



Mailing Address: P.O. Box 9278 Stn Prov Govt
7th floor, 1001 Douglas Street, Victoria, British Columbia V8W 9J7 Telephone: (250) 387-5098 Fax: (250) 952-6883

C573496

July 8, 2020

Wardens
Adult Custody Division

Re: Temporary Provincial Transfer Memo

BC Corrections has introduced numerous operational protocols in response to the COVID-19 pandemic to prevent the introduction of this virus into correctional centres and to limit the possibility of the spread within facilities. These include implementing infection prevention and control best practices developed in partnership with our Correctional Health Services (CHS) team and other healthcare partners. One of the areas of risk mitigation involves limiting provincial transfers of individuals between BC Correctional Centres. Having said this, with the fluidity of the situation and consideration being given to changing operational needs and challenges, it is important to establish clear guidelines and parameters where intra-provincial transfers may still be required to occur due to given operational requirements.

Parameters:

Intra-provincial transfers may occur in the following circumstances:

- Operational requirements, specific to count pressures, demands the movement of individuals to another centre
- Specific programming opportunities exist at NCC (GTC) and FMCC (Sex Offender Programming)

The ACD COVID -19 EOC (Operations lead - Elliott Smith) is to be advised in advance of all intra-provincial transfers. **Where transfers are required outside of the criteria noted, with final approval will be authorized by the Provincial Director, Stephanie Macpherson.**

Procedures:

Correctional centres shall develop a transportation plan that includes the following information:

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s.15

Of note, all provincial transfers must have already completed a 14-day induction/isolation period, be free of symptoms, and free of having direct contact with symptomatic staff or individuals during that time.

If a provincial transfer is necessary for established operational reasons and an individual has not completed the 14-day induction/isolation process, the following steps will be implemented for transfer:

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Additional Considerations:

If a positive COVID-19 case is identified at a centre (staff or incarcerated), all non-essential transfers to and from that centre will cease. Resumption of “regular” operations will be done in consultation with CHS and the area Health Authority, and with prior approval of the Provincial Director.

The warden or designate ensures that the CORNET transfer summary includes the approval for the provincial transfer and any other relevant information.



Stephanie Macpherson
Provincial Director

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7th floor, 1001 Douglas Street, Victoria, British Columbia V8W 9J7 Telephone: (250) 387-5098 Fax: (250) 952-6883

C575528

August 17, 2020

Wardens
Adult Custody Division

Re: Change to Legal Authority for COVID-19 Induction Unit and Medical Isolation Placements.

Ministerial Order M193 under the *Emergency Program Act*, signed June 17, 2020, authorizes the operation of induction units and use of medical isolation to mitigate the spread of COVID-19 in correctional centres. The Ministerial Order specifies these measures are necessary in order to manage and operate correctional centres in accordance with emergency and public health guidance during the COVID-19 pandemic. Under the Ministerial Order, medical isolation placements are a form of induction unit placement.

To date, BC Corrections has used separate confinement authorities under the Correction Act Regulation (CAR) to place individuals in induction units and on medical isolation.

Effective Wednesday, August 19, 2020 any inmate placement that is COVID-19 related will be by Ministerial Order authority and not by separate confinement (s.17 and s.18 of the CAR). This allows for a clear demarcation between COVID-19 related placement decisions and normal operational separate confinement decisions.

Impacts to correctional centres

The introduction of the Ministerial Order authority changes only the status under which individuals are held on induction units and in medical isolation. The change in authority necessitates a change in placement notification forms and tracking templates. All other protocols regarding the operation of induction units and medical isolation remain unchanged and may be found in the COVID-19 Induction Unit and Isolation Protocols.

Placement notification forms

Current induction unit and medical isolation placement notifications occur using two modified s.17/18 forms. These COVID-19 s.17/18 forms are now replaced with **amended placement notification forms** that use the same language but have been altered to remove reference to separate confinement and replace Correction Act

Regulation authority with the authority of the Ministerial Order. As noted in the table below, the amended forms will be **used for new induction unit and medical isolation placements effective August 19, 2020**. Existing placements will continue with their original s.18 forms and these will gradually expire over the next 14 days.

Current form	Amended form – Use for new induction and isolation placements effective August 19, 2020
Separate Confinement Notification COVID-19 <i>Induction</i> Assessment	<u>Notification of COVID-19 <i>Induction</i> Unit Placement</u>
Separate Confinement Notification COVID-19 <i>Isolation</i> Protocols	<u>Notification of COVID-19 Induction Unit – <i>Medical Isolation</i> Placement</u>

There is **no change to non-COVID separate confinement placement notification**. Non-COVID related s.17/18 placements occur using the standard CAR notification form. These placements will continue as usual, using the standard form. If an individual is placed on CAR s.17/18 separate confinement while in an induction unit or on medical isolation, the standard notification form is used.

Tracking induction unit and medical isolation placements

The current practice of tracking induction and isolation placements using the segregation roster (or rosters developed specifically for tracking COVID-19 placements) will continue with minor modifications.

