

May 31, 2021

Dear X,

**Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [JPS/84/2021]**

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On May 3, 2021 the Department of Justice and Public Safety (JPS) received your request for access to the following records:

**I am requesting all memorandums, briefing notes, information notes and powerpoint decks outlining labour and workplace safety recommendations concerning the prevention, management and treatment of COVID-19 inside provincial correctional institutions in in Newfoundland and Labrador. Date range: 1 February to 30 April 2021.**

Please be advised that a decision has been made by the Deputy Minister for JPS to provide access to most of the requested information. However, some information has been refused in accordance with the following exception to disclosure, as specified in the **Access to Information and Protection of Privacy Act, 2015** (the Act):

31. (1) The head of a public body may refuse to disclose information to an applicant where the disclosure could reasonably be expected to
- (a) interfere with or harm a law enforcement matter;
  - (l) reveal the arrangements for the security of property or a system, including a building, a vehicle, a computer system or a communications system;
  - (n) adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request as set out in section 42 of the Act (a copy of this section has been enclosed for your reference). A request to the Commissioner must be made in writing not later than 15 business days of the date of this letter or a longer period that may be allowed by the Commissioner. The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309

Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that this request will be published three business days after the response is sent electronically to you or five business days in the case where records are mailed to you. The goal is to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any questions please contact me by telephone at 709-729-7128, or by email at [sonjaelgohary@gov.nl.ca](mailto:sonjaelgohary@gov.nl.ca).

Sincerely,

A handwritten signature in blue ink that reads "Sonja El-Gohary". The signature is written in a cursive style.

Sonja El-Gohary  
ATIPP Coordinator

**Access or correction complaint**

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

**Direct appeal to Trial Division by an applicant**

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42 , the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).

## **Adult Corrections**



**Department of Justice and Public Safety – Adult Corrections Division**  
**Temporary Safe Work Practice**  
**H.M. Penitentiary**

## Covid-19 Face Shield Donning, Doffing, Cleaning, and Disposal

<b>Hazards Identified</b>	Potential Covid-19 exposure from coming into close contact with symptomatic or COVID-19 positive clients
<b>PPE Required</b>	Medical Mask, Reusable or Disposable Face Shield
<b>Training</b>	None specific to the task
<b>Potentially Exposed Persons</b>	Adult Corrections Staff and Visitors

### Safe Work Practice

**Respiratory illnesses like COVID-19 are transmitted through:**

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of Covid-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

**Carriers of the COVID-19 virus may exhibit two or more of the following symptoms:**

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;

- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

#### **Post Contact Information:**

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#). You may also complete the online self-assessment tool by visiting the following link: <https://www.811healthline.ca/covid-19-self-assessment/>

#### **Section A: PPE**

The following PPE is required to be worn by Adult Corrections employees, in all situations when interacting with inmates and co-workers.

**Surgical style mask** – This will protect your nose and mouth from respiratory droplets potentially transmitted while in proximity with the client. This is disposable PPE and to be disposed of once contact is finished with the client, as per the disposal instructions in section C.

**Eye Protection (reusable)** – Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. If using reusable eye protection, it must be doffed and cleaned in accordance with section B.

OR

**Eye Protection (Single Use)** - Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. Single use eye protection may consist of a face shield which will either be a standalone piece, or built into the surgical mask as one piece in some cases. This type of eye protection must be disposed of once contact is finished with the client, as per the disposal instructions in section C.

## Section B: Donning and Doffing PPE

**NOTE: Please review the posters “putting it on” and “taking it off” located in the references**

Donning of PPE must occur just prior to your interaction with a client. In most cases this will be upon arrival, just prior to entering the home or building where the client is located.

Donning of PPE will occur in the following order:

1. Hand Hygiene – you must wash or sanitize your hands immediately before donning PPE.
2. Surgical Mask – Next, put on the surgical mask and mold the metal piece to fit your nose.
4. Eye Protection – Put on eye protection – If using a reusable face shield, assemble shield in order of assembly instructions.

