



Justice

Community Safety Division
8th Floor – 405 Broadway, Winnipeg, Manitoba, R3C 3L6
T 204 945-7291 F 204 945-5537
<http://www.gov.mb.ca/justice.ca>

June 14, 2021

Dear X

Re: Your Access Request under the Freedom of Information and Protection of Privacy

Act – Our Files: # 2021-211 and 212

On May 13, 2021, Manitoba Justice received your applications for access under *the Freedom of Information and Protection of Privacy Act* (FIPPA) for the following:

FIPPA # 2021-211: "Health, Cleaning, Distancing, and Contacts: Related to COVID-19 pandemic prevention and management, I am requesting all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issued to and measures adopted by your probation offices to restrict community contact for those currently on probation or other forms of community release related to COVID-19 pandemic prevention and management. From October 1 to December 20, 2020. "

FIPPA # 2021-212: "Information Distributed: I am requesting all documents and electronic materials distributed to people on probation and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in probation offices. From October 1 to December 20, 2020."

One of the purposes of FIPPA is to allow any person a right of access to records in custody or under the control of a public body, subject to limited and specific exceptions, which are set out in the Act.

Please be advised that partial access is granted to the information provided. Records responsive to your request are enclosed. Under Part 2, Access to Information, of *FIPPA*, the department cannot provide you with all the information in the attached responsive records. As required by subsections 7(1) and 7(2) of FIPPA, the department severed information excepted from disclosure and provided you with as much information as possible.

Section 7 of FIPPA states:

Right of access

7(1) Subject to this Act, an applicant has a right of access to any record in the custody or under the control of a public body, including a record containing personal information about the applicant.

Severing information

7(2) The right of access to a record does not extend to information that is excepted from disclosure under Division 3 or 4 of this Part, but if that information can reasonably be severed from the record, an applicant has a right of access to the remainder of the record.

The following exception to disclosure applies to various parts of the withheld records:

Disclosure harmful to a third party's privacy

17(1) The head of a public body shall refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's privacy.

Disclosures deemed to be an unreasonable invasion of privacy

17(2) A disclosure of personal information about a third party is deemed to be an unreasonable invasion of the third party's privacy if

- (e) the personal information relates to the third party's employment, occupational or educational history;*

Section 17 is a mandatory exception to disclosure under FIPPA concerning the protection of an individual's personal information. Accordingly, access to this part of the records is refused.

Advice to a public body

23(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to reveal:

- (a) advice, opinions, proposals, recommendations, analyses or policy options developed by or for the public body or a minister;*

Section 23 is a discretionary exemption to disclosure. The application of this section is necessary to maintain and encourage candor when advice, opinions, analytical alternatives, and recommendations in the context of a deliberative or decision-making process involving the public body or a minister.

Disclosure harmful to law enforcement or legal proceedings

25(1) The head of a public body may refuse to disclose information to an applicant if disclosure could reasonably be expected to

- (a) harm a law enforcement matter;*
- (h) facilitate the escape from custody of an individual who is lawfully detained;*
- (k) interfere with the proper custody or supervision of an individual who is lawfully detained;*

Section 25 is a discretionary exception to disclosure. This section provides that the public body has the discretion to refuse to disclose information that could reasonably be expected to harm law enforcement activities and other specified functions of a public body in carrying out law enforcement or legal proceedings.

With respect to the discretionary exception, we have considered whether we should exercise our discretion in favor of disclosure and concluded it would not be appropriate to do so.

Subsection 59(1) of FIPPA provides that you may complain about our decision respecting your request for access to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to the Manitoba Ombudsman at 750-500 Portage Avenue, Winnipeg, Manitoba, R3C 3X1. Telephone (204)982-9130 or toll-free at 1-800-665-0531.

If you have any questions, please contact Mr. Rodrigo Thome, FIPPA Coordinator, at (204) 945-7806 or by mail at 1110-405 Broadway, Winnipeg, Manitoba R3C 3L6.

Yours truly,

Todd Clarke
Acting Associate Deputy Minister and
Access and Privacy Officer

c. R. Thome, FIPPA Access and Privacy Coordinator

COVID-19 Custody Release Planning (CRP) Protocol



CRP – ALL

- All inmates receive a Custody Release Plan (CRP), with a residence identified. All CRPs are completed in consultation with Probation/RRR (where applicable).
- All inmates have access to the *Health Links COVID-19 Fact Sheet* and have the numbers to call.
- All inmates are reminded of proper social distancing and told to call Shared Health if their conditions change.
- **Planning in advance is critical.** Shelters have limited space and have Intake processes—*phone in advance!*



COVID EFFECTED

- Inmates who are COVID-19 Positive or Presumptive are being followed up by Public Health (PH).
- Inmates who are symptomatic, have been in contact with someone COVID+, or are waiting for their first test-result are not being followed by Public Health.
- Contact the Medical Unit to determine if the inmate is being followed by Public Health (PH).



WHO TO CALL

- If the inmate being released **IS** followed by PH and part of the *Alternative Isolation Program*—phone **(204) 795-3093** between between 08:30 -16:30 hrs (7 days/week), to arrange transportation to the program.
- If the inmate being released **IS NOT** followed by PH and needs shelter, phone the *Emergency Shelter Isolation Intake Unit* - **204-306-7857** between 09:00 - 17:00 hrs (7 days/week) to arrange intake.



SHELTER

- If the inmate is being followed by PH and the location to be released is the *Alternative Isolation (Hotel Program)*, phone **(204) 795-3093** to inform them and confirm in advance. Consult with the Medical Unit, as they are in touch with PH. Public Health will arrange transportation during business hours for those enrolled in the program.
- If the inmate is being followed by PH and the location to be released is an Emergency Shelter, phone **204-306-7857** to advise the *Alternative Isolation Shelter Program* of the release, transport to 777 Sergeant Ave (business hours only). After hours - transport Inmate to 75 Martha Avenue.



TRANSPORTATION

- Custody will transport inmates who are COVID Positive/Presumptive, who have no means of getting to their self isolation residence within Winnipeg.
- If the location to be released is a private residence identified in the CRP and there is nobody who can provide safe transportation – we will transport them.
- If the inmate is released *after hours* and is being tracked by Public Health, and has no place to self isolate—transfer/escort the inmate to the Main Street Project (75 Martha Ave). If space is available they may be directed to 190 Disraeli until the next day.
- If no space is available at the shelter they may direct the individual to the hospital.
- Follow the PPE Guidelines for transporting inmates - outlined in the *Pandemic Operations Document – April 22nd*

Pandemic Operations – November 27, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - Wash your hands often with soap and water or alcohol-based hand sanitizer, wear your provided Medical grade procedural mask,
 - mask at all times,
 - sneeze and cough into your sleeve,
 - avoid touching your eyes, nose or mouth,
 - avoid contact with people who are sick,
 - keep your own workstation clean,
 - practice social distancing,
 - stay at home if you are sick.

Centre Declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and status changes to Critical/Red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.
- Headingley Correctional Centre, Women's Correctional Centre and Agassiz Youth Centre are currently in Critical/Red status on the Manitoba Pandemic Response System and as such may have additional restrictions in place in order to control the spread of COVID-19 at those facilities

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below). Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.
- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - **Sweep out the interior and remove garbage.**
 - **Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).**
 - **Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.**
 - **Let the spray sit for ten minutes then wipe down.**

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective Nov.12/20, staff led spiritual care services (e.g. worship services, Ceremonies etc.) and inmate programs will be suspended due to the provinces move to Critical Level RED on the pandemic Response System.
- As of November. 23, 2020 in our Youth Centre's teachers will be approved to teach in a group setting of 5 including the teacher. Teachers will work in their assigned building with the same cohorts from that unit. (Note; AYC suspended until cleared from level RED.

C. Recreation

- Recreation will be suspended until further notice. Outdoor fresh air areas can continue to operate.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended until further notice. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.

