

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 3, 2021

11:00am – 12:15pm

MS Teams / audioconference

Present:

Amy Jarrette, A/ACHRM
Kelly Hartle, CEO CORCAN
Simon Bonk, CIO
Ghislain Sauvé, DG TSF
Patricia Phee, Director Corporate LR
Sylvain Mongrain, A/DG L&D
Steven Fiore, DG Resource Management
Marie-France Lapierre, Director WOS
Claude Duguay, A/DG, LRWM
Jennifer Morse, Manager of COVID Team, HS
Daniel Giroux, Senior Director, Internal Audit
Carson Gaudet, PRA Regional Director HS
Anick Charette, Communications Advisor
Mackenzie Lambe, Senior Director, Enterprise
and Client Services
Angela Alves, OHS Advisor

ADHOC

Roger Poirier, ATL
Jeremy Butterworth, HS
Madison Vandalen, Nursing Project Manager
Kristina Ma, Nursing Project Manager
Chris Barkley, RA Technical Services
Colette Cibula, Associate AC, Public Affairs

Absent:

Jennifer Wheatley, ACHS
Bev Arseneault, SNN Project Lead
Nick Fabiano, ACHRM
Tony Matson, ACCS
Brigitte Deblois, Director
Kristel Henderson, Director LR Ops
Tanny King, Manager OPM, IMS
Kristina Windsor, Program Manager

USJE

JP Surette
Frank Janz

ACFO

Rob Hawkins

ADCIS

Pattie Krafchuk, ADCIS PRA
Jasmine Verge, ADCIS ATL
Greg Fortnum, ADCIS PAC

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Opening remarks- A/ACHRM

Working group members were welcomed to today's meeting.

Record of Decision – A/ACHRM

No comments regarding the January 27th RODs from any WG members.

Item 1-Update – Active Screening Process, Questions and Next Steps

The Health Services (HS) Manager of the COVID-19 team indicated that going back in December they engaged the National Health and Safety Policy Committee on an active screening process pilot for the Atlantic and Pacific regions. Based on the information and experiences through the pilot, it's now time to implement a national level approach.

The previous screening process was more of a passive type of screening. In working with the Public Health Agency of Canada (PHAC), these active screening questions/process are more thought provoking which is a great to help mitigate the transmission within institutions and CCCs.

This active screening will be available in three formats: electronic active screening, paper based active screening and verbal active screening. Both the electronic and paper based screening are the desired options as they reduce the amount of staff/contractors coming to the institution who may transmit the virus.

Electronic active screening occurs through an online platform that was developed with the assistance of the CIO team. The questions are to be submitted prior to entering the site and upon a negative screening, a confirmation email will be sent to both the operational staff at the front entrance of the site and the person responding to the active screening questions. Once at the site, a temperature reading will still occur and if their temperature is less than 38°C, entrance to the site will be permitted.

The paper based screening occurs with staff bringing home packages of forms that they are to complete prior to front entrance arrival. Temperature checks will occur as indicated above.

The verbal active screening is conducted by operational staff working at the front entrance and verbally ask the questions to the arriving staff or contractor. Temperature checks also occur as indicated above.

There are lessons learned through the EOCs and this is a modification to make sure that we are doing everything we can to avoid the virus getting into the institution. The pilot's only just begun, and great feedback has already been received.

Item 2- Medical Masks for Institutions and CCCs

HS received feedback from the regions and sites that when risk levels change, the requirement to change the type of mask (non-medical versus medical) worn was creating some disruptions. Securing medical masks is now easier and HS would like to change the universal masking requirements to medical masks.

While there are sites that currently have this in place now because of their site risk level, for all other sites it is being worked towards. There are sites who still have non medical masks, but HS is working with a logistics team to get them the supply the need.

Item 3- Update – N95 Supply Chain and Fit Testing

HS updated the WG that on the new initiative between the GoC and 3M for N95 masks. As a result masks will be different at the institutions and fit testing will be needed. HS is asking each site for the number of staff would be reasonably expected to interact with offenders and to identify these employees. They will supply each site with the masks, cleaning directions, TSI manufacturer's instructions to mitigate any concern with using these machines to fit test. There is no additional risk to employees.

This will mean that employees who may not have previously used an N95 will be fit tested for one, such as USJE members.

Actions

- Jeremy Butterworth to consult the HS team to see if there's enough stock to send some to the CTP. If not, they can be fit tested at arrival at an institution.
- Jeremy Butterworth to confirm whether or not CCCs will be included.

Item 4 - PPE, Breaks and Meals for Health Services

Health Services is developing a memo that will be coming out shortly from their office on PPE for HS staff to help protect their workforce. It will serve as a reminder that staff should be wearing PPE when in the workplace and in the presence of others. It will outline the importance to schedule breaks and lunch time when staff can take off their PPE safely, alone. Additionally, it will also remind all that it's not a good time to be sharing snacks and treats for staff as it's too risky during this time.

Item 5 - Update - Hot Water Supply for Offender Laundry

The DG Tech Services indicated that previously a list was provided to the WG that identified which sites required more work to have hot water supply for offender laundry.

Action: DG, Tech Services to provide the list which will be disseminated to WG members **(COMPLETE)**.

The technical criteria document required some wording changes which the WG reviewed and was brought forward to the Advisory and Steering Committee. The Steering Committee raised a couple of concerns including the ability to turn on the tap for the water and who would be responsible to turn the tap on. Tech Services is working with stakeholders on developing guidance on how the decision is made, including post pandemic. This item will be further discussed at the Operations WG.

Assuming that the proposed changes are adopted and approved, then what's the process to getting this done? Projects will need to be initiated and regions will have to assess and determine the amount of work required, scope for work, design work, going to tender for a designer, and contractors to perform the work. This process will take time.

Forward agenda items

N/A

Closing remarks

A/ACHRM expressed her thanks to the WG members for their participation.