Doffing of PPE will occur immediately after contact with the client has ended. In most cases, this will be just after exiting the home or building where the client is located, but before you get in your vehicle. Open your trunk and remove PPE in the following order, placing in a waste disposal bag:

1. Clean your hands! – Clean your hands with sanitizer before proceeding with removing any PPE.
2. Eye Protection – If using disposable eye protection, remove by handles and dispose in waste disposal bag. If using reusable eye protection, sanitize using alcohol sanitation wipes OR bag glasses in a sealed bag, and transport to the office and sanitize using an alcohol sanitation wipe or soap and water. Thoroughly clean your hands after washing eye protection.
3. Clean your hands! – Clean your hands in between removal of each piece of PPE.
4. Surgical mask – Remove using loops or ties. Do not touch mask. Place in waste disposal bag. Secure and tie waste disposal bag once all PPE has been placed in it.
5. **Clean your hands!** – Clean your hands using sanitizer immediately after removing the remainder of your PPE.

## Section D: Cleaning and Reusing Eye Protection

1. Clean your hands with sanitizer prior to disassembling face shield.
2. Disassemble face shield in the reverse order of assembly instructions.

3. Clean each piece with either: alcohol based sanitizer/wipes, b) glutaraldehyde based solutions, or c) 10:1 diluted sodium hydrochloride bleach solution, wipe down both sides of all plastic components. Follow individual contact times – one minute for diluted bleach solution.

4. Clean your hands!

5. Dry off plastic components with a cloth or paper towel.

6. Store shield in a sanitary environment, in a disassembled state until next use. Prior to next use, refer to Assembly Instructions (<https://youtu.be/HlkwB-3ZsM8>).

Reusability: The Canadian Shield can be reused when properly cleaned and sanitized. Dispose of the shield (Section C) if it is damaged or if vision is hindered due to scratches.

#### Regulations, Standards and References:

<https://www.gov.nl.ca/covid-19/>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

<http://www.easternhealth.ca/WebInWeb.aspx?d=2&id=2178&p=1594>



POS\_PPE - Putting it On.pdf



POS\_PPE - Taking it Off.pdf

*Diana Dillons*  
Assistant Superintendent

Date Issued: 2021/03/02

Date Revised:

Next Review Date: Ongoing as required

# Personal Protective Equipment

## Putting it On in 5 Easy Steps

### 1 HANDS

- clean your hands with hand sanitizer or soap and water

### 2 GOWN

- first tie at top
- next tie at waist
- ensure opening is in back and that it covers your skin and clothes



### 3 MASK

- put on a procedure or surgical mask
- mould the metal piece to fit your nose



ALTERNATE:

N95 Respirator if indicated



A Fit Check Must be performed with each use

### 4 EYE PROTECTION

- put on eye protection



ALTERNATE:  
Combo mask/eye shield



### 5 GLOVES

- pull on gloves & ensure they cover cuffs of gown



Infection Prevention  
+ Control Program

Protect yourself - Protect others

March 2014

# Personal Protective Equipment

## Taking it Off in 6 Easy Steps

**\*Remove ALL PPE, with exception of N95, before leaving patient room**

### 1 GLOVES

- remove glove to glove, skin to skin
- place gloves in garbage



### 2 GOWN

- untie neck, then waist
- hook fingers under opposite cuff; pull over hand
- use gown-covered hand to pull gown over other hand
- pull gown off without touching outside of gown
- roll up inside out
- place in laundry hamper or garbage as appropriate



### 3 HANDS

- clean your hands with hand sanitizer or soap and water

### 4 EYE PROTECTION

- remove eye protection by handles and place in reprocessing bin or garbage



### 5 MASK/ N95 RESPIRATOR

- remove using loops or ties; do not touch mask.
- N95 should be removed outside of the room after the door has been closed. Place in garbage



### 6 HANDS

- Clean your hands immediately after removal of PPE or anytime you suspect your hands are contaminated during PPE removal



**NL Youth Centre**

## El-Gohary, Sonja

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**From:** Smith, Trudy  
**Sent:** Thursday, May 6, 2021 9:53 AM  
**To:** El-Gohary, Sonja  
**Subject:** covid memo 4 (NLYC/SJYDC)  
**Attachments:** Memo- PPE Recommendations During the Ongoing COVID-19 Transmission Investigation - Feb 12 2021 FINAL.pdf

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**From:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>  
**Sent:** Friday, February 12, 2021 3:06 PM  
**To:** Justice - Youth Secure Custody Services - ALL OFFICES <[Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca](mailto:Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca)>  
**Subject:** FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Please see the attached for all admissions to SJYDC.

**Trudy Smith, MSW, RSW**  
**Administrator**  
 Department Justice & Public Safety  
 NL Youth Centre/Pre Trial Services

Facility main: 709-759-2471, Direct 759-3151. Cell: 709-685-5543.