- For individuals placed in an induction unit or on medical isolation under the new Ministerial Order authority, staff **select 'MO' from the dropdown options in the 'Current CAR section or MO' column of the roster**.
- If an individual is placed on CAR s.17/18 placement while in an induction unit or on medical isolation, the placement is recorded using the appropriate CAR section on the roster. If the individual is returned to an induction unit or medical isolation placement upon expiration of the CAR placement, their placement is recorded as 'MO' on the roster.

This is the best method available to track Ministerial Order placements and allows for data separation between COVID-19 placements and normal s.17/18/19/24/27 placements. Modified tracking sheets will be distributed to correctional centres during the week of August 17, 2020.

Questions regarding these amendments may be directed to Erin Gunnarson at Erin.Gunnarson@gov.bc.ca or Katherine Regan at Katherine.Regan@gov.bc.ca.



Stephanie Macpherson
Provincial Director



7th floor, 1001 Douglas Street • Victoria, British Columbia • V8W 2C5 • Telephone: (250) 356-7930
Mailing Address: P.O. Box 9278 Stn Prov Govt • Victoria, British Columbia • V8W 9J7

C564431

March 13, 2020

All Staff
Community Corrections Division

Re: COVID-19 Update

Earlier this morning we all received a Memo from our ADM Elenore Arend, updating staff on what we know today regarding measures to manage the potential spread of the COVID-19 virus. I wanted to follow up that message with some additional details of importance to Community Corrections Division staff.

First, while the risk of transmission to British Columbians remains low, it is important for all of us to exercise reasonable caution and take appropriate steps to keep ourselves and others safe as we all work to reduce the spread of this illness. As already outlined, proper hygiene including regular handwashing and maintaining social distance measures are critical steps for each of us. All unnecessary travel, outside of Canada, should be curtailed, mindful of the requirement for anyone leaving Canada to self isolate for 14 days upon return. For many of us, myself included, this has meant a very rapid change in our holiday plans this spring. I note that the BC Public Service Agency is completing work on an FAQ document which will provide clarity around leave benefits and expectations when self isolation is required.

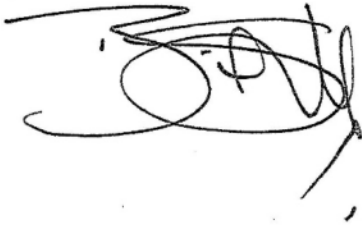
Health information continues to evolve rapidly, and for this reason, BC Corrections' senior managers are briefed each day regarding the status of viral transmission across BC, along with health measures to continue to manage this. The Community Management Committee is also meeting every day to review this information and to follow up on feedback and questions that you raise in your worksites. We will continue this until the health situation in BC is stable and our operations are back to normal. For this reason, any questions you have regarding health and/or operational impacts should be directed to your supervisor who will, in turn, relay these to regional directors for our daily operations meetings. CMC is committed to ensuring you have the information you need to manage your safety and that of your co-workers and clients.

We continue to review our operations throughout the day and will continue to update you regularly. Some of the areas being considered include the status of scheduled in-person training, itinerant office coverage, home visits, the delivery of Core programs and contracted office cleaning protocols. It is also critically important for each of us to monitor our own health; if we are experiencing any cold or flu symptoms, please stay home and seek appropriate medical advice. Similarly, clients should be screened for any symptoms and their appointments rebooked or conducted remotely until they are symptom-free. More details

about signage for the front door asking clients not to enter if they have cold/flu like symptoms will be provided soon.

Your health and that of your families is our first priority. We have an important role in maintaining public safety, but that starts with each of us staying safe in order to continue our important work.

Thank you for continuing to keep your leadership team updated on any questions or concerns that come up in your offices so that we can ensure you have what you need in your roles. An FAQ is being developed and will soon appear on CorrPoint for your reference.

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish at the end.

Bill Small
Provincial Director

C564484

March 17, 2020

All Staff
Community Corrections Division

Re: COVID-19

I am writing to you today to provide additional information and follow up from our last update on Friday, March 13. Your divisional leadership group remains committed to keeping all of our staff updated on the specific measures the Community Corrections Division is taking undertaking to do our part to “flatten the curve” in the global response to the COVID-19 outbreak.

BC Corrections’ senior management team met off and on throughout the weekend and again today to continue planning for the ongoing delivery of key services with a view to protecting you and your clients. Similarly, the Community Management Committee met Monday and again this morning to consider many of the issues I outlined in my message to you on Friday. We have made several key decisions to minimize the gathering of clients and staff in group settings. All of these are intended to support our priority of keeping our staff and clients safe by reinforcing important social distancing measures while we continue to provide important public safety services.