E. Professional Access/Services

- Contract Services; Doctors, Dental Services (emergency situations) and Psychiatrist can continue to attend the Centre and provide care to inmates.
- In Person visits by lawyers are suspended while Manitoba is in status Red/Critical on the Manitoba Pandemic Response System.
- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed. Continue providing this service.
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.
- Online and phone scheduling for COVID testing is available for staff.
- An appointment-based scheduling system for COVID-19 tests has been implemented. People can call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.

- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and staying home when sick.
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>.
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified

23(1)(a)

- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, as assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.
- When a centre has been advised that an **inmate** has tested positive, the following steps will take place:

23(1)(a)

VII. Staff Self Isolation

- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate.
- Correctional staff / Nurses are considered first responders for this purpose and therefore are not required to self-isolate if they have no symptoms in this situation.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- To be clear, staff must stay home when you have cold or flu symptoms. If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self-isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- Starting Thursday November 5, we will stop the temperature screening and most centres will withdraw staff who are conducting the screening. Staff will be expected to self-assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self-assessment questions clearly visible.
- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self-assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have?

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer’s behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

COVID POSITIVE INMATES

- An inmate that has tested positive and is in isolation can be cleared by medical using the following criteria:
 - For symptomatic cases:
 - at least 10 days have passed since onset of first symptom,
 - the case did not require hospitalization,
 - No fever and the inmate has improved clinically,
 - absence of cough is not required for those known to have chronic cough or for those who are experiencing reactive airways post infection.
 - For asymptomatic cases:
 - at least 10 days have passed since the specimen collection date of the confirmatory laboratory sample.
 - Anyone with persistent symptoms at day 10 (e.g. fever, increasing shortness of breath, fatigue), aside from a reactive airway cough, should have a prompt clinical assessment. Individuals who remain symptomatic at day 10 should also continue on active daily monitoring until symptoms have resolved for 24 hours.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.

23(1)(a)

- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation.
 - Exposure to multiple spaces or persons in the community.
 - PPE compliance during the escort.
 - Supervision during the escort.
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.
- Those centres in Red/Critical Status on the Manitoba Pandemic Response Plan will not allow any inmates to be transported for personal court appearances.

XII. Release Planning

- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- TPCC inmates staying overnight in Thompson are not required to isolate upon return to TPCC under the following conditions;
- The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.

- Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
- There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).

XIII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and 17(1), 17(2)(e) are available for consultation and referrals to assist with the release process.
- The release of Open Custody (OC) youth is permitted, subject to stable residence.
- The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

Release planning for COVID+ Inmate

- If you get an unexpected release of a symptomatic or COVID+ inmate/YP where release planning has not taken place in relation to the COVID-19 risk, there is a Medical Officer of Health on call, who can be reached at (204) 788-8666. This individual should only be called after consultation with and direction by the facility SMT or designate.

XIV. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining.
23(1)(a)

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.

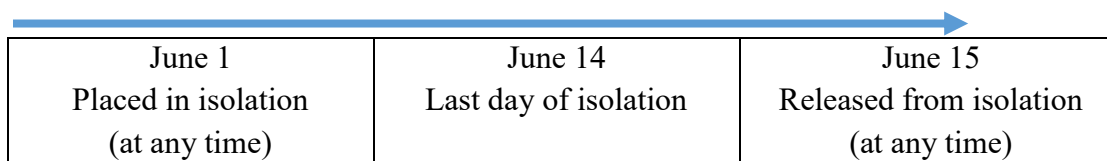
23(1)(a), 25(1)(a)(h)(k)

- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, and TPCC) will select transfers from the WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas.
- However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus cannot penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- A Medical grade procedural mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.

- Inmates that are identified as; COVID positive, symptomatic and a confirmed contact will be managed with the same PPE.

Note; Staff that are working in units confirmed contacts will be issued; Face shields, Medical grade procedural mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Medical grade procedural mask	Medical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)		√	
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Medical grade procedural mask	Eye Protection Protective eye wear (Prescription glasses not applicable)	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield medical grade Procedural mask gown	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	

Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- Reusable gowns/coveralls should not leave the custody centre and must be laundered on site. (Currently we receive level 1 examination cover gowns, there is no limit to the amount of washes. For our purpose in a correctional setting that is appropriate).

23(1)(a), 25(1)(a)(h)(k)

- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and Medical grade procedural mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.

23(1)(a), 25(1)(a)(h)(k)

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.

23(1)(a)

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A Medical grade procedural mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.

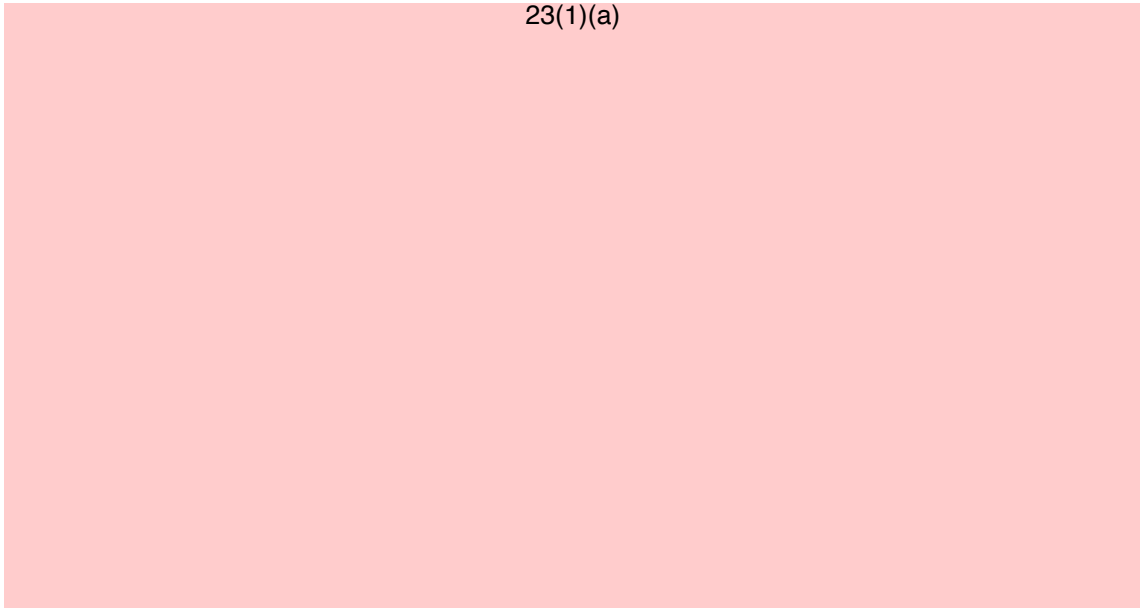
23(1)(a), 25(1)(a)(h)(k)

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures. Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.

23(1)(a)


BACKGROUNDER

Use of non-medical masks or face coverings in the Canadian transportation system

Background

COVID-19 is a global public health challenge that has changed the daily lives of people around the world, and ensuring the safety and security of Canadians remains the Government of Canada's top priority.

In response to the COVID-19 pandemic, the transportation industry in Canada has implemented a number of measures to provide greater physical distancing. This includes increased space between passengers and agents, limiting touch points (e.g., exchanges of cash or documentation, food and/or beverage services), and allowing passengers to remain in their vehicles on ferries.

Despite these measures, there are still points in a passenger's journey that prevent people from maintaining a physical distance of two metres, raising the potential for community spread of the virus. Some of these instances include physical screening at aviation security checkpoints, exchange of identity documents, and during the journey when passengers are given assistance (e.g., physical mobility assistance).

Non-medical mask or face covering

The Minister of Transport announced new measures requiring all air passengers to have a removable, non-medical mask or face covering to cover their mouth and nose during travel. Non-medical masks or face coverings should fit snugly but comfortably against the side of your face, be secured with ties or ear loops and cover your mouth and nose. It should be easy to put on and take off when necessary (e.g., identity verification check).

