

June 14, 2021

Justin Piché
justin.piche@uottawa.ca

Dear Justin Piché:

Re: Access to Information Request CP 035-21G

An access to information request was received in this office on May 12, 2021, requesting access to:

I am requesting all memorandums, briefing notes, information notes, statistics and PowerPoint decks outlining the results of health inspections, assessments and audits of correctional institutions in Saskatchewan. March 2020 to 30 April 2021

On May 17, 2021, our office advised you your request has been placed on hold, pending clarification of the request details.

On May 17, 2021, the request was amended to,

I am requesting all memorandums, briefing notes, information notes, statistics and PowerPoint decks outlining the results of health inspections, assessments and audits regarding COVID-19 within the correctional institutions in Saskatchewan. March 2020 to 30 April 2021

On May 27, 2021, a letter was mailed to you advising that the Ministry's due date for a response was extended an additional 30 days pending a third-party review of the responsive records, and a response would be provided to you by July 12, 2021.

This is to inform you that your access request has been fully granted.

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If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact Amanda Schumann, Supervisor, Access to Information at 306-798-0056.

Yours truly,

A handwritten signature in black ink, appearing to read 'A. Orban', with a long horizontal flourish extending to the right.

Aaron Orban
Executive Director, Access and Privacy Branch

Summary of Observations and Recommendations

Face shields/Safety glasses for protection against Covid-19:

- Lots of safety glasses with a rubber edge – don't appear to seal unless they are worn with a head strap to pull them tight. These would not meet the requirement for protection against respiratory droplets.
- Face shields – 2 types of face shield in use. The face shields with a foam band across the forehead are appropriate protection against respiratory droplets, however, the other style of face shield that has no foam and is open above the eyes should not be used.
- Face shields are being re-used over multiple shifts.

Recommendations:

- Safety glasses or goggles must be CSA/ANSI rated for Splash Hazard, Indirectly or non-vented, have a Neoprene or elastic head strap (not cloth), Lenses are scratch resistant and anti-fogging. If these requirements are not met for the safety glasses currently in use, they must be replaced.
- Discontinue the use of face shields that are open above the eyes (no foam piece across the forehead).
- Face shields are to be used for one shift (one day) and then discarded at the end of the shift. They are not to be stored and saved for use another day. This is because the foam and elastic pieces cannot be fully disinfected.
- Please find information on Continuous Eye Protection <https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Safety%20Bulletins/13-Safety-Bulletin-FINAL.pdf>
- Link to the Covid-19 PPE Procedures: Eye Protection <https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Personal%20Protective%20Equipment/Recommendations/SHA%20Eye%20Protection%20procedure%20-%202020Jan2021.pdf>

Break rooms/Eating area/Fridges/Food

- No information posted that informs staff of the process to be followed during break including signage around max number allowed in the room.
- No identified location for staff to place their eye protection during breaks. Eye protection should not be placed on the dining table as it is potentially contaminated despite cleaning and disinfecting. Consider hooks on a wall near the table where they can be cleaned and hung to dry.
- No wipes to clean surfaces or eye protection when removed for breaks.
- Open food and shared food noted on break room table and in fridges (bowls of apples, bags of bread on the table, condiments in fridges)
- Kitchen:
 - Staff and inmates working without eye protection, working in close physical proximity
 - Kitchen are eating together and are not physically distanced (2 per table approx. 3ft apart, at 5 tables that are approx. 2 feet apart)
 - Tables are cluttered with lots of papers, vinyl gloves, random boxes

Recommendations:

- Implement process for using break rooms.
 - Determine how many people can use the room at the same time based on ability to maintain 6ft (2 meter) distancing. Post signage so that staff know how many are allowed in at a time.
 - Provide: table and chair that can be cleaned and disinfected, garbage close to table to allow for mask and wipes to be discarded, cleaning/disinfecting wipes, gloves, new masks, alcohol based hand rub, location for storing the eye protection during the meal.
 - Establish and post process for breaks. Example:
 1. Perform hand hygiene



2. Put on gloves. Using disinfectant wipe, wipe the table, chair arms. Discard wipe in garbage.
3. Take a 2nd wipe. Clean the location where the eye protection will be stored for the break (cannot be on the dining table). Remove eye protection. Clean and disinfect (inside surface, straps/arms, then the front of the eye protection last). Place in clean location away from dining area.
4. Remove gloves. Clean hands.
5. Obtain a clean mask, set on clean dining table (or on a clean napkin). Remove mask, place immediately into garbage. Clean hands.
6. New mask should be worn as soon as finished eating or drinking.
<https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/facility-signage/Documents/Cafeteria-New-Mask-Poster.pdf>
7. Clear table. Put on gloves. Using disinfectant wipe, wipe the table, chair arms. Discard wipe in garbage.
8. Replace eye protection before returning to work.

