



**Memo:**

To: All Staff  
From: Warden  
File: 2020-002  
Date: March 25, 2020  
Re: **Interim Court Procedures**

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**FSCC Video Court**

All NWT Court Services have been cancelled due to the ongoing concern of COVID-19; FSCC will be overseeing video court proceedings for the foreseeable future.

This will include:

- Justice Peace video court occurring **7 days a week** starting at 1330 hrs. each day
- Territorial and Supreme Court

It is of the utmost importance that all officers that are supervising these proceedings utilize the information recording sheet for each individual session; once completed the staff will share the recorded information with the DEPUTY WARDEN and CASE MANAGER to ensure that any required action (i.e. bail) is completed by the appropriate personnel.

- I. Processing bail please ensure the Release order and Appendix A is signed and the inmate provided a copy, FSCC will keep the original.
- II. Please contact the Court after-hours phone number for anyone who gets bail out side of Fort Smith as the courts will book the travel.

To address Health and Safety concerns all staff must ensure that:

- All remanded FSWU inmates are escorted by 2 staff at all times.
- All Corrections Officers must ensure that the area is sanitized with Virox by the inmates including (doors, desks and commonly touched items/surfaces).
- Any inmates that are on contact precautions will be **escorted individually in PPE (gown, gloves and mask) and kept separate from other inmates.**



**Memo:**

To: All Staff

From: Warden

Date: March 25, 2020

File: 2020-003

**Re: FSCC Interim Money and Personal item drop off procedures/restrictions**

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FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include the **restrictions** of:

- All Visitors to the FSCC
- All Community and Department contractors (DPW will attend for emergencies only)
- All items for drop off (except legal documents) including magazines, books and traditional foods etc.
  - If required and deemed necessary the items can be reviewed and approved by the Deputy Warden following the same precautions as outlined below for incoming mail.

Precautionary measures for handling money and mail

- FSCC will only be accepting money via mail.
  - Staff accepting money will wear PPE (gloves) for processing and sanitizing the area once completed.
- Security staff is required to screen all intakes with new questionnaire for COVID-19 and are required to wear gloves for processing inmates personal items which includes incoming monies.
- All incoming mail will be placed into a bin and kept for a minimum of 5 days before being screened by staff wearing the required PPE (gloves, mask and goggles).

These restrictions will be in place until further notice.



**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020  
File: 2020-004  
Re: **FSCC-MU Meal direction**

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FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- All Inmates will no longer be allowed to eat in the common area, inmates will now eat in their rooms.
- Staff will be limited to one at a table.
- Food will come to the FSMU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go to their rooms and wash-up and wait to be called two at a time while maintaining at least 2 meters between each other. When those two inmates have been served, the next two will be called and so on until everyone has been served.
- Staff will then be served while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain in their rooms until staff have called them two at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.



**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020  
File: 2020-005  
Re: **Sickness Isolation Procedures**

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Please ensure that all inmates that are sick with flu like symptoms remain in their rooms until the Nurse attends the facility.

- If you think that someone has flu like symptoms or they state they are sick with fever, cough, runny nose, sore throat, headache and general body aches please contact the Nurse 24/7 and then on-call to provide an update as to what is happening.
- The Nurse will arrive and put on Personal Protective Equipment (PPE) and attend the inmates room and provide them with a mask. Staff is to accompany the nurse but maintain a distance of at least two meters (6 feet) but staff does not need to put on PPE at this time. If the inmate has shown signs that they would not be cooperative in going to isolation the Nurse may ask two staff to put on PPE also to assist in the movement.
- The inmate will then be escorted to the Calm Cells/Wet Cells to medical isolation by the Nurse and at least one staff member who will maintain at least a distance of 2 meters. Before the movement the shift supervisor will go to control and monitor the movement over the cameras.
- The Nurse will then do an assessment on the inmate and may provide direction for next steps.
- Once the inmate has been placed in medical isolation the majority of interaction will be done by the Nurse but you may be required to put PPE and do day to day tasks with the individual on isolation protocols.
- Everyday the individual is in medical isolation the Deputy Warden will check on them via camera and intercom.
- The inmate will not be locked in the individual rooms but will have free access to the unit. Therefore when entering the isolation unit staff should ask the inmate to return to there room so that staff may enter.
- The inmate will remain in medical isolation until cleared by the Nurse.
- All person's that enter and exit the medical isolation unit will need to log in and out via the log book on the PPE cart.