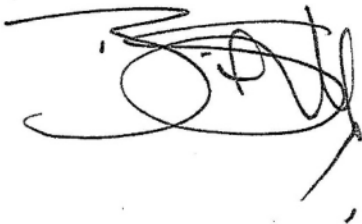
- Effective immediately, all offender group programs are being postponed. This means the in-house delivery of Core programs, along with contractor-delivered programs such as RVP and Forensic Sex Offender groups will be temporarily discontinued for at least the next three months.
- All staff training has been reviewed, and basic staff training for probation officers and administrative support staff will be given priority, with all other training, including modularized STICS courses and Core program facilitator training being postponed. We are working with the JIBC to deliver this basic training remotely, effectively eliminating all face to face training for our staff during this time. This work continues and we will update you on design details as they are finalized.
- Effective immediately, all Strategic Community Supervision Structured Learning Workshops will also be postponed.
- We are continuing to actively implement strategies to reduce the overall flow of client traffic into our offices beyond the steps outlined above. CMC is meeting daily to finalize some of these measures, which will undoubtedly evolve over time. Of particular note, we are distributing additional information to assist with immediate front-line screening of

all clients, preventing in-office attendance by individuals who are symptomatic and/or have recently returned from international travel, and are finalizing protocols to safely reduce our direct supervision activities.

Local Managers have been briefed and will provide direct support to you in your offices as we implement the decisions made today and any future measures to support reduced points of contact and volumes in our offices. These measures will continue to change over the coming days, and we will keep you updated on all of them.

In addition, we are aware that as the week progresses there are several other important issues CMC will be addressing with you, including supporting staff whose childcare situations are impacted by virus control measures which keep them and their children at home. Similarly, we have staff who face the prospect of home visits, notifications and other community outreach. I will reiterate that it is perfectly appropriate to consult with your local managers and to pause what would normally be a routine case management activity while you consider the right decision; much of our work is anything but routine at this time. Finally, as things develop over the coming week or two there may be a need for offices, particularly in smaller communities, to consider their business continuity plans and for that reason it will be important for all staff to ensure they are familiar with their office's BCP ahead of any need to discuss their activation.

With your safety underlying all of the decisions and future discussions I have outlined here, I want to thank you for your continued professionalism and support to as we take steps to do our part by reducing the risk of exposure while keeping communities safe.

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish at the end.

Bill Small
Provincial Director

C564606

March 20, 2020

All Staff
Community Corrections Division

Re: Interim Policies for Community Corrections

As part of the Community Corrections Division's commitment to reducing the transmission of COVID-19, the following interim policies are effective immediately:

Court referrals:

- Clients reporting in person from court to a court office, are directed to **report by phone** to the appropriate receiving office. The court office confirms current telephone numbers and alternate numbers for the client prior to sending the referral.
- The receiving office admits the client into CORNET when phone contact has been established. The probation officer who receives this phone call conducts a verbal intake with the client, making an interim assessment of risk which will determine whether the client can continue to report by telephone or whether in-person reporting will need to be established. Refer to the Interim Levels of Intervention principles in section 2.4.5 of the *Community Corrections Policy Manual*.
- If the client fails to report by phone to the receiving office, the referral is returned to the court office for consideration of enforcement action. The receiving office makes every reasonable effort possible to contact the client, using multiple attempts, prior to returning the referral to the court office.

Client transfers:

- If an existing client subject to telephone reporting moves to the catchment area of another office, they will remain under the supervision of the current office unless exceptional circumstances or unique circumstances warrant otherwise. The current office is most familiar with the client, and, as such, challenges associated with assuming supervision of a client unknown to a new catchment area are reduced.
- If an existing client subject to in-person reporting based on assessed risk moves to the catchment area of another office, supervision is transferred to the new office.

Client release:

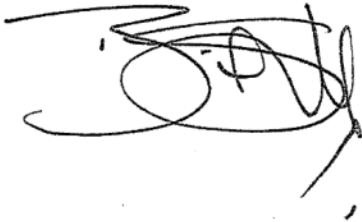
- Adult Custody Division staff will direct clients, upon release, to report by telephone to the appropriate receiving community office.

Letters of permission:

- Letters of permission may be sent to the client through email as an encrypted document. The authorized encryption process is attached in the email and can be found here on CorrPoint. The outgoing transfer of documents without encryption is not permitted. The letter of permission is to be scanned or sent as a photograph (JPEG) to ensure the original direction is not altered.
- All letters of permission are to be reviewed verbally with the client to ensure the client understands the full scope of the permission letter.

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Questions relating to these interim policies may be directed to Kyla Wiersma, policy and program analyst, at 236-912-2017 or Kyla.Wiersma@gov.bc.ca.

A handwritten signature in black ink, appearing to read 'Bill Small', with a horizontal line underneath.

Bill Small
Provincial Director



Ministry of Public Safety
and Solicitor General

BC Corrections
Community Corrections

MEMORANDUM

7th floor, 1001 Douglas Street • Victoria, British Columbia • V8W 2C5 • Telephone: (250) 356-7930
Mailing Address: P.O. Box 9278 Stn Prov Govt • Victoria, British Columbia • V8W 9J7

C564859

March 26, 2020

All Staff
Community Corrections Division

Re: Canadian Police Information Centre (CPIC) requests – Interim Policy

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Questions relating to these interim policies may be directed to Micheal LaRocque, policy and program analyst, at 778-698-7503 or Micheal.LaRocque@gov.bc.ca.