Wearing a non-medical mask or face covering over the mouth and nose can help reduce the inadvertent spread of COVID-19 through respiratory droplets spread by asymptomatic people. Wearing a non-medical mask or face covering has not been proven to protect the person wearing it; however, it is an important additional measure that all travellers can take to protect those around them, even if they have no symptoms. Passengers can meet these requirements by following the [information that Public Health Agency of Canada](#) has published on how to wear, and if necessary make at home, a non-medical mask or face covering.

It may not be possible for everyone to wear a face covering at all times during their travels, but travellers are strongly encouraged to do so whenever possible, and required to do so in the

aviation environment, where operating constraints make it more challenging for physical distancing from others.

Children under two years of age and those with underlying medical conditions may not be able to wear a non-medical mask or face covering, and there are times when travellers will need to show their face for safety or security reasons such as during identity verification check before boarding a plane, or at Canada customs when entering the country.

Wearing a non-medical mask or face covering does not replace or diminish the need to continue with other public health measures, such as maintaining physical distancing where possible, and rigorous hand hygiene practices to help reduce everyone's exposure to the virus.

Transportation setting

A non-medical mask or face covering can be particularly useful when physical distancing is not possible in various transportation settings.

Due to their very different operational settings and environments, the times during which a traveller is called on to cover their mouth and nose with a non-medical mask or face covering will be different depending on the mode of transport.

Aviation

When travelling by air, travellers are encouraged to wear non-medical masks or face coverings whenever possible, but at a **minimum are required to cover their mouth and nose:**

- at **Canadian airport screening checkpoints**, where the screeners cannot always keep two metres of separation between themselves and the passenger;
- **during flight when they cannot physically distance from others**, or as directed by the airline employees; and
- **when directed to do so by a public health order or public health official.**

Passengers on all flights departing or arriving at Canadian airports will also be required to demonstrate they have the necessary non-medical mask or face covering during the boarding process otherwise they could be denied entry into the sterile area of the airport or denied boarding onto the aircraft.

Airlines are responsible for notifying passengers when purchasing their ticket at the counter or online, of the requirement to have non-medical masks or face coverings during the voyage, when physical distancing is not possible, to avoid putting the safety of others at risk. It is the passenger's responsibility to have the appropriate face covering.

Marine

Ferry and essential passenger vessel operators across Canada have taken steps to ensure physical distancing is maintained at all times. However, there could be situations where

physical distancing might not be fully possible (e.g., when passengers are not in their vehicles and moving about a vessel). In these instances, passengers could be required by operators to wear their non-medical mask or face covering over their mouth and nose. Passengers could also be denied boarding by operators who can act to maintain safety of their operations.

Transport Canada is issuing guidelines recommending that operators of ferries and essential passenger vessels, when feasible:

- Notify passengers when purchasing their ticket at the counter or online, of the requirement to have non-medical masks or face coverings during the voyage, when physical distancing is not possible, to avoid putting the safety of others at risk. It is the traveller's responsibility to have the appropriate non-medical mask or face covering.
- Provide public messaging to travellers about the need to have a non-medical mask or face covering to cover their mouth and nose, for use at times during their journey when they cannot maintain physical distance from others, and that passengers could be subject to denial of boarding should they fail to comply.

Rail

Passenger rail carriers such as VIA Rail have made arrangements on their trains to ensure physical distancing is maintained at all times. Building on these measures, Transport Canada is issuing guidance to ask passenger rail carriers to require travellers to wear a non-medical mask or face covering during their voyage when physical distancing cannot be maintained.

Transport Canada is issuing guidelines recommending that railway operators:

- Consider notifying passengers when purchasing their ticket at the counter or online, of the requirement to have non-medical masks or face coverings during the voyage, when physical distancing is not possible, to avoid putting the safety of others at risk.
- Verify prior to boarding, that passengers have a non-medical mask or face covering to cover their mouth and nose, for use at times during their journey when they cannot physically distance from others (e.g., when moving around other passengers or receiving service or assistance from railway company representatives).

Rail companies have the authority to make their own policies and implement them, in particular when it comes to safety of their operations, their employees and their passengers. They are authorized to deny boarding to ensure the safety of their operations.

Road

Motor carriers and bus operators have a number of measures in place to reduce the risk of transmission of COVID-19. This includes, for example, physical distancing through rear-boarding of the buses, and barriers to separate the driver and passengers.

Building on these measures, in collaboration with provinces and territories, Transport Canada is recommending a number of voluntary measures to further reduce the risk of transmission.

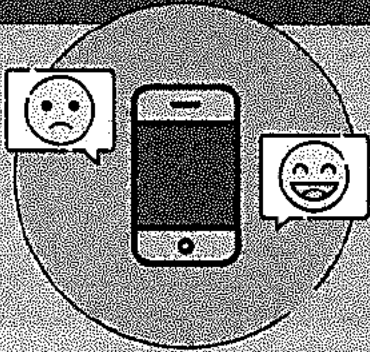
These voluntary measures apply to motor carriers and bus operators, and include that they::

- Consider notifying passengers when purchasing their pass/ticket at the counter or online that they should wear non-medical masks or face coverings for the entire duration of their travel, and to follow recommendations from Public Health officials (e.g. stay home, physical distancing, hand-washing);
- Remind passengers that they should consider wearing non-medical masks or face coverings to avoid putting the safety of others at risk.
- Where operationally feasible and appropriate, confirm with passengers prior to boarding that they are aware that wearing a non-medical mask or face covering can reduce the spread of infectious respiratory droplets.

If operationally feasible and appropriate, some motor carriers and transit operators may consider denying boarding to passengers who refuse to wear face coverings without a valid justification.



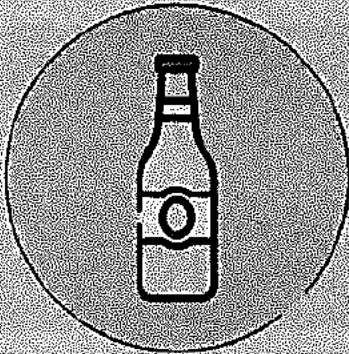
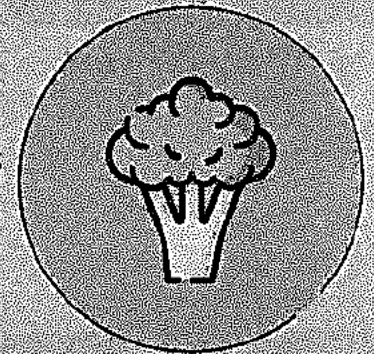
Coping with stress during the 2019-nCoV outbreak



It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

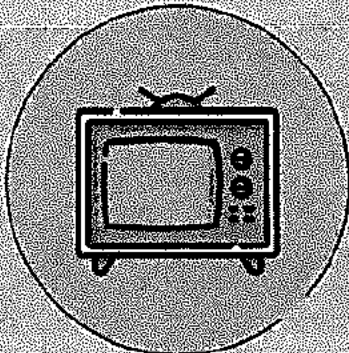
If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

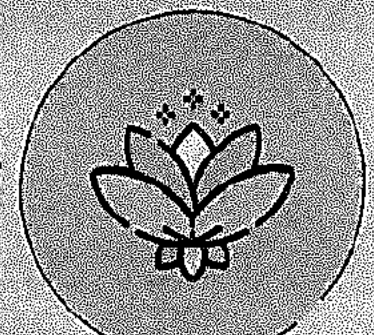
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



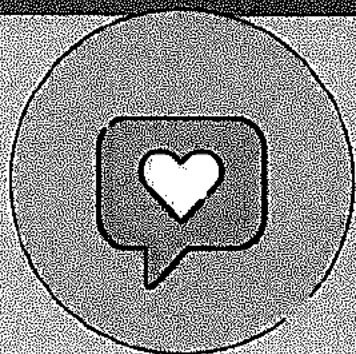
Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.