- See attached documents about Donning and Doffing PPE.
- Please ensure that you complete Separate Confinement Documentation \*See Attached\*

## Anthony Jones

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**From:** Warren Gillis  
**Sent:** August 26, 2020 11:52 AM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Chelsea Bradbury; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Geramo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Trudy Rose  
**Subject:** Reminder that we are to social distance

All Staff:

I just want to remind everyone that there has been no changes to the social distancing rules and we need to follow them as part of the recommendation from Public Health. 2 people per table etc. I know it is difficult in a center like ours but we need to do our very best to ensure we are trying to follow the rules being outlined.

Warren Gillis  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

Fort Smith Correctional Centre  
111 McDougal Road  
Fort Smith, NT. Canada X0E 0P0  
Phone 867-872-6558 or 867-872-0283  
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## Anthony Jones

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**From:** Warren Gillis  
**Sent:** July 2, 2020 9:41 AM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica MacDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose  
**Cc:** Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney  
**Subject:** Protect nwt

All Staff:

If you are planning on travelling South for vacation/ medical etc. you should contact [protectnwt@gov.nt.ca](mailto:protectnwt@gov.nt.ca) before hand and complete the worker self-isolation plan. I have found out that even with a test result you must self-isolate for 14 days unless they give you approval to return to the worksite. I have included information on essential workers from the GNWT response to COVID-19.

### Information for essential service workers, non-remote infrastructure workers and support workers

They must **mandatorily self-isolate** for 14 days upon arrival to the NWT in **Yellowknife, Inuvik, Hay River or Fort Smith**. They will not be allowed to self-isolate in a small community or other regional centre other than the four listed communities.

They must also:

- Before coming to the NWT, complete and submit a [worker self-isolation plan](#) to [protectnwt@gov.nt.ca](mailto:protectnwt@gov.nt.ca) a minimum of 14 days in advance of arrival. Protect NWT can also be contacted at 8-1-1 or 1-833-378-8297 (outside NWT). The self-isolation plan must be approved by Protect NWT before they can enter the NWT.
- Obtain an approval document from the Chief Public Health Officer via Protect NWT, prior to entering the NWT.
- Complying with their self-isolation plan.
- Complete and submit the [symptom check form](#) to Protect NWT online or by calling 8-1-1 on their 2<sup>nd</sup>, 6<sup>th</sup>, 10<sup>th</sup> and 14<sup>th</sup> days of self isolation
- Monitor their health for [symptoms of COVID-19](#).
- Follow [healthy respiratory practices](#).
- If they are sick, **they must not travel into the NWT.**

Essential Service Worker employers should submit the [Employer Permission To Work Application](#) a minimum of 14 days in advance of the employee's arrival in the NWT. Employers with multiple employee applications should consider submitting documents up to four weeks in advance. Applications can be submitted earlier if travel plans are known. If the request is approved, the Essential Service Worker must:

- Complete 14 days of [social distancing protocols](#) established by the Chief Public Health Officer
  - Comply with all steps set out above.
  - Socially distance while working.
- 
- Self-isolate while not working.

If they show [symptoms of COVID-19](#), they must immediately [mandatorily self-isolate](#) and call a [health care provider](#).

