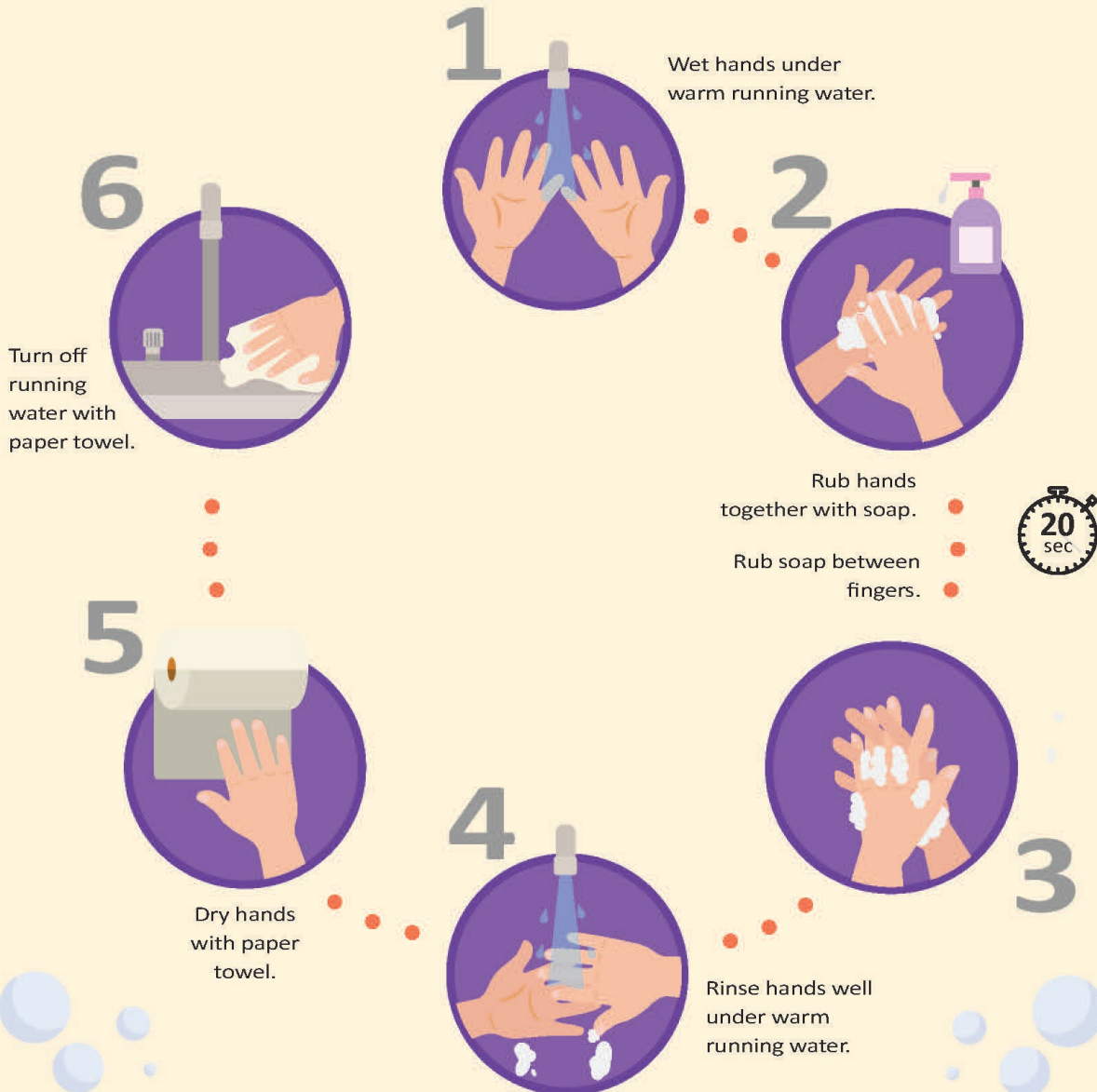


Clean/Disinfect

In your home, clean/disinfect any surfaces or objects you or others might have touched while sick.

HANDWASHING

Food Safety is in Your Hands!





Coronavirus Disease (COVID-19) Self-Monitoring Information Sheet

Updated: March 11, 2020

Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH



DIFFICULTY
BREATHING

How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

- Returning from travel outside the Northwest Territories (NWT)
- Close contact with a confirmed or presumptive case of COVID-19
- Avoid visiting at-risk individuals during the 14 day period, especially those residing in long-term care facilities. At risk individuals include those over 60 years of age, those with chronic conditions (diabetes, heart disease, lung disease, etc.) and those with weakened immune systems (ie. cancer)

What should I do if I develop symptoms of COVID-19?

If you develop symptoms:

- Self-isolate and contact your Health Care Provider
- Practice healthy respiratory practices
- Call 9-1-1 if your symptoms become severe

What does it mean to self-isolate?

