

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



SERVICE CORRECTIONNEL CANADA

TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS.

Workforce and Internal Services Working Group

Record of Decision

Wednesday, February 24, 2021

11:00am – 12:15pm

MS Teams / audioconference

Present:

Tony Matson, ACCS
Simon Bonk, CIO
Kelly Hartle, CEO CORCAN
Claude Duguay, DG LR
Sylvain Mongrain, A/DG L&D
Steven Fiore, DG Resource Management
Bev Arseneault, SNN Project Lead
Jennifer Morse, Manager, Health Services
Patricia Phee, Director LR
Carson Gaudet, PRA Regional Director HS
Brigitte Deblois, Director
Kristina Windsor, Program Manager
Tanny King, Manager OPM, IMS
Marie-France Lapierre, Director WOS
Angela Alves, OHS Advisor

ADHOC

Serge Joanis, TSF
Kristina Ma, HS
Luc Moreau
Stephen Muir, Internal Audit Sector
Jake Pedrosa, IMS
Jeremy Butterworth

UCCO

Gord Robertson
Éric Thibault

USJE

JP Surette
Frank Janz DECLINED

ACFO

Rob Hawkins

PIPSC

Steven Fréchette, PIPSC
Gary Desbiens, PIPSC

ADCIS

Greg Fortnum, ADCIS PAC
Pattie Krafchuk, ADCIS PRA
Lesley Kenyon, ADCIS ONT
Geneviève Thibault, ADCIS QUE
Roger Poirier, ADCIS ATL

Absent:

Nick Fabiano, ACHRM
Jennifer Wheatley, ACHS
Mackenzie Lambe, Senior Director, IMS

Daniel Giroux, Senior Director, Internal Audit
Ghislain Sauvé, DG TSF
Anick Charette, Communications Advisor

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Opening remarks- ACCS

- **ACCS** welcomed participants to the meeting and noted that the ACHRM was unavailable today due to a conflict with the Commissioner.

Record of Decision – ACCS

- Asked if there were any comments or amendments to propose on the record of decision from the last meeting. **NIL Response**

Item 1- CSC's COVID-19 Testing Strategy

- **Kristina Ma** from Health Services presented an overview of the changes to CSC's testing strategy document.
 - The document now includes the various testing methods, including rapid testing options that CSC utilizes appropriate to the situation.
 - Also added are the indications and testing methods for offenders in medical isolation following a private family visit and intra/inter-regional transfers.
 - CSC is ahead of the curve in terms of implementing rapid testing and continues to work closely with public health authorities to ensure reporting expectations are met.
- **USJE**-How many tests do you have? Enough to meet capacity?
 - **HS**- yes we have confidence in our supply. PHAC supplies the tests and has committed to supply tests on an ongoing basis. CSC has administered 20K so far and are receiving more. Abbott ID units are now available for use at each site.
- **USJE** requesting follow up on capacity either secretarially or at a future meeting.

COMPLETE 2021-03-03

Item 2- RMF - N95 fit testing

- **Serge Joanis** from TSF completed a walkthrough of the proposed amendments to the N95 fit testing risk management framework.
- CSC now has an adequate supply of N95s which has necessitated the removal of the note about limiting fit testing due to short supply and adding that any new models of N95s arriving at the sites will require the user to be fit tested.
- An update was also provided that a standing offer was recently awarded to TSF for additional portacount devices and this information was shared with the regions.

- **ADCIS PAC-** under fit testing procedure bullet three, it says fit tester must wear a non-medical mask at all times. Was this intentional or should it be a medical mask?
- **SNN Project Lead** confirmed that the fit tester must wear a medical mask at all times.
- **ADCIS ATL-** inquired if it was okay to use up the old stock of N95s before fit testing and using new models. Agreed by all.
- **DECISION:** endorsed by the working group with the change identified above.
- **NEXT STEPS:** presentation to the advisory and steering committees and NHSPC anticipated during the week of March 1, 2021. **COMPLETE**

Item 3- Training Update

- **DG L&D** presented a deck to update on training activities including the extension of NTS requalification periods, trainer's daily COVID-19 measures checklist and the post-training survey targeting participant feedback on the COVID-related safety measures in place during their training.
- Despite the challenges created by the pandemic, training efforts have continued including a shift towards virtual learning for several critical trainings.
- **DG L&D** explained the planned extension of NTS requalification periods for critical trainings and all other NTS.
- **DG L&D** explained the two monitoring tools to ensure COVID-19 safety measures are being implemented properly:
 - the daily COVID-19 measures checklist to be completed by trainers; and
 - the post-training survey to be completed by participants to identify gaps.
- **ADCIS PAC-** are these proposed or approved? Will third parties, when it comes to firearms, First Aid/CPR be supportive of CSC's decision? **DG L&D** explained that we need to move towards this extension and discussions will need to occur with them. The need for training is there and we need to continue delivering training where we can manage the risk.
- **UCCO-** Firearms concern- those who are extended, are they still qualified to carry a firearm? If CX are not receiving their training, how are they expected to safely carry out their responsibilities? Problematic from an investigations/legal perspective.
 - **DG L&D** reiterated that L&D are training as much as possible and as safely as they can. Need to continue to identify obstacles and overcome them to resume training (mandatory medical masks may satisfy public health requirements and provide the ability to resume more training).
- **UCCO-** Do we consider those individuals expired? It is unsafe to continue allowing them to use firearms- why extend? People who are the longest expired should be the first to get trained. Accountability falls on our members if they are expired and an accident happens.
 - **DG L&D** confirmed that all law enforcement is facing similar challenges and L&D are in regular communications with other departments.

- **UCCO**-Recommend this be discussed further at the sub-committee level and bring back to the working group for a future decision as this is a big concern from a legal perspective.
- **NEXT STEPS: DG L&D** to send survey to working group members for feedback (**COMPLETE**). **DG L&D** to meet with UCCO separately to discuss this matter. (**COMPLETE**)

Item 4- RMF updates – L&D Overarching & Critical Trainings

- **DG L&D** completed a walkthrough of the proposed changes to both the overarching risk mitigation strategies for training as well as the individual trainings.
- These changes include the requirement for medical masks at all times, a list of exceptions where masks can be safely removed, and inclusion of the daily training checklists that trainers must complete to attest that health and safety measures were adhered to.
- **SNN Project Lead**- agree with and support the daily checklist idea. Regarding the exceptions for when medical masks can come off, while eating or drinking, staff should be as far apart as possible and ideally alone.
- **DG L&D** agreed to incorporate additional wording.
- **DECISION:** endorsed by the working group with the change identified above.
- **NEXT STEPS:** presentation to the advisory, steering and NHSPC anticipated during the week of March 1, 2021. **COMPLETE**

Round table (ALL)

- No items raised.

Closing remarks

ACCS thanked everyone for a great discussion today.