Bill Small Provincial
Director

pc: Kimberley McLean
Nathan Buckham

C565004

March 30, 2020

All Staff
Community Corrections Division

Re: Court services transition to HUB service model – COVID-19 response.

In response to the COVID-19 pandemic, the Provincial Court of British Columbia has transitioned to a Hub Court model. Urgent criminal trials, bail hearings during court sitting hours, and other urgent criminal hearings will only be heard by video conference or telephone at one of the below Hub Court locations, unless otherwise ordered by the Regional Administrative Judge or their designate:

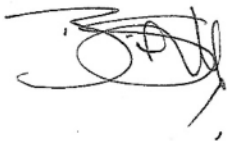
- Victoria Provincial Court – Adult criminal matters in the Island Coastal region;
- Vancouver Provincial Court (222 Main St.) – Adult criminal matters in the Vancouver region;
- Surrey Provincial Court – Adult criminal matters in the Fraser Metro region;
- Kelowna Provincial Court – Adult criminal matters in the Interior Fraser region; and
- Prince George Provincial Court – Adult criminal matters in the Northern Interior region.

Daily court lists at each identified Hub Court will reflect the originating court file location. The originating court registry and BC Prosecution Service office will retain ownership of matters proceeding at the new Hub Court locations. Non-urgent matters will be adjourned to future dates.

Generally speaking, initial reporting from court will occur by phone rather than in-person to the receiving court office. BC Corrections has provided the judiciary, Court Services Branch, and BC Prosecution Service with contact information for each Community Corrections office within the province to support telephone reporting direction to the correct location.

This interim practice does not remove the referral process outlined in section 18.2.6 of the *Community Corrections Policy Manual*, as some individuals may require additional referral direction. If/when this occurs, the client is provided verbal direction to report by phone to the appropriate Community Corrections office. All verbal referral directions are logged in CORNET accordingly.

Questions regarding this change in service delivery may be directed to Micheal LaRocque, policy and program analyst, at Micheal.LaRocque@gov.bc.ca or 778-698-7503.



Bill Small
Provincial Director

C565571

April 9, 2020

All Staff
Community Corrections Division

Re: Electronic Supervision Program Suspension

On April 3, 2020, Elenore Arend, Assistant Deputy Minister, notified justice partners including representatives of the BC Prosecution Service, the federal Public Prosecution Service, defence counsel and members of the judiciary, including the Chief Judge of Provincial Court, that the electronic supervision (ES) program is suspended and no longer available except in those cases where ES has already been established and is currently being monitored.

The decision to suspend the ES program was made for the health and safety of both staff and clients and in compliance with instructions from the Provincial Health Officer (PHO) regarding physical distancing. Close physical contact between staff and clients cannot be avoided during the preparation of court-ordered technical suitability reports that require a home visit or when a probation officer affixes the anklet to the client.

In acknowledgement of this direction, when a client is issued a release order or sentenced order that includes conditions requiring ES, the supervising probation officer should inform the local manager and contact Crown counsel to advise of the need to return the matter to court for removal of any conditions that require enrollment in the ES program.

Removing ES anklets upon order expiry

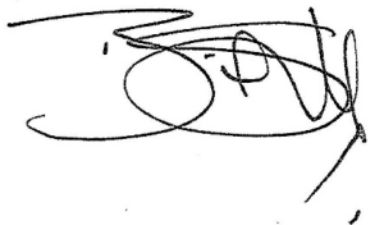
Access to personal protective equipment (PPE) has been prioritized for distribution to Community Corrections offices supervising clients on ES with order expiry dates within the next 90 days. Staff are reminded to confirm whether electronic supervision is a condition on any other active order before removing the anklet device.

Probation officers may remove the anklet device from clients upon order expiry, at the direction of the court, or when the anklet device requires replacement prior to the conclusion of supervision. PPE is to be worn by staff during the removal of the anklet device from a client. Information on how to effectively wear and remove PPE (e.g. gloves and masks) has been attached as an appendix to this memorandum. Local managers may request additional PPE from Rick Gill, regional director, at Rick.Gill@gov.bc.ca.

To support limiting close physical interactions between staff and clients, when deemed appropriate by the supervising probation officer, clients may be provided the Strap Removal Tool (SRT) to remove the anklet device under the direct supervision of the probation officer. If the SRT is provided to a client for self removal, it must be cleaned with a sanitizing agent after the anklet device has been removed. PPE is to be worn by probation officers when facilitating this removal option.

If removal of the anklet cannot be facilitated in a manner described above, the local manager is advised, and other options may be considered in consultation with the regional director.

Sincerely,

A handwritten signature in black ink, appearing to be 'Bill Small', written over a horizontal line.

Bill Small
Provincial Director
BC Corrections

APPENDIX A

Removing Disposable Gloves

Remove disposable gloves as soon as possible if they become damaged or contaminated. Remove them after you have completed the task that required gloves. Gloves should also be removed before leaving the work area. **Do not wash and reuse** your gloves. Use new gloves for each new task.