Warren Gillis  
 Warden  
 Corrections  
 Department of Justice  
 Government of the Northwest Territories

Fort Smith Correctional Centre  
 111 McDougal Road  
 Fort Smith, NT. Canada X0E 0P0  
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## Anthony Jones

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**From:** Warren Gillis  
**Sent:** June 18, 2020 3:33 PM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose  
**Cc:** Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney  
**Subject:** FW: Leave requirements for self-isolation

### **FYI – LEAVE REQUIREMENT FOR SELF ISOLATION**

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Warren Gillis  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

Fort Smith Correctional Centre  
111 McDougal Road  
Fort Smith, NT, Canada X0E 0P0  
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**From:** Lynn Brookson  
**Sent:** Thursday, June 18, 2020 3:14 PM  
**To:**

**Cc:**  
**Subject:** Leave requirements for self-isolation

***Please share with staff in your division or program area.  
Thank you.***

---

**Sent on behalf of Karen Robertson, Client Service Manager**

Good Afternoon,

Choosing not to travel outside the NWT and Nunavut is one of the best ways to prevent the spread of COVID-19 in the territory. The Government of the Northwest Territories strongly urges all employees to avoid all non-essential, out-of-territory travel over the summer. However, we also recognize that many employees may still choose to travel outside NWT and Nunavut over the coming months.

Over the coming weeks, please take the time to talk with your employees about their upcoming vacation plans and ensure that they understand:

- the requirement to self-isolate if they've travelled outside the NWT and Nunavut; and
- that they will need to use leave to cover the self-isolation period if they are not able to work remotely upon their return.

The following points provide an overview of what you should be discussing with your employees and further information is available on [MyHR](#).

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#### Preventing the spread

- Avoiding non-essential, out-of-territory travel is the best way you can help to prevent the spread of COVID-19 in the Northwest Territories.

#### Self-isolation

- If you do choose to travel outside the territories, the Chief Public Health Officer's Orders concerning out-of-territory travel are still in place.
- **You will be required to self-isolate for 14 days upon your return if you travel outside the NWT and Nunavut.**
- You will need to have an isolation plan approved by Protect NWT for when you return.
- You also need to consider *where* you will self-isolate. Residents who have travelled outside of the territories may only self-isolate in one of Yellowknife, Inuvik, Hay River or Fort Smith.

#### Leave requirements

- **You must request leave for your vacation and any required self-isolation before you travel if you cannot work remotely.**
- Effective July 1st, 2020, if you leave the NWT and Nunavut on non-essential travel, you will be required to use annual, lieu or leave without pay for the 14-day self-isolation period if you are unable to work remotely upon your return. If you are currently outside of the NWT, you will continue to be able to access special leave for the isolation period if you are unable to work remotely upon your return.

- Non-essential travel is discretionary in nature and includes travel for the purposes of tourism, recreation, shopping, and entertainment. It does not include medical travel nor travel due to a death in the employee's immediate family or where a member of the employee's immediately family becomes seriously ill.
- Where operationally feasible, approval may be granted to work remotely from home during the isolation period, but that arrangement must be requested and approved by your supervisor prior to your departure.
- If your trip was essential (i.e. medical travel), you may be able to access special leave during the isolation period if unable to work remotely upon your return.
- More information about out-of-territory travel and leave requirements are available on MyHR.

Thank you for helping us get this message out to our employees. Limiting non-essential out-of-territory travel and enforcing the 14-day period of self-isolation is critical in reducing the risk of COVID-19 transmission in the Northwest Territories.

Thank you,

Mársı | Kinanāskomitin | Thank you | Merci | Haj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

**Karen Robertson**

Client Service Manager / Gestionnaire du service à la clientèle  
 Management & Recruitment Services - Services de gestion et de recrutement  
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**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020  
File: 2020-006  
Re: **FSCC-WU Meal direction**

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FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- 2 inmates per table.
- Staff will be limited to one at a table.
- Food will come to the FSWU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go and wash-up and wait to be called one at a time. One inmate will be served while another is waiting 2 meters apart. When the inmate has been served they will sit down at a table and the other inmate will be called to be served. The next inmate will be called and so on until everyone has been served.
- Staff will then be served after the inmates while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain at their tables until staff have called them one at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.