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**From:** Heather Yetman <[Heather.Yetman@easternhealth.ca](mailto:Heather.Yetman@easternhealth.ca)>  
**Sent:** Friday, February 12, 2021 1:58 PM  
**To:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>  
**Subject:** FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Hi,

This would apply for your staff, as well.

Heather

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**From:** Heather Yetman  
**Sent:** Friday, February 12, 2021 8:21 AM  
**To:** Gibbons, Diana L. ([dianagibbons@gov.nl.ca](mailto:dianagibbons@gov.nl.ca)) <[dianagibbons@gov.nl.ca](mailto:dianagibbons@gov.nl.ca)>  
**Subject:** FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Hi,

FYI - this might have impact for the staff at Lock up and those doing admissions.

Heather

**From:** Brenda Yetman  
**Sent:** Friday, February 12, 2021 7:37 AM  
**Subject:** PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

## **MEMORANDUM**

**TO:** All Staff, Eastern Health

**FROM:** Carla St. Croix, Regional Director, Infection Prevention and Control  
 Dr. Natalie Bridger, Clinical Chief, Infection Prevention and Control

**DATE:** February 12, 2021

**RE: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation**

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In accordance with the *“Newfoundland and Labrador’s Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period”* from the Provincial COVID-19 PPE Task Force, the transition from low prevalence of COVID-19 to increasing or widespread community transmission will be determined by the Regional Medical Officer of Health (RMOH) in connection with the Chief Medical Officer of Health (CMOH). This may be implemented at a community, regional, or provincial level dependent upon the epidemiology of COVID-19.

Considering the current cases in the St. John’s metro area and while the investigation of these cases is ongoing, the following is recommended:

- A face shield and mask must be worn during all client encounters in all outpatient and community settings, Emergency rooms, Intensive Care Units, Paramedicine, COVID-19 assessment and treatment units, and case rooms. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- For all other inpatient areas, a face shield and mask must be worn during all client encounters pending admission COVID-19 swab results. If the client has a negative swab result, staff can use their PCRA to determine what PPE is required. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-Guidlines-and-Prioritization-Dec-22.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted<sup>11</sup> accordingly.

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# Eastern Health

## **MEMORANDUM**

**TO:** All Staff, Eastern Health

**FROM:** Carla St. Croix, Regional Director, Infection Prevention and Control  
Dr. Natalie Bridger, Clinical Chief, Infection Prevention and Control

**DATE:** February 12, 2021

**RE:** **PPE Recommendations During the Ongoing COVID-19 Transmission Investigation**

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In accordance with the *“Newfoundland and Labrador’s Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period”* from the Provincial COVID-19 PPE Task Force, the transition from low prevalence of COVID-19 to increasing or widespread community transmission will be determined by the Regional Medical Officer of Health (RMOH) in connection with the Chief Medical Officer of Health (CMOH). This may be implemented at a community, regional, or provincial level dependent upon the epidemiology of COVID-19.

Considering the current cases in the St. John’s metro area and while the investigation of these cases is ongoing, the following is recommended:

- A face shield and mask must be worn during all client encounters in all outpatient and community settings, Emergency rooms, Intensive Care Units, Paramedicine, COVID-19 assessment and treatment units, and case rooms. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- For all other inpatient areas, a face shield and mask must be worn during all client encounters pending admission COVID-19 swab results. If the client has a negative swab result, staff can use their PCRA to determine what PPE is required. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.

- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-Guidlines-and-Prioritization-Dec-22.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

## El-Gohary, Sonja

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**From:** Smith, Trudy  
**Sent:** Thursday, May 6, 2021 9:52 AM  
**To:** El-Gohary, Sonja  
**Subject:** covid memo 3 (NLYC/SJYDC)  
**Attachments:** Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021.pdf

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**From:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>  
**Sent:** Wednesday, February 17, 2021 9:55 AM  
**To:** Justice - Youth Secure Custody Services - ALL OFFICES <[Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca](mailto:Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca)>  
**Subject:** Latest PPE Recommendation from IPAC Re: Face Shields

As information continues to evolve daily, this is the latest Infection Prevention and Control (IPAC) recommendation (please read the attached memo).

**Face shields and Masks are to be worn by Staff when interacting with all Residents.** This no longer includes Admissions only. This is in effect today for all organizations covered in the Eastern Health region.

**Staff have the option to wear Face Shields with their Masks in common areas** when away from the residents.

We have a number of face shields available and your MOSO will provide them to you.