Follow these steps to make sure your hands do not contact any blood or body fluids left on used gloves:

1. With both hands gloved:

- Grasp the outside of one glove at the top of the wrist. (See drawing below left.)
- Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.
- Hold the glove you just removed in your gloved hand. (See drawing below right.)



Grasp the outside of one glove. Hold the glove with your gloved hand.

2. With the ungloved hand:

- Peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist (See drawing below left.)
- Turn the glove inside out while pulling it away from you, leaving the first glove inside the second. (See drawing below right.)



Insert your fingers on the inside of the glove. Turn the glove inside out over the first glove.

3. Dispose of the entire bundle promptly in a waterproof garbage bag.

4. Wash your hands thoroughly with soap and water as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

Wearing a mask

While there are varying types of masks in circulation across the division, some basic principles to adhere to while wearing a mask as Protective Personal Equipment include:

- Check to make sure the mask has no defects prior to use;
- Place the mask over your nose, mouth and chin;
- Fit the flexible nose piece over the bridge of the nose;
- Bring both top ties to the crown of your head and secure with a bow;
- Tie bottom ties securely at the nape of your neck in a bow; and
- Remove the mask after you have completed the task by handling only the ties and untie the bottom tie followed by the top tie.

Remove disposable masks as soon as possible if they become damaged or contaminated. Masks should also be removed before leaving the work area.

C566420

April 28, 2020

All Staff
Community Corrections Division

Re: Consistent Purpose Notifications – Interim Policy

In response to the COVID-19 pandemic, the Community Corrections Division suspended public outreach for consistent purpose notifications on March 17, 2020. The following interim policy for consistent purpose notifications is effective immediately. Community Corrections Division sex offender policy, and the Residence Approval and Notification Guidelines remain in effect.

Prior to effecting a notification staff consider:
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The decision to affect a notification is determined in consultation with the local manager, regional director, the high risk offender analyst and the privacy and notification analyst.

The notification option that most effectively responds to the individual need and risk, while maintaining staff safety by limiting the circumstances in which staff may have face to face and/or close proximity contact, is chosen.

1. Notification effected in-person at the residence(s):
 - Personal Protective Equipment (PPE) is required;
 - Probation officers attend the exterior door of a residence and ensure social distancing is adhered to;
 - Individual(s) are screened for pandemic-related health concerns and their eligibility to receive the information (i.e. there are protected persons residing or regularly visiting the residence); and
 - The notification is affected using a slightly enlarged poster, which facilitates viewing of the poster while respecting social distancing requirements.

This option may be preferable for single family dwellings or other residence situations where there are a lower number of individuals receiving the notification, depending on how specific circumstances align with the general considerations noted above

2. Notification effected from the secure interview room:
 - Depending on the urgency, probation officers will mail, or hand deliver a template letter to the residence(s), without knocking on doors or engaging in face to face contact;
 - When letter(s) are hand delivered, Personal Protective Equipment (PPE) is worn;

- The letter invites individual(s) to contact the probation office and speak with a duty officer in order to receive information regarding a safety matter;
- When the individual contacts the office, the duty officer arranges for the individual to attend the office in-person; and
- Individual(s) who contact the office and are screened for pandemic-related health concerns and their eligibility to receive the information (i.e. there are protected persons residing in or regularly visiting the residence) and view the poster through the glass in the secure interview room.

This option may be preferable for multi-resident situations where there are a higher number of individuals receiving the notification, depending on how specific circumstances align with the general considerations noted above.

Notification to MCFD may be considered to augment a notification effected by a probation officer or if there are barriers preventing contact with individual(s) or access to the residence.

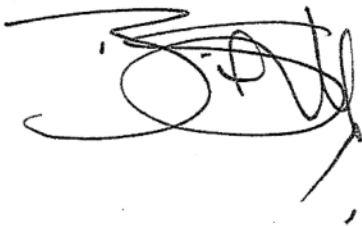
The following approaches to notification are not supported:

- Skype for Business;
- Telephone;
- Notification in person, to those who have pandemic-related health issues; and
- Notification in the secure interview room to individuals who, for pandemic-related health reasons, would otherwise be asked not to attend the office.

Notifications that do not relate to a sex offender residence are considered using the same principles. All proposed notifications require consultation with the local manager, regional director, high risk offender analyst and privacy and notification analyst.

Questions relating to these interim policies may be directed to:

- Lisa Crawford, High Risk Offender Analyst, at Lisa.Crawford@gov.bc.ca or 250 787-6115; or
- Don Cherry, Privacy and Notification Analyst, at Don.Cherry@gov.bc.ca or 778 698-1761

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Bill Small
Provincial Director

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C566424

April 27, 2020

All Staff
Community Corrections Division

Re: Interim Policies for Conducting Screening Interviews for Alternative Measures

As part of the Community Corrections Division's continued commitment to reducing the transmission of COVID-19, the following interim policies are effective immediately when conducting screening interviews for Alternative Measures:

- When an Alternative Measures referral is made by Crown counsel, the screening interview outlined in sec. 5.2.2 of the *Community Corrections Policy Manual* is facilitated by **video conference**.
- If the client is unable to participate in a video screening interview, the screening interview may be conducted by **phone** with the approval of the Local Manager as outlined in sec. 5.2.2 of the *Community Corrections Policy Manual*.
- **In-person** screening interviews are only conducted when video or phone interviews are not available. In-person screening interviews are to be held in a secure interview room and with the prior approval of the Local Manager.