- Stay home
- Avoid having visitors
- Be careful when touching garbage
- Cover your coughs and sneezes
- Keep your distance
- Wash your hands
- Clean and disinfect

For more information on self-isolation visit:

<https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/self-isolation-information-sheet.pdf>

If you do not develop symptoms within 14 days, continue to use healthy respiratory practices to prevent getting COVID-19 or other respiratory infections.

For more information and links to local healthcare providers visit
www.hss.gov.nt.ca/coronavirus



Coronavirus Disease (COVID-19) Self-Isolation Information Sheet

Updated: March 10, 2020

You have been tested for COVID-19. Your healthcare provider has decided it is safe for you to go home.

Your next steps are:

- 1 **Self-isolate at home**
- 2 **Wait for your healthcare provider to notify you of your test results.**
It will take up to a week to receive your results. When your results are known, your healthcare provider will tell you if you need to continue self-isolation.

What is Self-Isolation?



Stay home

Avoid situations where you could infect others. This means staying away from social gatherings, work, school/university, childcare centres, athletic events, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, gyms and any other public gatherings.

You may go outdoors for fresh air when by yourself. Do not use public transportation, taxis, or share a car. Do not have face-to-face contact (within 2 metres) with anyone while outdoors.

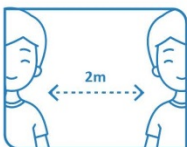
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



Avoid having visitors

Avoid having visitors to your home, but it is okay for friends, family, or delivery drivers drop food off or other things you may need.

Avoid contact with older adults and other people with chronic medical conditions (e.g. immune deficiencies, lung problems, heart disease, diabetes).



Keep your distance

Stay away from other household members (2 meters apart) as much as possible and use a separate bathroom if you have one. If you must share toilet facilities, they should be cleaned daily.

Avoid sharing household items. You should not share drinking glasses, cups, eating utensils, pillows or other items with people in your home. After using these items you should clean them.



Cover your coughs and sneezes

- Cover your nose and mouth with a tissue when coughing or sneezing or cough or sneeze into your sleeve/elbow.
- You and other household members should follow healthy respiratory practices. See the GNWT Healthy Respiratory Practices handout.
- Throw used tissues immediately into the garbage and wash your hands.



Wash your hands

- You and your family should wash your hands frequently. Wash them after coughing or sneezing, if they are dirty, using the bathroom, or before eating.
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if water is not available.



Be careful when touching garbage

- All waste can go into regular garbage bins.
- When emptying the garbage, take care to not touch used tissues with your hands. Lining the garbage with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water after emptying the garbage.



Clean and disinfect

- Clean your home with regular household cleaners.
- Clean regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, bedside tables, etc. on a daily basis.

Follow the advice of your healthcare provider. You may be contacted each day during your self-isolation to monitor your symptoms.

For general questions or if you develop fever, cough or difficulty breathing, contact:



If your symptoms are severe, call 9-1-1 and let them know that you are self-isolating for COVID-19.

**For more information and updates visit
www.hss.gov.nt.ca/coronavirus**

PROBATION SERVICES RECOVERY PLAN

[July 9, 2020]

DIVISION/WORKUNIT NAME: *Probation Services*

Services Delivered:

Supervision of probation clients pursuant to court orders.

Number of Employees: *Including 3 Regional Managers, 4 senior Probation officers, 16 current Probation Officers and 2 administrative assistants, there are a total of 26 employees who fall under these plans. There are also 4 near future job openings expected to be filled in the coming months (3 PO positions, 1 senior PO position).*

Description of the worksite:

Yellowknife – Centre Square Mall – 2nd Floor

<i>Operating Area</i>	<i>Physical Location</i>	<i>Description of Employee Workspaces</i>	<i>Description of entry/Exit</i>	<i>Communal Areas</i>
<i>2nd Floor – Centre Square Mall Office Tower</i>	<i>Shared floor with</i>	<i>Individual Office’s</i>	<i>2 entrances/exits to workspace on floor. One entrance to building, two stairwells and two elevators to floor.</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Yellowknife Courthouse</i>	<i>Floors 1-3</i>	<i>Enclosed court rooms.</i>	<i>One entrance to building, two elevators to floor and one entrance to courtrooms</i>	<i>Washroom areas and entrances</i>
<i>Behchoko Office</i>	<i>Nishi Kon Building, 1st floor</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Hay River office</i>	<i>105, 321 Capitol Dr</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Smith office</i>	<i>McDougal centre, 1st floor</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Simpson Office</i>	<i>2nd floor, 9706-100 st. Nahendeh Kue Building</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Liard office</i>	<i>PO Box 80</i>	<i>Individual offices</i>	<i>One entrance one exit</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Providence office</i>	<i>PO Box 144</i>	<i>Individual office</i>	<i>Two entrances/exits to</i>	<i>Washrooms</i>