Helping children cope with stress during the 2019-nCoV outbreak



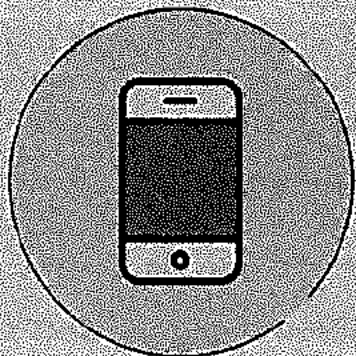
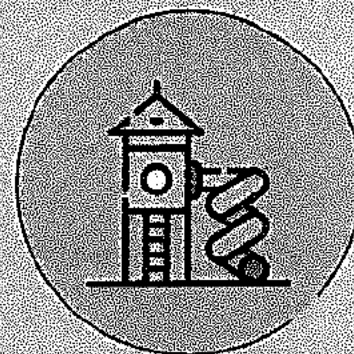
Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

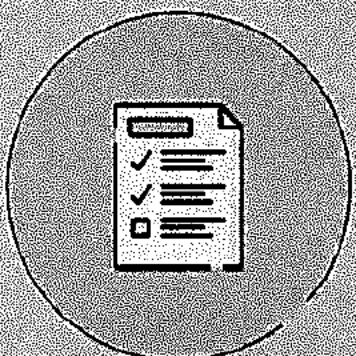
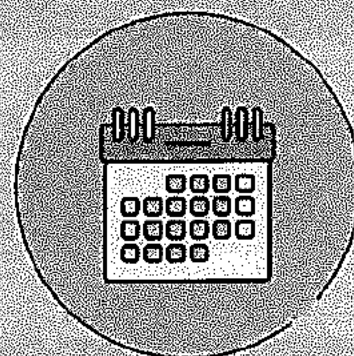
Remember to listen to your children, speak kindly and reassure them.

If possible, make opportunities for the child to play and relax.



Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.



Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).



COVID-19

NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from travel outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us stop the spread.

SOCIAL DISTANCING 6FT
 12"x12", 10"x10", 6"x6" Custom Size
 Standard Colors or custom



THE DRAWING IS PROPERTY OF
 CONNELLY SIGNS & SERVICE LTD.
 AND IS PREPARED FOR YOUR USE ONLY.
 IT IS NOT TO BE REPRODUCED OR ANY
 PORTION OF THIS DRAWING WITHOUT
 THE WRITTEN PERMISSION OF
 CONNELLY SIGNS & SERVICE LTD. WILL
 RESULT IN CHARGES TO THE CUSTOMER
 TO RECOVER NETWORK & DESIGN COSTS.

CUSTOMER APPROVAL
 Approved as shown
 Approved with noted changes

DATE 00/00/2019
DESIGNER: A. WROLSTAD

SIGN ANYWHERE ON DRAWING TO APPROVE

PROJECT TITLE/LOCATION
 SOCIAL DISTANCING
 CUSTOMER
 SOCIAL DISTANCING

SCALE 1:30
REVISIONS
 RVO

SHEET NUMBER A1.0
QT/50 NUMBER 000000

CONNELLY SIGNS & SERVICE LTD.
 300 IRL CRESCENT • LOCKPORT, MB • R1A 3R9
 PHONE 204-543-6646 FAX 204-543-4782
 www.connellysigns.com • sales@connellysigns.com

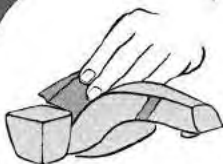
Note: These signs are designed and quoted based on 120 Volt unless otherwise stated. Alternate power requirements may change the price and/or design of your order.

HAND HYGIENE

USING SOAP AND WATER

Use in all situations where soap and water are available

- Rinse hands with warm running water, add soap to palms and rub hands together to create lather
- Thoroughly cover all the surfaces of your hands and fingers (including nails) for 15 to 20 seconds
- Rinse under warm running water
- Dry hands thoroughly with single-use towel or hand dryer
- Turn off the tap with a clean paper towel

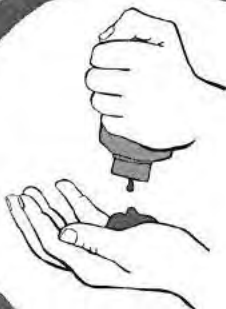


USING AN ALCOHOL-BASED HAND RUB

Use when soap and water are NOT available, except if hands are visibly soiled

- Take a small amount of alcohol-based hand rub (about the size of a nickel)
- Rub it on your fingertips, both sides of your hands and between your fingers
- Continue to rub until your hands are dry
- There is no need to rinse or dry

Warning: The product is flammable when wet so ensure your hands are dry before performing another task.



HELP
PREVENT
THE SPREAD OF
INFECTION

COUGH ETIQUETTE

COVER YOUR COUGH



- Cover your mouth and nose with a tissue when you cough or sneeze

OR



- Cover your mouth and nose using your upper sleeve, not your hands, when you cough or sneeze

- Put the used tissue in a waste basket

- Wash your hands with soap and water

OR



- Clean them with an alcohol-based hand rub if soap and water are not available

If you're visiting a hospital or personal care home when you have a cough or cold, you may be asked to put on a surgical mask to protect others from infection.



HELP
PREVENT
THE SPREAD OF
INFECTION

COVID-19 IS HERE, MANITOBA

It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your loved ones and PROTECT your community

SOCIAL DISTANCING (also called Physical Distancing) is the best way to reduce the spread of viruses like COVID-19 during an outbreak. It means changes to our day-to-day lives to minimize close contact with others, whether we know them or not. With patience and cooperation, we can do this, and we need to do it NOW.

DO THIS:



Keep at least 2 arms lengths away

We still need to go out in public for things like essential appointments and shopping. Where possible, spending time outside and utilizing green spaces is also important. In all situations, keep at least **2 metres or 6 feet** from others as much as possible. This only applies if you don't feel sick. If you feel sick, you must stay home.



Stay home as much as possible

Things you can do at home like reading, watching TV, playing games, sitting on your deck, spring cleaning, yard work, and cooking are all good! **Staying home whenever possible makes us all safer right now.**



Shop wisely

There are things we need like groceries, fuel and the like. Where possible, use online shopping and home delivery. Please remember that panic buying is not needed. **Finally remember that if you feel sick, do not go out – you must stay home.**



Use technology to keep in touch

We all need to keep in touch with our friends and loved ones, especially when keeping physical distance. Phone calls, texting, and video chats are all great options.



ALSO REMEMBER:

- Wash your hands for at least 20 seconds and avoid touching your face
- Cough or sneeze into the bend of your arm
- Disinfect frequently-used surfaces often

DON'T DO THIS:



Non-essential gatherings

We all need to avoid things like parties, weddings, birthdays, play-dates, sleepovers for kids and other non-essential visitors to our homes. Also, avoid all non-essential travel.



Physical greetings

Handshakes and hugs are out. We need to get good at non-physical greetings like waving or nodding. Limiting unnecessary touching makes us all safer right now.



Touching surfaces people touch often

Walking or exercising outside is good, but keep your distance from others and avoid things like hand rails, public play structures and public phones whenever possible.



Contact with people at higher risk

We all have a responsibility to protect those in our community who are most at risk from COVID-19, which includes the elderly and those with other health conditions. We can use non-physical ways to stay in touch, and where possible we can help these people with getting groceries and other essential errands.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

COVID-19 EST ICI, AU MANITOBA

Nous devons tous être responsables
et garder nos distances sociales, **MAINTENANT.**

PROTÉGEZ-vous, PROTÉGEZ vos proches, PROTÉGEZ notre communauté.