Thank you

Trudy Smith MSW, RSW  
 Administrator  
 NL Youth Centre/ Pre Trial Services  
 P.O. Box 40  
 Whitbourne, NL  
 A0B 3K0

Phone: 709-759-2471  
 Cell: 709-685-5543

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**From:** Heather Yetman <[Heather.Yetman@easternhealth.ca](mailto:Heather.Yetman@easternhealth.ca)>  
**Sent:** Wednesday, February 17, 2021 9:22 AM  
**To:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>; Whitten-Nagle, Cindy <[CindyNagle@gov.nl.ca](mailto:CindyNagle@gov.nl.ca)>  
**Subject:** FW: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021

Good Morning,

Please see attached.

Based on the information, it's been recommended that staff wear face masks and shields when encountering all inmates, not just those who are being admitted. They only need to be replaced when dealing with suspect or confirmed cases. The shield provides an added layer of protection for both inmates and staff, and minimizes risk of transmission.

Thanks,  
Heather

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**From:** Chantel Barrett **On Behalf Of** Waterford Hospital Emergency Operations Center

**Sent:** Wednesday, February 17, 2021 8:21 AM

**Subject:** Fwd: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021

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**From:** Brenda Yetman <[Brenda.Yetman@easternhealth.ca](mailto:Brenda.Yetman@easternhealth.ca)>

**Sent:** Wednesday, February 17, 2021 7:39:56 AM

**Subject:** Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021



## Memo from Infection Prevention and Control

February 17, 2021

**Re: UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19**

As an update to our previous memo (updates in red), and in accordance with *Newfoundland and Labrador's Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period (updated February 15, 2021)*, effective immediately for the Eastern Health Region:

- A face shield and mask must be worn during all client encounters in all inpatient, community and residential settings including Long Term Care. The mask and face shield is to be worn for repeated interactions with multiple clients. **NOTE: Face shields are to be changed in between each patient encounter for suspect or confirmed cases.**
- COVID-19 assessment and treatment units are to continue established PPE processes.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.
- **It is optional to wear a face shield in common areas.**

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to

the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-guidelines-Feb-15-2021update.docx.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

**Carla St. Croix**

Regional Director, Infection Prevention and Control

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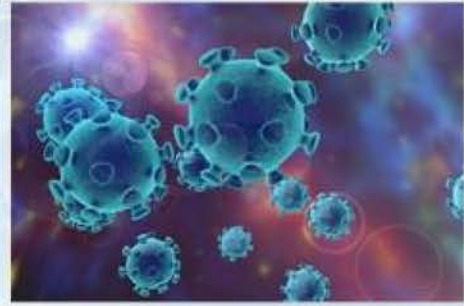
Report all potential communicable diseases to Occupational Health: 709-777-7777, line 3, line 2, or email [occhealth@easternhealth.ca](mailto:occhealth@easternhealth.ca).

[covid19.inquiries@easternhealth.ca](mailto:covid19.inquiries@easternhealth.ca) | Navigator Line: 709-752-3663 (M-S 8:00 a.m. to 10:00 p.m.) | [www.easternhealth.ca/covid19](http://www.easternhealth.ca/covid19) | [COVID-19 Intranet page](#) | [Facebook](#) | [Twitter](#)

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# COVID-19 Update

## Employee and Physician Information



## Memo from Infection Prevention and Control

February 17, 2021

**Re: *UPDATE* - PPE Recommendations During *Widespread Community Transmission of COVID-19***

As an update to our previous memo (updates in red), *and in accordance with Newfoundland and Labrador's Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period (updated February 15, 2021)*, effective immediately for the Eastern Health Region:

- *A face shield and mask must be worn during all client encounters in all inpatient, community and residential settings including Long Term Care. The mask and face shield is to be worn for repeated interactions with multiple clients. NOTE: Face shields are to be changed in between each patient encounter for suspect or confirmed cases.*
- COVID-19 assessment and treatment units are to continue established PPE processes.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.
- *It is optional to wear a face shield in common areas.*

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-guidelines-Feb-15-2021update.docx.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

**Carla St. Croix**  
Regional Director, Infection Prevention and Control

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Report all potential communicable diseases to Occupational Health: 709-777-7777, line 3, line 2, or email [occhealth@easternhealth.ca](mailto:occhealth@easternhealth.ca).