All Staff;

We continue to work through all of the situations that are happening around the Coronavirus outbreak and I wanted to update you on some of our discussions. I just want to let everyone know that we are putting many steps in place before being directed to do so for staff and inmate protection. The working group (Khaled/ Toko/ Janelle/ Tony/ Chris and myself) all want to be proactive and get as many steps in place now so it just becomes common practice. We will continue to look out for everyone's safety and

1. If you are sick / runny nose/ fever or sore throat stay home.
2. If an inmate is sick/ runny nose/ fever or sore throat then they must be confined to their room and monitored by Khaled.
3. Social Distancing – I know this is not easy in the facility but we need to do what is possible or practical.
  - a. We have discussed meals and having just two inmates per table and we need to come up with a plan.
  - b. Program staff will meet with inmates in the counselling room and keep distance. Teacher will meet in classroom and maintain distancing.
  - c. Staff playing games/ cards etc. will need to stop at this time. Concern about distancing and touching cards / game pieces etc.
4. Cleaning – all staff are to keep work areas clean. When staff are getting off shift please ensure you clean the Common Area's and Control Rooms and the shift taking over should clean as well, I know it sounds like overkill but again we need to get into the habit.

# HOW LONG DOES CORONAVIRUS LIVE IN THE AIR AND ON SURFACES?

- When the virus is carried by the droplets release when someone coughs or sneezes, it can still infect people for at least three hours.
- On plastic and stainless steel, the coronavirus can live for three days.
- On cardboard, the virus was not viable (not able to infect people) after 24 hours.
- On copper, it took 4 hours for the virus to become inactive.



**Memo:**

To: All Staff  
From: Warden  
Date: April 15, 2020  
File: 2020-007  
Re: **FSCC-Masks direction**

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After careful consideration and in alignment with many Correctional facilities across Canada, the Northwest Territories Correctional Services will be implementing a new practice around the masking of its correctional staff during the COVID-19 pandemic. We continue to work towards providing additional safety for staff and inmates. The corrections service has ordered masks and we hope to have them in place by April 27th, 2020. More information will follow on the use of the masks, how they will be worn, when they will be worn and instructions around how they will be washed and re-worn.

Anybody who enters the secure envelope **MUST** wear a mask throughout their entire shift at all sites. Two (2) cloth mask will be distributed to each staff member and One (1) to each inmate, these cloth masks will be washable.



**Memo:**

To: All Staff  
From: Warden  
Date: April 16, 2020  
File: 2020-008  
Re: **FSMU - Nursing Movement**

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1. Contact the facility Nurse to advise that an inmate needs to be seen and why, the Nurse will advise of a time.
2. Depending on the inmates security rating either one or two staff with required security equipment will escort the inmate to FSWU C-1 door.
3. Upon entering door C-1 the Nurse will ask the inmate to wash their hands in the intake room washroom before being seen and the inmate may be asked to wear a surgical mask.
4. The initial assessment of the inmate will be done in the intake office with the Nurse and security staff present.
5. If the Nurse needs to do an examination of the inmate the assessment will then take place in the nursing office.
6. When the inmate is taken into the nursing office the nurse will do an assessment and security staff will prop open door C4 so that they can hear the conversation and respond if required.
7. Upon leaving the Admission and Discharge area of FSMU security staff will ensure that the inmate is placed in security equipment if required.
8. When returning to FSMU security equipment will be removed if applicable, staff and inmates will wash their hands in the FSMU intake washroom before returning the Pod at FSMU.



Memo:

To: All Staff  
From: Warden  
Date: April 16, 2020  
File: 2020-009  
Re: **FSWU - Nursing Movement**

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1. Contact the facility Nurse to advise that an inmate needs to be seen and why, the Nurse will advise of a time.  
- **\*\*If an inmate is symptomatic (fever, cough, and difficulty breathing) they are to be placed into the Calm Cells and the Nurse will come examine the inmate. See FSCC Sickness Isolation Protocols.\*\***
2. Depending on the inmates security rating either one or two staff will escort the inmate to the Intake room door.
3. Upon entering the intake room the Nurse will ask the inmate to wash their hands in the intake room washroom before being seen and the inmate may be asked to wear a surgical mask.
4. The initial assessment of the inmate will be done in the intake office with the Nurse and security staff present.
5. If the Nurse needs to do an examination of the inmate the assessment will then take place in the nursing office.
6. When the inmate is taken into the nursing office the nurse will do an assessment and security staff will prop open door C4 so that they can hear the conversation and respond if required.
7. Staff are to escort the inmate back to the common area and return to normal duties.