LA DISTANCE SOCIALE (également appelée distance physique) est la meilleure façon de ralentir la propagation de virus comme la COVID-19 lors d'une épidémie. Cela signifie des changements dans notre vie de tous les jours pour minimiser les contacts avec les autres, que nous les connaissons ou non. Avec de la patience et de la coopération, nous pouvons le faire et nous devons le faire **MAINTENANT.**

À FAIRE :



Gardez au moins 2 longueurs de bras de distance

Nous devons encore sortir en public pour des choses comme les rendez-vous essentiels et les achats de première nécessité. Dans la mesure du possible, passer du temps à l'extérieur et utiliser les espaces verts est également important. Dans toutes les situations, gardez **au moins 2 mètres ou 6 pieds de distance** avec les autres autant que possible. Cela ne s'applique que si vous ne vous sentez pas malade. **Si vous vous sentez malade, vous devez rester à la maison.**



Restez à la maison autant que possible

Les choses que vous pouvez faire à la maison comme lire, regarder la télévision, jouer à des jeux, s'asseoir sur votre terrasse, faire le ménage de printemps, le jardin et cuisiner sont toutes bonnes! **Restez à la maison autant que possible contribue à la sécurité de tous et de toutes en ce moment.**



Achetez judicieusement

Il y a des choses dont nous avons besoin comme l'épicerie, le carburant, etc. Dans la mesure du possible, utilisez les achats en ligne et la livraison à domicile. N'oubliez pas que l'achat de panique n'est pas nécessaire. **Enfin, rappelez-vous que si vous vous sentez malade, vous devez rester à la maison.**



Utilisez la technologie pour rester en contact

Nous devons rester en contact avec nos amis et nos proches, surtout lorsque nous gardons une distance physique. Les appels téléphoniques, les textes et les appels vidéo sont d'excellentes options.



RAPPELLEZ-VOUS :

- Lavez-vous les mains pendant au moins 20 secondes et évitez de toucher votre visage
- Toussez ou éternuez dans le pli de votre bras
- Désinfectez souvent les surfaces qui sont utilisées fréquemment

À NE PAS FAIRE :



Rassemblements non essentiels

Nous devons tous éviter les rassemblements comme les fêtes, les mariages, les anniversaires, les rencontres, les soirées pyjama pour les enfants et autres visiteurs non essentiels dans nos maisons. Évitez également tout voyage non essentiel.



Salutations physiques

Nous devons éviter les poignées de main et les étreintes. Nous devons privilégier les salutations non physiques comme faire un signe de la main ou hocher la tête. Limiter les contacts inutiles contribue à la sécurité de tous et de toutes en ce moment.



Toucher les surfaces que les gens touchent souvent

Marcher ou faire de l'exercice à l'extérieur est une bonne chose, mais gardez vos distances avec les autres et évitez autant que possible les rampes, les structures de jeux publiques et les téléphones publics.



Contact avec des personnes à plus haut risque de COVID-19

Nous avons tous la responsabilité de protéger les membres de notre communauté les plus exposés à la COVID-19, notamment les personnes âgées et celles souffrant d'autres problèmes de santé. Nous pouvons utiliser des moyens non physiques pour rester en contact et, dans la mesure du possible, nous pouvons aider ces personnes à faire l'épicerie et d'autres achats essentiels.

Pour plus d'information, visitez : covid19manitoba.ca

RESTEZ EN SÉCURITÉ, RESTEZ FORT.
NOUS TRAVERSONS CELA ENSEMBLE, AU MANITOBA.

Manitoba 

COVID-19 IS HERE, MANITOBA

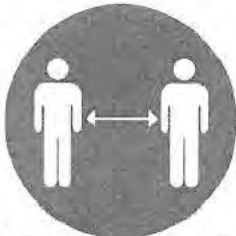
It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

COPY ROOMS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anybody else wanting to use the copier should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering around the copy (MFP) area to visit for a long period of time.



REMEMBER:

- Wash your hands or use hand sanitizer before and after using the copier and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: [covid19manitoba.ca](https://www.covid19manitoba.ca)



STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba



COVID-19 IS HERE, MANITOBA

It only takes one person to infect many.

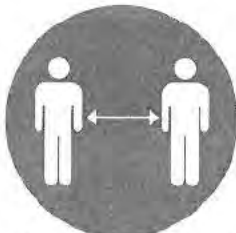
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

FILE ROOMS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anyone else wanting to use the file room should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering in the file room to visit.



REMEMBER:

- Wash your hands or use hand sanitizer before & after using the file rooms and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: [covid19manitoba.ca](https://www.covid19manitoba.ca)

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

COVID-19 IS HERE, MANITOBA

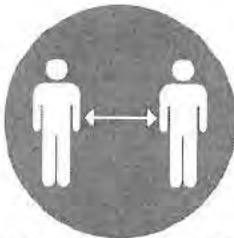
It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

KITCHEN AREAS

To support social distancing measures

Please ensure only ___ person(s) in this room at all times



2 metres or 6 feet from others

DO THIS:

Allow only the designated # of people noted above in this area at a time. Anyone else wanting to use the kitchen should wait their turn by keeping at least 2 arms length away from the other person.



DON'T DO THIS:

Physical Gatherings:

Avoid gathering in the kitchen to visit.



REMEMBER:

- Wash your hands or use hand sanitizer before & after using the kitchen and avoid touching your face at all times.
- Cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces.

FOR MORE INFO VISIT: [covid19manitoba.ca](https://www.covid19manitoba.ca)

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

COVID-19 IS HERE, MANITOBA

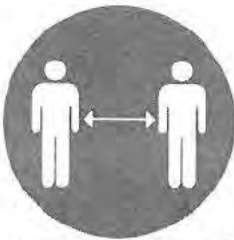
It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your co-workers

BOARDROOMS

To support social distancing measures

Please ensure only ___ people in this room at all times



2 metres or 6 feet from others

DO THIS:

While sitting around a boardroom table, keep at least 2 arms length away from the person next to you. Remove, stack up, or put tape across the chairs that cannot be used based on the number of people allowed in the boardroom.



DON'T DO THIS:

Physical greetings:

Handshakes and hugs are out. We need to practice non-physical greetings such as verbally communicating, waving or nodding. Limiting unnecessary touching makes us all safer right now.



REMEMBER:

- Wash your hands for at least 20 seconds before and after your meeting and avoid touching your face at all times.
- During your meeting, cough or sneeze into the bend of your arm.
- Always disinfect frequently-used surfaces in the boardroom.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

**Face Masks Must Be Worn
When you are in the Office**



**Face Masks Must be Worn
for
Group Programs and Staff Training**





COVID-19

NOVEL CORONAVIRUS

AUGUST 2020



Are you sick?

Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



Have you travelled in the past 14 days?

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

manitoba.ca/covid19

Manitoba 

COVID-19

NOVEL CORONAVIRUS

Service Practice Tips:

Staff Providing Direct Services to the Public in an Office Setting

The risk of contracting COVID-19 in Manitoba is still low, according to provincial public health experts. The provincial website at www.manitoba.ca/covid19 will continue to have the most up to date information, so please check this site regularly.

The health and safety of public servants is a priority for the Manitoba government. Front-line staff are experienced in implementing health precautions in response to infectious diseases, and will continue to provide essential services while using up-to-date advice from the Chief Provincial Public Health Officer regarding social distancing, handwashing, etc.

The following tips can assist staff to stay healthy and reduce the spread of COVID-19:

Meetings, Appointments and Case Conferences

- Consider whether scheduled case conferences or meetings can be done via teleconference, Skype etc.
- If an in-person meeting is necessary, please use all precautions advised by public health officials, including social distancing, cleansing of spaces, hand washing, etc.

Office Signage and Messaging

- Appropriate signage instructing people who are feeling ill or may have been exposed to or have COVID-19 to not enter should be visible in all entrances to buildings, homes, facilities and centres.
- Ensure appropriate signage with instructions on hand hygiene and cough etiquette is visible throughout buildings, facilities and centres.

Reducing the Spread of Germs

- Ensure that hand sanitizer, kleenex and waste receptacles are available for the public in all office environments and encourage their use.
- Clean your hands often, including if you think you have contaminated them and when they are visibly soiled, with soap and water or hand sanitizer.
- Monitor hand washing and cleaning supplies to ensure all sinks in washrooms and kitchens are well-stocked with soap and single-use towels.
- Avoid touching your eyes, nose or mouth.

- Use a tissue to cover your mouth and nose while coughing and sneezing, or cover your nose and mouth against your sleeve or shoulder. Throw used tissues in a waste basket right away.
- After coughing or sneezing, always clean your hands with soap and water or a hand sanitizer.