[covid19.inquiries@easternhealth.ca](mailto:covid19.inquiries@easternhealth.ca) | Navigator Line: 709-752-3663 (M-S 8:00 a.m. to 10:00 p.m.) | [www.easternhealth.ca/covid19](http://www.easternhealth.ca/covid19) | [COVID-19 Intranet page](#) | [Facebook](#) | [Twitter](#)

## El-Gohary, Sonja

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**From:** Smith, Trudy  
**Sent:** Thursday, May 6, 2021 9:51 AM  
**To:** El-Gohary, Sonja  
**Subject:** covid memo 2 (NLYC/SJYDC)

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**From:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>  
**Sent:** Thursday, February 25, 2021 10:39 AM  
**To:** Whitten, Rick <[rickwhitten@gov.nl.ca](mailto:rickwhitten@gov.nl.ca)>; purchase, norman <[normanpurchase@gov.nl.ca](mailto:normanpurchase@gov.nl.ca)>; Drover, Rodney <[rodneydrover@gov.nl.ca](mailto:rodneydrover@gov.nl.ca)>; Bartlett, Patrick <[patrickbartlett@gov.nl.ca](mailto:patrickbartlett@gov.nl.ca)>; Mahoney, Perry <[perrymahoney@gov.nl.ca](mailto:perrymahoney@gov.nl.ca)>; Pardy, Ed <[edwinpardy@gov.nl.ca](mailto:edwinpardy@gov.nl.ca)>; MacDonald, Nicholas <[NicholasMacDonald@gov.nl.ca](mailto:NicholasMacDonald@gov.nl.ca)>; Legge, Trudy <[trudylegge@gov.nl.ca](mailto:trudylegge@gov.nl.ca)>; CLEARY, SCOTT <[SCOTTCLEARY@gov.nl.ca](mailto:SCOTTCLEARY@gov.nl.ca)>; Roach, Steven <[stevenroach@gov.nl.ca](mailto:stevenroach@gov.nl.ca)>; McDonald, Colette <[ColetteMcDonald@gov.nl.ca](mailto:ColetteMcDonald@gov.nl.ca)>; MacDonald, Scott <[scottmacdonald@gov.nl.ca](mailto:scottmacdonald@gov.nl.ca)>  
**Subject:** COVID Swabbing on new admissions

For all new admissions we will now be implementing COVID testing. The protocol at this time is the following;

- When you receive a new admission to the SJYDC and they don't get released the next morning from court, the MOSO is to call the St John's lock up at 729-3873 and ask that the Nurse Practitioner on-call to swab our youth. SJLU is aware of this protocol through Cindy Whitten-Nagle.
- If the youth is under 16 we will need the MOSO to contact the parent or have Colette or Shawn contact the parent to receive verbal consent for the testing to occur. Please document in the resident file that consent was obtained and let the NP know this. If the youth is over 16 he/she can provide consent.
- We will provide the appropriate PPE at SJYDC for the NP when he/she arrives.
- [REDACTED] s.31(1)(a);(l);(n)
- Please notify me by email of each new admission and the status of when/if the swabbing is taking place.

Thank you  
 Trudy

**Trudy Smith, MSW, RSW**  
**Administrator**  
**Department Justice & Public Safety**  
 NL Youth Centre/Pre Trial Services

Facility main: 709-759-2471, Direct 759-3151. Cell: 709-685-5543.



**El-Gohary, Sonja**

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**From:** Smith, Trudy  
**Sent:** Thursday, May 6, 2021 9:51 AM  
**To:** El-Gohary, Sonja  
**Subject:** FW: covid memo 1 (NLYC/SJYDC)  
**Attachments:** Guidance- use of masks and face shields PCH CCH\_23Feb21.pdf

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**From:** Smith, Trudy <[trudysmith@gov.nl.ca](mailto:trudysmith@gov.nl.ca)>  
**Sent:** Monday, March 1, 2021 10:08 AM  
**To:** Justice - Youth Secure Custody Services - ALL OFFICES <[Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca](mailto:Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca)>  
**Subject:** Cloth Masks No Longer Recommended

Please note that Eastern Health is now recommending that all Health Care workers no longer wear the cloth masks and instead wear the medical masks (blue one) at a minimum. Please see attached which also describes safe ways to contain the mask when it is off.

As stated in previous email they are also recommending mask and shield with all interactions with clients that are less than 6 feet apart.

Correctional facilities have been described as equivalent to long term care facilities so this applies to NLYC and SJYDC.

Thank you

Trudy

**Guidelines- Use of ASTM Masks and Face Shields  
Personal Care Homes and Community Care Homes  
February 23, 2021**

Recent guidance from Infection Prevention and Control recommends health care workers wear an ASTM rated or equivalent mask and face shield while providing direct care to residents.