Memo:

To: All Staff  
From: Warden  
Date: April 16, 2020  
File: 2020-008  
Re: **FSMU - Nursing Movement**

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1. Contact the facility Nurse to advise that an inmate needs to be seen and why, the Nurse will advise of a time.  
- **\*\*If an inmate is symptomatic (fever, cough, and difficulty breathing) they are to be placed into the Wet Cells and the Nurse will attend and examine the inmate. See FSCC Sickness Isolation Protocols.\*\***
2. Depending on the inmates security rating either one or two staff with required security equipment (**cleaned with disinfectant wipes before escort**) will escort the inmate to FSWU C-1 door.
3. Upon entering door C-1 the Nurse will ask the inmate to wash their hands in the intake room washroom before being seen and the inmate may be asked to wear a surgical mask.
4. The initial assessment of the inmate will be done in the intake office with the Nurse and security staff present.
5. If the Nurse needs to do a examination of the inmate the assessment will then take place in the nursing office.
6. When the inmate is taken into the nursing office the nurse will do an assessment and security staff will prop open door C4 so that they can hear the conversation and respond if required.
7. Upon leaving the Admission and Discharge area of FSWU security staff will ensure that the inmate is placed in security equipment if required.
8. When returning to FSMU security equipment will be removed if applicable (**cleaned with disinfectant wipes after escort**), staff and inmates will wash their hands in the FSMU intake washroom before returning the Pod at FSMU.



**Memo:**

To: All Staff  
From: Warden  
Date: April 17, 2020  
File: 2020-010  
Re: **FSCC Searches**

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Searches at FSCC will continue as usual with some minor amendments to how we do them.

**Cell/Room Searches:**

- Effective immediately all staff participating in cell/room searches shall wear a mask and new clean gloves for every cell/room search.
- One staff will enter the cell/room and search while the other stands by the door with an inmate to observe the search while still maintaining social distancing.

**Frisks:**

- All frisk searches shall continue as usual but need to be done while wearing a mask and gloves.

**Building Searches:**

- All building searches will continue as usual but primarily on night shift and gloves need to be worn. If the search is done during hours that the inmates are awake and you are in close proximity to them you will need to wear a mask.

**Strip Searches:**

- All Strip Searches will continue as usual with the only amendment being that all staff present will need to wear gloves and a mask.

These restrictions will be in place until further notice.

## **Steps to protect you and your family.**

For corrections officers, staying home isn't an option during the COVID-19 pandemic. And when you do return home after a shift, you want to ensure your loved ones are protected from SARS-CoV2 (COVID-19).

A printed checklist can help you to follow safe decontamination procedures after a long shift when you are fatigued and likely to miss steps. Print one out for your home and one for your vehicle.

Follow these steps to protect your home and your family from COVID-19 after a shift:

- 1.** At the end of your shift, wash your hands before you leave for home.
- 2.** If you are reusing a respirator, take care in properly donning and doffing your mask. Avoid touching the front of the mask and clean your hands after doffing. Between uses, it should either be hung in a designated storage area or placed in a clean, breathable container, such as a paper bag. Do not keep a used N95 mask in a sealed plastic bag or stuff it in a pocket.
- 3.** Stage storage bins or bags in the back of your vehicle to store your work bag and other work items until you are able to complete a full decontamination at home.
- 4.** Once you arrive home, remove your shoes at the entrance to your residence and place them in a plastic bin. Later, you will decontaminate them with diluted bleach or an approved household cleaner.
- 5.** While still in the entryway, remove all items in your pockets. Place these, along with your phone, car keys and any other items you took to work in another storage bin. You will wipe all of this down later.