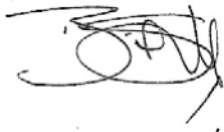
Skype for Business and Microsoft Lync are the only permitted methods for video conferencing with clients at this time. The following guides have been developed for reference when facilitating video conferencing with clients:

- [CCD Video Conferencing](#) (for Probation Officers)
- [Video Conferencing Computer Guide for Clients](#) (PC and Mac instructions)
- [Video Conferencing Smart Phone/Tablet Guide for Clients](#)

Guides for clients are generic and do not refer to community supervision. This allows staff to include these guides in their Skype meeting invite without the added step of encrypting the guides.

Please be aware of the limitations of community resources during the pandemic. Alternative measures plans should be consistent with sec. 5.2.6 of the *Community Corrections Policy Manual*.

Questions relating to these interim policies may be directed to Micheal LaRocque, policy and program analyst, at 778-698-7503 or Micheal.LaRocque@gov.bc.ca.



Bill Small
Provincial Director

**MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL
BC CORRECTIONS
INFORMATION BRIEFING NOTE**

PURPOSE: For **INFORMATION** for Mike Farnworth,
Minister of Public Safety and Solicitor General.

ISSUE:
BC Corrections restart plan during COVID-19 pandemic

SUMMARY:

- Over the next few months, BC Corrections will gradually restore services and programs which have been affected as a result of the COVID-19 pandemic.
- The Adult Custody Division (ACD) will maintain all protocols currently in place including screening and testing, limiting visitors, enhanced cleaning, and use of personal protective equipment (PPE). In addition, ACD is exploring options to increase video technology capacity in correctional centres to facilitate court appearances by video or phone.
 - All new admissions, including those returning from in-person court appearances, will continue to be placed in induction units which are dedicated units to house all new (asymptomatic) admissions for a 14-day assessment period. Induction units are supported by the Provincial Health Officer (PHO) and have proven to be effective.
 - In addition to induction units, individuals attending multi-day court hearings are held separately from all others in the correctional centre until the trial is complete. After the hearings are complete, these individuals start their 14-day placement in an induction unit.
 - While ACD will continue to assess all individuals serving an intermittent sentence for temporary absence, individuals with fewer than 60 days remaining in their sentence will no longer be pro-actively assessed. Consistent with the *Prisons and Reformatories Act* and the *Correction Act*, provisions are already embedded in Adult Custody Division's policy for sentenced individuals to apply for a temporary absence of up to 60 days at any time.
- The Community Corrections (CCD) will gradually increase staffing levels at community offices, where appropriate, and in-person client reporting with consideration given to office configuration, operational needs, and ability and capacity to deliver effective virtual case management.
 - CCD is quickly adapting technology solutions to support virtual supervision needs. This includes increased use of paperless files, telephone reporting, and video conferencing when interacting with clients.
 - Virtual collaboration and case consultation is occurring with other service providers, including virtual inter-agency meetings with community and justice partners.

- CCD is exploring options to enroll clients on electronic supervision while keeping both staff and clients safe.
- BC Corrections Headquarters (HQ) will gradually increase staffing levels, where appropriate, and resume all research and programming activities.
 - Similar to ACD and CCD, HQ will develop protocols for screening staff, enhance cleaning and the use of PPE, where appropriate, for when staff return to the office.
 - The Central Monitoring Unit at HQ will work with CCD and justice partners to ensure there is staff capacity to manage new intakes of clients into the electronic supervision program once appropriate PPE is available to probation officers to enable them to safely attach ankle bracelets and conduct home visits for technical suitability reports.
- BC Corrections is adapting client programming to align with PHO recommendations. This includes small, in-person group sessions and video conferencing.
- BC Corrections will continue to update practices and procedures, as appropriate, to align with any direction received pursuant to federal or provincial announcements, including recommendations and orders by public health officials.