Social Distancing

- Increase the distance between desks, workstations, and chairs in waiting rooms, as well as between individuals (e.g., clients, participants and the public), ideally by 2 metres/6 feet unless there is a physical barrier (e.g., cubicle, Plexiglas window).
- Minimize the number of people in waiting rooms. Maintain separation between each person (2 metres). If possible, minimize prolonged close contact with other individuals. Avoid greetings that involve touching, including handshakes and hugs.
- Non-essential appointments should be rescheduled. Appointments should be conducted by telephone, video conferencing, or other available options.

Cleaning office spaces and objects

- Clean and disinfect high-touch surfaces often in all waiting rooms/seating areas, washrooms and kitchens, and on chairs and tables, doorknobs, countertops, electronics, desks and desktops, phones, computers (including keyboards and mouse), elevator buttons, lunch tables, etc.
- Clean and disinfect all surfaces, especially those that are horizontal and frequently touched, at least twice daily and whenever soiled.
- Clean using household or disinfectant cleaning products. If these are not readily available, hard surfaces can be disinfected with a mixture of one-part bleach (5% sodium hypochlorite) and nine parts water, and ensure the diluted solution is in contact with the surface for one minute to disinfect.
- Remove any frequently handled items that are unnecessary (magazines, books, pamphlets, etc.).
- Minimize sharing of common objects. Clean and disinfect common objects (that can tolerate disinfection) before sharing with others. Discard items that cannot be appropriately cleaned and disinfected. Discard single-use disposable items into a no-touch waste receptacle after use.

Any person concerned about their exposure to or risk of having COVID-19 should take the online self-assessment at www.manitoba.ca/covid19 and then call Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 before arriving at a testing site.

COVID-19

NOVEL CORONAVIRUS

What happens if there is a COVID-19 laboratory diagnosis in my workplace?

- A public health investigation is automatically triggered when someone receives a laboratory-confirmed positive COVID-19 test result.
- Anyone diagnosed with COVID-19 is advised to self-isolate at home for 14 days from when their symptoms started. Individuals who require medical care are treated in hospital.
- Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases. Anyone at risk of contracting the virus from a colleague will be notified by Public Health.

How will I be protected in the workplace?

- Workplaces should ensure that all surfaces and commonly touched objects are cleaned and then disinfected at least twice daily, or as needed (i.e., if surfaces/objects are visibly dirty).
- Your workplace should also have an infection prevention and control plan. Measures in the plan can help reduce the spread of communicable diseases, such as COVID-19.
- Workplaces should ensure employees know they must stay home if they are sick. Workplaces are asked to suspend the requirement for medical (sick) notes at this time, to reduce the burden on the health care system and exposure to ill individuals.
- For more information on steps workplaces should be taking, visit www.gov.mb.ca/covid19/infomanitobans/workplaces.html.

How can I reduce my risk of infection from COVID-19?

- Good hand hygiene provides significant protection from viral respiratory illnesses, such as COVID-19.
- Wash your hands regularly with soap and warm water for at least 15 seconds.
- Make sure to dry your hands thoroughly.
- You can also use an alcohol-based hand cleanser if your hands are not visibly dirty.

It is especially important to clean your hands:

- after coughing or sneezing
- when caring for a sick person
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve.

Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

Social distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 10 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Disinfect frequently used surfaces in your workspace.
- Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19.

COVID-19

NOVEL CORONAVIRUS

Service Practice Tips:

Staff Providing Direct Services to the Public in an Office Setting

The risk of contracting COVID-19 in Manitoba is still low, according to provincial public health experts. The provincial website at www.manitoba.ca/covid19 will continue to have the most up to date information, so please check this site regularly.

The health and safety of public servants is a priority for the Manitoba government. Front-line staff are experienced in implementing health precautions in response to infectious diseases, and will continue to provide essential services while using up-to-date advice from the Chief Provincial Public Health Officer regarding social distancing, handwashing, etc.

The following tips can assist staff to stay healthy and reduce the spread of COVID-19:

Meetings, Appointments and Case Conferences

- Consider whether scheduled case conferences or meetings can be done via teleconference, Skype etc.
- If an in-person meeting is necessary, please use all precautions advised by public health officials, including social distancing, cleansing of spaces, hand washing, etc.

Office Signage and Messaging

- Appropriate signage instructing people who are feeling ill or may have been exposed to or have COVID-19 to not enter should be visible in all entrances to buildings, homes, facilities and centres.
- Ensure appropriate signage with instructions on hand hygiene and cough etiquette is visible throughout buildings, facilities and centres.

Reducing the Spread of Germs

- Ensure that hand sanitizer, kleenex and waste receptacles are available for the public in all office environments and encourage their use.
- Clean your hands often, including if you think you have contaminated them and when they are visibly soiled, with soap and water or hand sanitizer.
- Monitor hand washing and cleaning supplies to ensure all sinks in washrooms and kitchens are well-stocked with soap and single-use towels.
- Avoid touching your eyes, nose or mouth.

- Use a tissue to cover your mouth and nose while coughing and sneezing, or cover your nose and mouth against your sleeve or shoulder. Throw used tissues in a waste basket right away.
- After coughing or sneezing, always clean your hands with soap and water or a hand sanitizer.

Social Distancing

- Increase the distance between desks, workstations, and chairs in waiting rooms, as well as between individuals (e.g., clients, participants and the public), ideally by 2 metres/6 feet unless there is a physical barrier (e.g., cubicle, Plexiglas window).
- Minimize the number of people in waiting rooms. Maintain separation between each person (2 metres). If possible, minimize prolonged close contact with other individuals. Avoid greetings that involve touching, including handshakes and hugs.
- Non-essential appointments should be rescheduled. Appointments should be conducted by telephone, video conferencing, or other available options.

Cleaning office spaces and objects

- Clean and disinfect high-touch surfaces often in all waiting rooms/seating areas, washrooms and kitchens, and on chairs and tables, doorknobs, countertops, electronics, desks and desktops, phones, computers (including keyboards and mouse), elevator buttons, lunch tables, etc.
- Clean and disinfect all surfaces, especially those that are horizontal and frequently touched, at least twice daily and whenever soiled.
- Clean using household or disinfectant cleaning products. If these are not readily available, hard surfaces can be disinfected with a mixture of one-part bleach (5% sodium hypochlorite) and nine parts water, and ensure the diluted solution is in contact with the surface for one minute to disinfect.
- Remove any frequently handled items that are unnecessary (magazines, books, pamphlets, etc.).
- Minimize sharing of common objects. Clean and disinfect common objects (that can tolerate disinfection) before sharing with others. Discard items that cannot be appropriately cleaned and disinfected. Discard single-use disposable items into a no-touch waste receptacle after use.

Any person concerned about their exposure to or risk of having COVID-19 should take the online self-assessment at www.manitoba.ca/covid19 and then call Health Links-Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 before arriving at a testing site.

COVID-19

NOVEL CORONAVIRUS

What happens if there is a COVID-19 laboratory diagnosis in my workplace?

- A public health investigation is automatically triggered when someone receives a laboratory-confirmed positive COVID-19 test result.
- Anyone diagnosed with COVID-19 is advised to self-isolate at home for 14 days from when their symptoms started. Individuals who require medical care are treated in hospital.
- Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases. Anyone at risk of contracting the virus from a colleague will be notified by Public Health.

How will I be protected in the workplace?

- Workplaces should ensure that all surfaces and commonly touched objects are cleaned and then disinfected at least twice daily, or as needed (i.e., if surfaces/objects are visibly dirty).
- Your workplace should also have an infection prevention and control plan. Measures in the plan can help reduce the spread of communicable diseases, such as COVID-19.
- Workplaces should ensure employees know they must stay home if they are sick. Workplaces are asked to suspend the requirement for medical (sick) notes at this time, to reduce the burden on the health care system and exposure to ill individuals.
- For more information on steps workplaces should be taking, visit www.gov.mb.ca/covid19/infomanitobans/workplaces.html.

How can I reduce my risk of infection from COVID-19?