You may notice your mask has changed – this is because a level 2 mask is now recommended for health care workers. Staff providing direct care to clients/residents will be provided with one ASTM rated or equivalent mask per 12 hour shift.

- Please refer to links below for instruction on donning and doffing and focus on the mask and face shield component only.
  - <https://www.gov.nl.ca/hcs/files/publichealth-cdc-ppe-putting-it-on.pdf>
  - <https://www.gov.nl.ca/hcs/files/publichealth-cdc-ppe-taking-it-off.pdf>
  - <https://www.youtube.com/watch?v=Ww0Rf079MZ4> .

**Mask storage:**

Masks can be safely stored. Safely stored, means the mask is taken off and put on per donning and doffing guidelines and placed in a clean dry area where it will not touch any other item/surface/person. Hands must be washed with soap and water or sanitized per donning and doffing guidelines.

You may watch the video [PPE Mask Storage - YouTube](#). Written instructions are below:

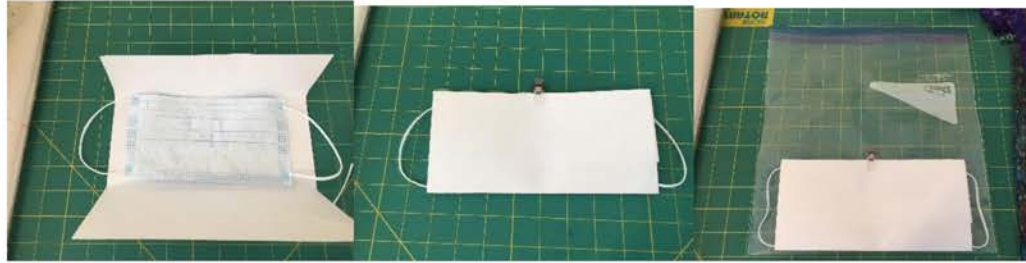
Here are two examples of safely storing your mask during your shift.

**Example 1:**

- After you take it off, place it flat, outside of the mask facing down, on a clean paper towel.

**Example 2:**

- Lay it flat on a piece firm material (e.g. card stock or manila envelope) that can be tri-folded over the mask keeping the front of mask from touching the inside of the mask. Then place it in a plastic bag for safe storage for next use during your shift.



- 8 1/2 x 11 card stock, folded down 3 inches from top, four inches up from bottom
  - Write 'front of mask' on inside middle of card stock
  - Wash/sanitize hands
  - Carefully remove mask ear loops or ties
  - Place mask with 'front of mask' facing down in middle of card stock
  - Fold top down, bottom up, leaving loops and/or strings on the outside
  - Clip using paper clip, clothes pin, or fabric clip, etc.
  - Insert the now covered mask into a ziploc bag for storage
  - Wash/sanitize hands
  - Reverse procedure to reuse mask
- It is not recommended to place the mask directly in a bag as when it folds over, the outside touches the inside and contaminates it. Also, it's more difficult to take the mask out of the bag without contaminating yourself.
  - Masks should be disposed of and replaced when they become wet, damp, or soiled (from the wearer's breathing or external splash.)

**At this time, wearing a face shield in addition to a mask for the full duration of shift is recommended.**

For clients with flu like symptoms or suspected/confirmed COVID-19, staff will don and doff PPE (mask, face shield, gown and gloves) between residents (not multiple residents) as per droplet and contact precautions.

Face shields should be disposed of and replaced when they become damaged or wet and at the end of the day.

#### **Face shield storage:**

Face shields can be safely stored by taking off and putting on per donning and doffing guidelines and placed in a clean dry area where it will not touch any other item/surface/person. Hands must be washed with soap and water or sanitized per donning and doffing guidelines

Here is an example of safely storing your face shield during your shift:

- Wash/sanitize hands
- Carefully remove face shield without touching front of shield
- After you take shield off, place it flat, front of the shield facing down, on a clean paper towel.

- Wash/sanitize hands

If soiled:

- Wash/sanitize hands
- Carefully remove face shield without touching front of shield
- After you take shield off, place it flat, front of the shield facing down, on a clean paper towel.
- Wash sanitize hands
- Clean face shield using soap and water, clean the inside of mask first, use separate wipe to clean out side of mask
- Place on a second clean paper towel – allow to dry
- Wash /sanitize hands