			<i>work space</i>	
<i>Ft Resolution office</i>	<i>1403 Office Complex</i>	<i>Individual office</i>	<i>Two entrances/exits to work space</i>	<i>washrooms</i>
<i>Inuvik Office</i>	<i>3rd floor courthouse</i>	<i>Individual offices</i>	<i>3 entrances and exits</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Tuktoyaktuk office</i>	<i>Government building</i>	<i>Individual office</i>	<i>2 entrances and exits</i>	<i>washroom</i>
<i>Ft Macpherson office</i>	<i>John Tetlich Bldg, Tetlich Rd</i>	<i>Individual office</i>	<i>1 entrance/exit</i>	<i>Washroom</i>
<i>Norman Wells office</i>	<i>31 Mackenzie Dr</i>	<i>Individual offices</i>	<i>2 entrance/exits</i>	<i>Washroom</i>
<i>Ft Good Hope office</i>	<i>Land corporation building</i>	<i>Individual office</i>	<i>2 entrance/exits</i>	<i>washroom</i>
<i>Deline office</i>		<i>Individual office</i>	<i>1 entrance/exit</i>	<i>washroom</i>
<i>Tulita Office</i>	<i>1st floor Robert Clement Bldg</i>	<i>Individual office</i>	<i>1 entrance/exit</i>	<i>washroom</i>

Should employees in this division return to the worksite?

Probation Services is an essential service mandated by the Courts. Client supervision can't be suspended. Probation Officers were transitioned to remote work environments however difficulties with phone reporting have occurred which are impacting service levels and adequate supervision of clients. It has been manageable to this point only due to the fact that the courts have been delayed along with sentencings. Once courts reopen in full, it will be imperative that probation offices are functioning at full capacity in order to process the work they will generate. PO's will need to be physically in their offices to meet with new clients directed to report by the courts, input client information on our information systems and to complete assessments in accordance with our supervision policies. This necessitates the return to the worksite. Furthermore our administrative assistants are vital to our operations to assist with directing communications within their offices and regions, directing and assisting the clients and public, monitoring waiting room capacities, processing PPE orders, opening and closing files and many other things that they cannot do off site.

Impacts on Business:

Some person centred services will be difficult to continue with the shift to meeting in secure interview rooms only. Employee availability will continue to be a challenge as isolations, childcare, etc. create challenges for staff.

Employee Information:

Job Category	# Available to be at Worksite	# Not Available to be at Worksite	# Available for Remote Work Opportunities	# Unable to Work at Home
Probation Manager	3	0	0	3

Probation Officers	16	1 intermittently (childcare)	0	16
Senior Probation Officers	4	0	0	4
Administrative Assistants	2	0	0	2

Full employee listing attached as **Appendix A (confidential)**.

Employee Requirements to Continue Working from Home:

If staff were to continue to work from home or return to work and be sent home again, we would need to properly equip them in order to least disrupt the quality of service desired. In the even this occurs, these requirements are likely to change due to staff compliment at any given time, but the current needs would be: cell phones with local numbers that can also accept collect calls for all PO's and Sr PO's. Currently only the RM's have adequate phones. Currently the phones in the Inuvik region, that are in the communities (outside of Inuvik) have Inuvik numbers. Similarly, in the South Slave region, some cell phones are Yellowknife numbers (they are flip phones) and cannot accept collect calls. In Yellowknife, no staff have issued work cell phones outside of the regional manager. Staff should also be provided with laptops in order to enter offender records on the COMS system and to access their email and work drives. Currently only PO's in the Inuvik region have this capability and this has required staff in the Hay River and YK regions to come to the office on scheduled days to enter this data. This is not a desired or timely way to do business. VPN access would be required as well.

Plan to Enhance at Home Productivity:

Due to the need to physically meet with clients and the small number of staff within the office space it is deemed that transitioning the employee back to the office in the near term is the most effective option. In the event further technological solutions are available, a rotational schedule could be developed to reduce the number of employees in the workspace. Currently given the low risk and need to ensure service levels are maintained, increasing at home productivity was not deemed optimal.

Exposure Control Plan:

An exposure control plan has been developed specific to probation services operations.

Action items/Next Steps:

Provide a list of steps that need to be taken to implement the work-unit's Return to Worksite Plan or the Plan to Enhance At-Home Productivity.

List everything here to cover of what needs to be done, some examples:

1. Finalize exposure control plan and risk assessment and meeting with employees to go through and adjust as required. Submit plans for approval.

2. Ensure appropriate signage is posted in worksite on hygiene etiquette and enhanced cleaning protocols.
3. Deliver training and ensure staff are aware of revised job task requirements.
4. Procure required PPE for return to service.
5. Tape physical distancing measurements to floor wherever possible, move furniture and office equipment where needed to facilitate social distancing