- Good hand hygiene provides significant protection from viral respiratory illnesses, such as COVID-19.
- Wash your hands regularly with soap and warm water for at least 15 seconds.
- Make sure to dry your hands thoroughly.
- You can also use an alcohol-based hand cleanser if your hands are not visibly dirty.

It is especially important to clean your hands:

- after coughing or sneezing
- when caring for a sick person
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty

Cover your mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into your sleeve.

Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

Social distancing measures to reduce your risk of infection:

- Minimize prolonged (more than 10 minutes), close (less than two meters/ six feet) contact between your co-workers and other individuals in public.
- Where possible, meet with colleagues online or via telephone instead of in person.
- Avoid greetings that involve touching, such as handshakes.
- Avoid travel, crowded places and events, especially if you are at higher risk (e.g., seniors and those with underlying medical conditions).
- Disinfect frequently used surfaces in your workspace.
- Follow public health advice related to self-monitoring and self-isolation if you have been exposed to COVID-19 through travel or contact with someone infected with COVID-19.

SAFE WORK PROCEDURE
CLEANING OF NON-POROUS HARD SURFACES



Department: Accommodations Services	Written By: Operational Staff	Approved By: Divisional Safety and Risk Officer: Director of Operations:	Date Created: March 25, 2020	Date of Last Revision: N/A
--	---	---	--	--------------------------------------

Hazards Present:	Personal Protective Equipment Disposable gloves Eye Protection Safety Footwear – if applicable See SDS for any additional PPE	Additional Training Requirements: WHMIS 2015
-------------------------	--	--

Safe Work Procedure:

- Review applicable Job Hazard Analysis (JHA), Safe Work Procedures (SWP) and Safety Data Sheets (SDS).
- Inspect required PPE and put it on.
- Remove all debris or items that cannot make contact with cleaning solution.
- Follow manufacturers disinfecting recommendations for dilutions and use.
- Ensure product remains wet and in contact with surface as per manufacturers recommendations.
- Disinfect, wipe or spray all non-porous surface, and wipe clean.
- Change cloths or rags when moving room to room.
- Key touch points to focus on are: tables, arm rests, chairs (on hard surfaces only), desks, toilets, sinks, faucets, large appliance handles, small appliance handles and touch points, door knobs, light switches, push bars, railings, chains on window coverings, elevator buttons, telephones, and buzzers.
- Inspect work area
- Bag and dispose of all wipes, garbage and disposable gloves.
- Wash hands and wrists thoroughly with soap and water.

****Note:** This is for daily cleaning, not cleaning of a known contaminated area. Please refer to pertinent procedure should area have known contaminants.**

Guidance Documents/Standards/Applicable Legislation/MR217/06: <ul style="list-style-type: none"> • Workplace Safety and Health Act W210 • Occupational Safety, Health, and Risk Management Safety Policy Manual #204 • Canada Health Guidelines • Manitoba Health / Shared Health Guidelines • Manufacturers Recommendations • SDS 	<i>This Safe Work Procedure is to be used in conjunction with the completed Job Hazard Analysis.</i> <i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</i>	<u><i>This task may only be performed by trained personnel.</i></u> <u><i>If there is an emergency situation, or an equipment failure, stop the task and follow lock out procedure and notify supervisor</i></u>
---	--	---

COVID-19

Use of Cloth Face Masks*

**Cloth face masks are defined as non-medical masks. Canada's Chief Public Health Officer and Head of the Public Health Agency of Canada (PHAC) Dr. Theresa Tam has advised Canadians to "wear a face mask to help cut down the spread of the novel coronavirus when you are in situations where you can't always maintain proper physical distance from others".*

*Wearing a non-medical (cloth) mask does not replace physical distancing or hand washing but it can be another way to protect others around you, even if you have no symptoms. Strict hand cleaning (washing or sanitizer), social and physical distancing, and staying home when sick (or whenever possible) are the **best** ways to slow the spread of the virus.*

When to wear a cloth mask

- When staying two meters (six feet) away from others is not possible

When to remove your mask:

- For breaks
- Prior to – and during - eating a meal
- Remember to use social and physical distancing when not wearing a mask (stay 2 metres/6 feet from others)

When to change and/or wash your mask:

- At the end of your shift
- When it is visibly soiled
- When it becomes damp (sweat, humidity from breathing)
- When you have touched the front of your mask
- If the mask comes in direct contact with a client
- When you have been directly exposed to respiratory droplets (someone has coughed or sneezed into your face).

CARING FOR YOUR CLOTH MASK - WASH BEFORE USE AND AFTER EVERY USE

- Wash masks on a hot cycle in a washing machine and dry completely
- Do not share your mask with anyone
- Make sure the mask is clean and dry before wearing
- Remove and wash mask if it becomes damp or dirty



- put it into the washing machine or a bag that can be emptied into the washing machine and then disposed of
- cloth masks can be washed with other items using a hot cycle, and then dried thoroughly
- Avoid touching your face and the mask while it is being worn

Step	Putting on your mask	
1.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
2.	Place mask over your nose and mouth and secure to your head or ears with its ties or ear loops <ul style="list-style-type: none"> ○ Make sure nose and mouth are fully covered ○ The mask should fit snugly to the cheeks and there should not be any gaps ○ Clean your hands when done and continue to clean hands often while wearing the mask 	
Step	Removal during breaks	
2.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
3.	Remove eye/face shields if using	Clean, disinfect and store as per <u>guidelines</u>
4.	Remove mask by using the ear loops or ties at the back of the ears/head	If mask has ties - untie at base of the neck first and then at the back of the head, remove mask using the top set of ties
5.	Immediately place mask in washing machine or into a bag that can be emptied directly into washing machine and then discarded	Wash and thoroughly dry mask before reusing
6.	Put on a new, clean cloth mask when you return from your break.	
<i>Move slowly and thoughtfully - never touch the front of the mask</i>		
7.	Perform strict hand hygiene	Use either ABHR or liquid soap and water

EnviroNize[®] ANK-Neutral Anolyte
(91/155/EWG)

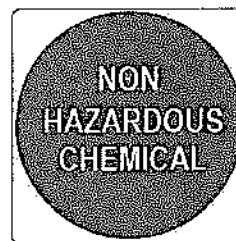
Purpose: A Broad Spectrum Anti-Viral and Sporicidal Disinfectant for use on hard non-porous surfaces. Prepared by means of diaphragmatic electrolysis from aqueous 2 ~ 3 % sodium chloride (table salt) solution.

Section 1: Product and company identification

Technical name: ANK-Neutral Anolyte or Anolyte

Trade names:

- EnviroNize[®] Anolyte - Multi-Use Disinfectant 500
- EnviroNize[®] Anolyte - Day Care Disinfectant 500
- EnviroNize[®] Anolyte - Health Care Disinfectant 500
- EnviroNize[®] Anolyte - Dental Care Disinfectant 500
- EnviroNize[®] Anolyte - Sports Care Disinfectant 500
- EnviroNize[®] Anolyte - Pet Care Disinfectant 500
- EnviroNize[®] Anolyte - Veterinary Disinfectant 500
- EnviroNize[®] Anolyte - Horticultural Disinfectant 500



NON TOXIC - ALL NATURAL

WHMIS Classification: This product is not controlled under the WHMIS Controlled Products Regulations (CPR)

Date Prepared: January 1, 2020

Manufacturer/Supplier:

PJ Holdings Corp.
11-1673 Richmond Street PMB 110, London, ON, Canada N6G 2N3
Tel: 519.472.1441
Fax: 519.657.8622
e-mail: info@environize.ca



Section 2: Composition and information on the ingredients

ANK-Neutral EnviroNize[®] Anolyte contains active chlorine compounds such as HClO and ClO⁻ (Cl₂ac in mg/l) in the range of 0,001-0,1%. The average/standard amount of active chlorine is ~0,05%. The solution contains no compounds as per the regulations for toxic compounds (67/548/EWG).