Links to posters that may be helpful:

- <https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/facility-signage/Documents/CV-19-Break%20Room%20Requirements%20Poster.pdf>
- <https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/facility-signage/Documents/CV-19-Break%20Room%20Requirements%20Poster%20With%20Room%20Occupancy.pdf>
- No open food (including fresh fruit and bread). Must be packaged as single serving or removed.
- Remove the shared food including condiments that are in the fridges. Any condiments/salad dressings/margarine – staff can bring their own to work each day but must take it all home with them at the end of the day.
- Kitchen staff:
 - All kitchen staff should be wearing eye protection along with the medical grade masks.
 - During breaks they must be physically distanced – only one person at each table and they must be physically distanced from the person at the next table. Suggest measuring and marking out which spots staff can sit at.
 - Establish and post process for breaks (see example above). Provide the necessary supplies (not on the individual tables but nearby) including a place to store their eye protection while they eat.
 - Clear the dining tables. The tables should be empty during breaks to prevent contamination (masks are off during the break, spills could occur...)

Work stations/Staff bathrooms

- No posted process for cleaning at beginning and end of each shift
- Staff are to clean the staff bathrooms themselves - no clear indication of who cleaned it, how often to clean it, when last cleaned

Recommendations:

- Establish expectation and post signage reminding staff to clean their work stations at the beginning and end of every shift.
- Establish a schedule for how often the staff bathrooms are to be cleaned. Post the process for cleaning the bathroom including: PPE to wear, chemicals to use, clean from 'clean to dirty' (example: light switch, door handles, sink taps, soap dispenser, toilet tank top, toilet handle, toilet seat, toilet bowl).
- Post a cleaning log and require staff to sign off when the cleaning is completed.

PPE Doffing

- Overflowing garbage cans at 1030am
- No signage to prompt staff in the correct PPE removal process (this is needed to avoid self-contamination while removing dirty/contaminated PPE)
- No alcohol based hand rub for cleaning hands during and after removal

Recommendations:

- Empty the garbage as soon as they are full. Staff who are attempting to use over-filled garbage may contaminate themselves when either the PPE falls out or by 'pushing' the PPE down into the bin to make more room.
- Post signage on the steps for safe removal of PPE at the location where PPE is to be doffed. Ensure staff are trained in how to safely remove PPE so that they are not inadvertently contaminating themselves or the environment.
<https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Personal%20Protective%20Equipment/Posters/if-hp-ipc-doffing-ppe-poster.pdf>
- <https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Personal%20Protective%20Equipment/Posters/if-hp-ipc-donning-ppe-poster.pdf>
- Place alcohol based hand rub at the PPE doffing station as staff will need to clean hands in between the steps of removing their gowns and gloves and again once all of the PPE is off.

Cleaning

- Ready to use wipes are available at the guards desks.
- Cleaning teams were using garden style pressurized sprayer to apply disinfectant.
- Ready to use wipes were not available in break rooms.

Recommendations:

- Cleaning must be done before applying disinfectant. Cleaning is the physical removal of organic material – if it is not done before disinfecting, the disinfectant is rendered ineffective as it cannot penetrate the soiled surface. Ensure that staff are cleaning surfaces using a cloth and cleaning product, before applying disinfectant (this is a 2 step process).
- Ensure that staff have access to the ready to use wipes in their break rooms.

Masks

- Some staff were seen wearing multiple masks.
- N95 masks with vents were noted (currently being replaced).

Recommendations:

- Wearing multiple masks at one time is not recommended. Additional information:
<https://www.saskhealthauthority.ca/news/service-alerts-emergency-events/covid-19/PPE-infection-prevention-control/Documents/Safety%20Bulletins/11-Safety-Bulletin-FINAL.pdf>
- Ensure staff are fit tested for the N95 masks on hand.
- Staff are to be encouraged to change their masks at every break and at any time that they become wet, soiled or difficult to breathe through. Masks should never be saved and re-used.

Summary provided by Carla Danielson RN
Public Health Nurse
Communicable Disease Control
Saskatchewan Health Authority
April 20, 2021