BACKGROUND:

- As outlined in the Ministry Recovery Plan for the Ministries of Attorney General and Public Safety and Solicitor General, BC Corrections was tasked to develop a detailed operations plan that identified priority activities and corresponding return of employees to offices, in support of the gradual return to full or increased levels of operation.
- The branch's operational plan consists of four documents: a summary of the branch's overall response and three separate detailed action plans for ACD, CCD and HQ. As each division and HQ was affected differently by the pandemic, it was necessary to create separate action plans.
- Similar to B.C.'s Restart Plan, BC Corrections used a four-phased approach to its operational plan. As BC Corrections is an essential service, a cautious approach to increasing staffing and service levels is being taken.
- BC Corrections' restart plan is dependent on coordination with justice partners. Regular meetings between the judiciary, BC Prosecution Service, and defence counsel ensure awareness of the unique needs of our community corrections offices and correctional centres.
- s.13; s.15

- Between March 1, 2020 and June 1, 2020, the number of individuals in provincial correctional centres decreased by over 30%.
 - The remand count decreased by approximately 35% and is attributed to the courts prioritizing bail hearings, which resulted in a significant number of releases to bail; plus, a decrease in new remand admissions received from court.
 - The sentenced count decreased by approximately 25% and is attributed mostly to individuals completing their sentences.
- Between March 16, 2020 and June 1, 2020, 80 individuals received temporary absences.
 - 50 were individuals on intermittent sentences.
 - 30 were individuals sentenced to straight time.
- BC Corrections operates the electronic supervision program, which, at the direction of the court, uses equipment to electronically supervise clients with court-ordered conditions in the community 24/7. Electronic supervision requires close physical contact between staff and clients which cannot be avoided:
 - During the preparation of court-ordered technical suitability reports that require a home visit; or
 - When a probation officer affixes the ankle bracelet to the client.

INDIGENOUS PEOPLES CONSIDERATIONS:

- BC Corrections will continue to work with First Nations leadership and Indigenous partners to ensure the unique needs of Indigenous individuals are considered when adapting our restart plan.

OTHER MINISTRIES IMPACTED/CONSULTED:

- Court Services Branch
- BC Prosecution Service

PREPARED BY:

Morgan Zazula
A/Program and Policy Analyst
BC Corrections
778-974-2999

APPROVED JUNE 9, 2020, BY:

Elenore Arend
Assistant Deputy Minister
BC Corrections
778-974-3009

APPROVED JUNE 9, 2020 BY:

Mark Sieben
Deputy Solicitor General



7th floor, 1001 Douglas Street • Victoria, British Columbia • V8W 2C5 • Telephone: (250) 356-7930
Mailing Address: P.O. Box 9278 Stn Prov Govt • Victoria, British Columbia • V8W 9J7

C573235

June 30, 2020

All Staff
Community Corrections Division

Re: Resuming Electronic Supervision Services

On April 3, 2020 Assistant Deputy Minister Elenore Arend, notified justice partners that Electronic Supervision services were being temporarily suspended for the health and safety of staff and clients. A memorandum advising of this change was sent to all staff on April 9, 2020.

With new guidance from the Provincial Health Officer, WorkSafe BC and the BC Public Service Agency, the Division is now prepared and ready to resume this service. The BC Prosecution Service, the Public Prosecution Service of Canada, representatives of the defence bar and the Chief Judge of the Provincial Court have now been advised that Electronic Supervision services will resume, starting July 2, 2020.

Occupational Health and Safety requirements necessitate safe work procedures which outline the steps all staff must follow to safely conduct any work task that would otherwise present a risk to their health or safety. In consultation with an employee representative and the BC Public Services Agency, a safe work protocol has been established for resuming intake of new Electronic Supervision cases. This protocol will be attached to every office's COVID-19 Safety Plan. In addition, a training video has been created, outlining the steps of the safe work practices. Both of these resources are available on the Here and Now, Navigating Through Change site.

Staff are to review the safe work practice document, view the video and consult with their supervisor prior to commencing the hook-up or removal of electronic supervision equipment in their offices.

I want to again acknowledge everyone in our division for your ongoing professionalism throughout the events of the last several months and for your careful observance of safety protocols, which have been put in place to protect you, your colleagues and your clients.

Sincerely,

Bill Small
Provincial Director

C574199

July 14, 2020

Re: Community Corrections Business Recovery Update

Further to my memo date June 12, 2020, I want to acknowledge the extensive work local managers and Occupational Health and Safety representatives have been undertaking to complete workplace risk assessments in all of our staffed offices. The bulk of these assessments are now complete, and the information is being used to make modifications to work sites, order signage, create new interaction protocols to support proper physical distancing, and ensure offices continue to be equipped with sufficient personal protective equipment.

These workplace assessments are a critical piece of Stage One of the BCPSA Process Stages-“Planning”. The next steps in the planning stage are to orient staff to their modified work site and train staff in new workplace procedures.

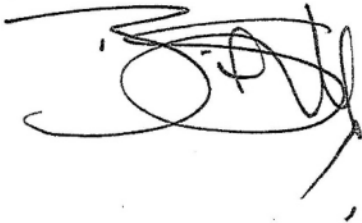
Once our planning and training is complete, offices will begin Stage Two- “Executing”. This is when we can begin to increase the number of staff and clients physically attending the worksite. Undoubtedly, each location will look different as Stage Two progresses. Every office has a different capacity to see clients in-person, different needs amongst their staff, different operational considerations and, of course, different client needs for effective client supervision. For this reason, establishing target numbers or percentages would not be a responsible approach; office configurations will naturally vary, depending on their circumstances.