Active substances	CAS-No	EINICS-No	Wt/vol %	Symbols
Sodium Chloride	7647-14-5	231-598-3	0.025%	NaCl
Hypochlorous acid	7790-92-3	232-232-5	0.050%	HClO
Water	7732-18-5	231-791-2	99.925%	H ₂ O

Section 3: Hazards identification

The solution is classified as non-dangerous accordingly (88/279/EWG)

Main Hazards:

ANK-Neutral EnviroNize[®] Anolyte in its strongest wet solution form (Cl₂ac >500mg/l) may cause non harmful mild irritation to the eyes, sensitive skin and throat. Where the solution is stored in bottles one should not try to smell or inhale the evaporations.

Health effects Eyes:

ANK-Neutral EnviroNize[®] Anolyte in its strongest wet solution form may cause non harmful mild irritation to the eyes.

Health effects Skin:

ANK-Neutral EnviroNize® Anolyte in its strongest wet solution form may cause non harmful slight irritation to sensitive skin or open wounds.

Health effects Ingestion:

Swallowing of the solution in its strongest form may cause non harmful mild irritation to the throat and digestive tract.

Health effects Inhalation:

During generation of **ANK-Neutral EnviroNize® Anolyte**, particularly its strong wet solution form, unless there is adequate ventilation there may be a buildup of fumes which may cause slight or very mild dizziness and nausea.

Section 4: First aid Measures

Eye contact:

Only and if irritation occurs flush with cool fresh water

Skin Contact:

Only and if irritation occurs wash the skin wash with soap and warm water

Ingestion:

Drink cool fresh water to flush through and dilute

Inhalation:

Remove at once to fresh air if dizziness and nausea persist seek medical attention

Section 5: Fire Fighting Measures

There are no special requirements for **ANK-Neutral EnviroNize® Anolyte**. It is not flammable

Section 6: Accidental Release Measures

Personal precautions:

None.

Environmental precautions:

The solution is biodegradable and has a limited activation period so there are no potential risks to the environment.

Spillage:

Wipe up with disposable towels there are no special disposal instructions.

Section 7: Handling and Storage

Handling:

In the area where the solution is being produced there must be good ventilation. Preferably local exhaust ventilation. For those with very sensitive skin it may be advisable to wear gloves.

Storage:

Store in a cool dry ventilated area in sealed plastic containers and ensure the solution is correctly labeled

Section 8: Personal Protection and Exposure Control

Engineering control proceduras:

Where the solution is being generated on site some engineering solutions should be implemented to prevent the buildup of fumes particularly where productions facility has inadequate ventilation.

Mechanical fume extraction may be advised in this situation.

Documented process, safety controls and personnel protection where necessary, gloves, mask etc.

Respiratory Protection:

Where there is a high risk to fumes build up due to inadequate ventilation in a processing area a respirator should be worn.

Hand protection:

Where service personnel have sensitive skin, the strongest wet solution may cause mild irritation and therefore protective gloves should be worn.

Eye and facial protection: There are no requirements. Recommend splash goggles be worn when using

Body protection:

Normal industrial work wears to avoid exposed skin when handling neat strong solution.

Section 9: Chemical and Physical Properties

Physical state:	Liquid
Color and Appearance:	Clear, transparent liquid (like water)
Odour:	Chlorine odor depending on strength of the solution
Solubility in water:	Completely soluble
PH-values:	7, 5-8, 5
Melting-point:	0°C.
Boiling-point:	100°C.
Fire-focus:	N/A
Flammability:	None
Explosive:	N/A
Density:	app. 1,000 kg.m ³
Steam-pressure:	app. 2,330 Pa

Section 10: Stability and Reactivity**Stability:**

Stable under all normal storage conditions.

Materials to avoid:

The solution does not react with other materials

Hazardous decomposition products:

None

Section 11: Toxicological Information**Acute toxicity:**

Not toxic

Irritant-Eyes:

Although none has been reported data for related material suggests this could produce non-harmful mild conjunctivitis eye irritation on direct wet solution contact with eyes. **Important to Note** that no conjunctivitis eye irritation has ever been noted and/or recorded as a result of ANK-Neutral EnviroNize® Anolyte solution which has been dried from a previously disinfectant surface and transferred to the eye by touch or by air movement

Irritant-Skin:

Although none has been reported data for related material suggests this may cause mild skin irritation on direct wet solution contact with skin. **Important to Note** that no skin irritation has ever been noted and/or recorded as a result of ANK-Neutral EnviroNize® Anolyte solution which has been dried from a previously disinfectant surface and transferred to the skin by touch or by air movement

Reproductive and developmental:

None known

Skin contact:

The possibility of should be considered

Chronic toxicity/Carcinogens:

None

Human Data:

Although none has been reported data for related material Inhalation may cause non harmful slight respiratory irritation

Section 12: Environmental Information

Eco toxicity:

Destroys bacteria, viruses, spores and algae

Degradability and Persistence:

Fully Biodegradable

Bio-accumulation: None

Mobility: None

Section 13: Disposal Procedures

There are no special disposal procedures.

Section 14: Transport procedures

Not classified as hazardous for transport

Section 15: Regulatory Information

TSCA No.: All active ingredients in this product are listed on the EPA TSCA Inventory List

CERCLA/SARA: This product has been reviewed according to the EPA "Hazard Categories" under Section 311 and 312 of SARA. It does not fall into any listed category and poses no risk of immediate Acute) health hazard, delayed (chronic) health hazard, or sudden release of pressure and is not reactive (29CFR 1910.1200)

OSHA Hazard Communication Standard: This product is not a "Hazardous Chemical" as defined by the OSHA Hazard Communication Standard 29 CFR 1910.1200

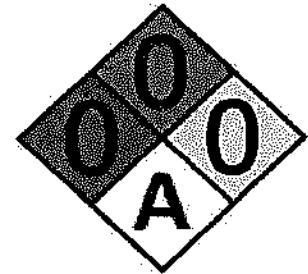
Health Canada: DIN # 02410605

WHMIS Classification: This product is not controlled under the WHMIS Controlled Products Regulations (CPR)

Section 16: Other Information

ANK-Neutral EnviroNize® Anolyte is not a chemical but is a solution made from all natural ingredients which is non-toxic and non-hazardous therefore not subject to WHMIS Controlled Products Regulations (CPR). **ANK-Neutral EnviroNize® Anolyte Electrolyzed Water** is made by passing an electric current through a solution of water and a small amount of salt (approx. 0.02~ 0.03 %) in a process known as electrolysis. **ANK-Neutral EnviroNize® Anolyte** is composed of NaOCl generated in the water electrochemically. The active ingredient Hypochlorous acid is an approved substance by EPA, FDA and Health Canada for disinfection of hard non-porous surfaces. On food contact surfaces it is to be used at 200 ppm or less Therefore the information presented within this Safety Data Sheet was written based upon our general knowledge and it is intended to describe the product for the purpose of health and safety requirements only.

NFPA Rating	
NFPA health hazard	0 - None
NFPA fire hazard	0 - None
NFPA reactivity	0 - Normally stable
NFPA Specific Hazard	0 - None



HMIS Rating	
Health	0 - None
Flammability	0 - None
Physical	0 - None
Personal Protection	A - Splash goggles

For Contact information call 519 472-1441 or visit the website www.environmentize.ca

Data provided in this safety data sheet must be accessible to everyone whose work is connected with the chemical material, preparation. Data correspondence is our possessed knowledge and is meant to describe chemical material, aspects of occupational safety and health, environment protection.

Information of safety data sheet will be replenished when new data on effects of chemical material, preparation on health and environment, on preventive measures to reduce hazards or totally avoid them originates.

The information and recommendations contained herein are to the best of PJ Holdings Corps knowledge and belief, accurate and reliable as of the date issued. PJ Holdings Corp. does not warrant or guarantee their accuracy or reliability, and PJ Holdings Corp. shall not be liable for any loss or damage arising out of the use thereof. The information and recommendations are offered for the user's consideration and examination, and it is the user's responsibility to satisfy itself that they are suitable and complete for their particular use.