It is important that the return of clients to in-person reporting is driven by case management effectiveness. Primary case managers, in consultation with their local manager, will decide which clients need to report in-person, the frequency of in-person reporting, and the most appropriate location for that in-person reporting. Through this process, we can ensure we are providing the most effective, safe service possible to our clients and our communities. Virtual case management tools, including video reporting using Skype or MS Teams, will be an important factor in assessing client reporting needs. The more proficient we are with these tools, the more we can control the flow of clients in our offices.

I hear that many of you are eager to return to the workplace more frequently and resume a fuller array of services, while some of you are understandably worried about what pending changes to our office configuration will mean for you. As Stage Two progresses, please raise any health and safety questions with your supervisor or your office Occupational Health and Safety representative. Open conversation, transparent communication, and collaborative

problem solving will help us maintain safe workplaces while continuing to provide effective case management to our clients to effect positive change.

Thank you for your continued patience and dedication to working effectively with your clients and each other as we cautiously navigate through the next stages of our workplace responses to COVID-19.

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish extending from the bottom right.

Bill Small
Provincial Director

C575243

August 6, 2020

All Staff
Community Corrections Division

Re: WES Pulse Survey on Employee Impacts of COVID-19

You will have seen Deputy Minister Okenge Yuma Morisho's email announcing the WES Pulse Survey on Employee Impacts of COVID-19. The WES Pulse survey is not a full WES survey but a quick – 5-minute, 16-question – capture of four very important drivers:

- Empowerment
- Stress & Workload
- Tools & Workspace
- Executive-Level Management

As with all WES surveys, the information and feedback you provide is critically important to CMC. It is an opportunity for the division to hear directly from you.

The WES Pulse survey gives us an opportunity to do a much-needed temperature check on how our staff feel the Community Corrections Division has responded to the unprecedented events of the last several months. It is an opportunity for you to reflect on our response to the challenges and changes introduced to our business as a result of COVID-19 and how these measures have supported you to be able to continue your work and attend to the many demands COVID has placed on your home life.

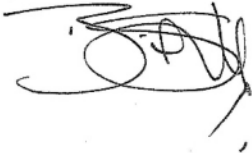
As we enter Stage Two of the BC Public Service's model of business recovery, we will continue to maintain our cautious, careful approach to resuming our operations. We have begun to increase our services and welcome more staff and clients back into our offices as it is safe to do so. As you will read in the August issue of the *CCD Leading Change* newsletter, we have quickly adapted to meet the needs of our clients and in doing so, have created and embraced some impressive innovations which will serve our clients and staff well into the future. Despite so much uncertainty over the last number of months we have a great deal to be proud of in the way each of us has responded to the challenges presented by this pandemic.

You have either already received or will soon be receiving a personal invitation to complete the WES Pulse survey. Alongside information from WES 2020 and the Stress and Workload Survey, your feedback to this short additional survey will inform the division's priorities in our

Strategic HR Plan and, as always, provides important context for the community management committee.

We have always been able to count on our staff to have a strong voice; I really encourage you all to be part of this important conversation. The survey closes at 4:30 pm on Friday, August 14, 2020.

On behalf of every member of your community management committee, thank you in advance for your participation.

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish at the end.

Bill Small
Provincial Director



7th floor, 1001 Douglas Street • Victoria, British Columbia • V8W 2C5 • Telephone: (250) 356-7930
Mailing Address: P.O. Box 9278 Stn Prov Govt • Victoria, British Columbia • V8W 9J7

C575447

August 12, 2020

All Staff
Community Corrections Division

Re: Safe Work Procedures

As you are undoubtedly aware, the BC Public Service Agency (BCPSA) introduced the COVID-19 Workplace Guidelines in June 2020 which provided guidance to all government agencies in the assessment of risk from COVID-19, mitigation of that risk and the implementation of controls to ensure our workplaces remain safe. The BCPSA presented a host of standard precautions and a number of safe work procedures which allowed many organizations to resume their business once their workplace risk assessments were complete.

Community Corrections' business includes several tasks which are not covered by the BCPSA standard precautions and safe work procedures. In mid June, the Division established a small committee to support the creation of Safe Work Procedures which are specific to our work. I am pleased to share new Safe Work Procedures for the following work processes:

- In-person client reporting
- Home Visits
- Notifications
- E-Services

Each of these procedures has been developed in consultation with an employee representative and the BC Public Service Agency. These protocols will be attached to every office's COVID-19 Safety Plan and are available on the Here and Now, Navigating Through Change site.

It is important to note that the resumption of these tasks will vary by location and may be impacted by office readiness and the availability of required personal protective equipment. Your supervisor will provide the guidance and necessary supports for these procedures. In consultation with the supervisors, employees are to review the safe work procedure documents and discuss any questions or concerns prior to commencing any of these tasks. Employees are responsible for following the procedures and for reporting unsafe conditions to their supervisor.

I want to again acknowledge everyone in our division for your ongoing professionalism throughout the events of the last several months and for your continued, careful observance of safety protocols which have been put in place to protect you, your colleagues and your clients.

Sincerely,

Bill Small
Provincial Director