## Steps to protect you and your family.

6. Immediately upon entering your home and emptying your pockets, walk to the bathroom and shower. Have a clean change of clothes ready in the bathroom. **Do not physically greet your pet or your family.** Have a bin or plastic bag in the bathroom in which to place your dirty clothes.
7. After showering and changing into clean clothes, take your dirty clothes to the washing machine immediately. Try not to touch these clothes as you place them in the washing machine.
8. Return to the entryway. Spray a diluted bleach solution or use an approved cleaning solution on your shoes, remembering not to touch them. If normally used disinfectant is not available, use a 10:1 water-to-bleach solution.
9. Do the same with all the items you removed from your pockets, as well as your phone and car keys. Any equipment should be cleaned as directed by the manufacturer.
10. Retrace your steps to your car. Wipe down any surfaces you may have touched, including door handles, car handles and gates.
11. Clean the remainder of your work items. Wash bags and reusable food containers and wipe down any other equipment that you may have taken to work and brought back home with you.
12. At the end of your decontamination process, wash your hands one final time.

**Print out the after-shift checklist and hang it by your door.**



**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020 File:  
2020-004  
Re: **FSCC-WU Meal direction**

---

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- All Inmates will no longer be allowed to eat in the common area, inmates will now eat in their rooms.
- Staff will be limited to one to a table.
- Food will come to the FSWU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go to their rooms and wash-up and wait to be called two at a time while maintaining at least 2 meters between each other. Once those two inmates have been served then the next two will be called and so on until everyone has been served.
- Staff will then be served while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain in their rooms until staff have called them two at a time to clear their trays.

These restrictions will be in place until further notice.



**Memo:**

To: All Staff  
From: Warden  
Date: May 1, 2020  
File: 2020-011  
Re: **FSCC - Intake protocol community admission**

---

FSCC has implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

Precautionary measures for all NEW INTAKES from the community:

- The Nurse will get called into the facility prior to the inmate arriving to do a medical screening. He will wear full PPE when doing the intake medical and COVID 19 screening.
- Inmate will immediately put on a mask upon entry and use hand sanitizer that the Nurse will provide.
- Staff will complete all intake paperwork and will be in full PPE (gloves, gown, mask) while doing all aspects of the intake process, constantly changing your gloves if you come into physical contact with the inmate or their belongings before doing a new task **\*\*THIS IS EXTREMELY IMPORTANT\*\*** .
- Inmate will shower and be issued facility clothing.
- Upon completion of the intake process the inmate will be placed into a CALM unit cell.
- Inmates will be placed in the CALM unit for self-isolation until cleared by the facility Nurse.
- When the inmate is out of their room they will need to wear a mask at all times, failure to do so will result in being secured in their cell.
- When staff enter the CALM unit they must wear a mask and gloves, if you are within 6 feet of the inmate you must be in full PPE.
- Staff must enter and exit the CALM unit from the CALM EXERCISE YARD hallway and DON and DOFF PPE each time you enter and exit the unit and wash your hands in the Intake Office sink.
- ALL PPE are to be discarded once you exit the CALM unit. DO NOT keep your gloves on and enter other areas of the building as this is a major factor in cross contamination. WASH YOUR HANDS and CONSTANTLY CHANGE YOUR PPE. This will help stop the spread of any germs and viruses from spreading.

These restrictions will be in place until further notice.



Memo:

To: All Staff  
From: Warden  
Date: May 1, 2020  
File: 2020-011  
Re: **FSCC - Intake protocol community admission**

---

FSCC has implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

Precautionary measures for all NEW INTAKES from the community:

- The Nurse will get called into the facility prior to the inmate arriving to do a medical screening. He will wear full PPE when doing the intake medical and COVID 19 screening.
- Inmate will immediately put on a mask upon entry and use hand sanitizer that the Nurse will provide.
- Staff will complete all intake paperwork and will be in full PPE (gloves, gown, mask) while doing all aspects of the intake process, constantly changing your gloves if you come into physical contact with the inmate or their belongings before doing a new task **\*\*THIS IS EXTREMELY IMPORTANT\*\*** .
- Inmate will shower and be issued facility clothing.
- Upon completion of the intake process the inmate will be placed into a CALM unit cell.
- Inmates will be placed in the CALM unit for self-isolation for **14** days.
- When the inmate is out of their room they will need to wear a mask at all times, failure to do so will result in being secured in their cell.
- When staff enter the CALM unit they must wear a mask and gloves, if you are within 6 feet of the inmate you must be in full PPE.
- Staff must enter and exit the CALM unit from the CALM EXERCISE YARD hallway and DON and DOFF PPE each time you enter and exit the unit and wash your hands in the Intake Office sink.
- **ALL PPE are to be discarded once you exit the CALM unit. DO NOT keep your gloves on and enter other areas of the building as this is a major factor in cross contamination. WASH YOUR HANDS and CONSTANTLY CHANGE YOUR PPE. This will help stop the spread of any germs and viruses from spreading.**

These restrictions will be in place until further notice.

## REMOVING PERSONAL PROTECTIVE EQUIPMENT

1

REMOVE GLOVES



2

REMOVE GOWN



3

PERFORM HAND HYGIENE



4

REMOVE EYE PROTECTION



5

REMOVE MASK OR N95 RESPIRATOR



6

PERFORM HAND HYGIENE



## PUTTING ON PERSONAL PROTECTIVE EQUIPMENT

**1**

**PERFORM HAND  
HYGIENE**



**2**

**PUT ON GOWN**



**3**

**PUT ON MASK OR  
N95 RESPIRATOR**



**4**

**PUT ON EYE  
PROTECTION**



**5**

**PUT ON GLOVES**





**VISITORS** GET INSTRUCTIONS FROM  
STAFF BEFORE ENTERING

## CONTACT PRECAUTIONS

IN ADDITION TO ROUTINE PRACTICES  
**LONG-TERM CARE**



Wear gloves for direct care



Wear long-sleeved gown for direct care



Dedicate equipment to resident or  
disinfect before use with another



**VISITORS** GET INSTRUCTIONS FROM  
STAFF BEFORE ENTERING

## **DROPLET CONTACT PRECAUTIONS**

IN ADDITION TO ROUTINE PRACTICES  
**ACUTE CARE**



Wear mask and eye protection  
within 2 metres of patient



Wear gloves



Wear long-sleeved gown



Patient must wear a mask  
if they leave the room



Dedicate equipment to patient or  
disinfect before use with another



May 06, 2020

**MEMO**

ALL STAFF AND INMATES

**NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - FSCC**

Recommendations have been publicized by the NWT Chief Public Health Officer (CPHO) on April 7, 2020 on the importance of individuals using homemade masks to help prevent exposing others to the COVID-19 virus. Cloth masks are not considered Personal Protection Equipment (PPE) and are not intended to replace the use of any PPE.

The Corrections Service supports the recommendations and will permit staff (who wish to do so) to wear non-medical cloth masks or face coverings when in the workplace. This same direction will apply to Inmates. These masks will be distributed.

This advice does not, in any way, replace or supersede PPE Guidelines for the management of COVID-19 patients or fundamental infection prevention and control measures.

Regular PPE related protocols remain in effect and cloth masks are not permitted to replace the use of PPE in any circumstance, inclusive of cell searches, mail searches and Droplet/Contact Precautions. As indicated, if any staff requires PPE for any task please consult with your supervisor and they will help ensure the equipment is available as required.

If using cloth masks, staff must apply and remove it carefully, to avoid contaminating themselves or their surroundings. They should also store the non-medical mask in a secure place (e.g. a closed container) when not in use. Please refer to the memo (Donning and Doffing) dated May 5, 2020, for further information.

There is increasing scientific certainty of symptomless transmission of COVID-19. Cloth face coverings prevent exit of respiratory droplets so that they do not contact other people or surfaces and, as such, are deemed an effective way of preventing transmission to others. In addition to NWT's public health advisory, Dr. Teresa Tam, The Chief Public Health Officer of Canada, also advises the public to wear facial coverings if they cannot maintain 2m of physical distancing with others.

Cloth masks will not interfere with using the phone or radio, both have been used with a cloth mask and no concerns were noted.



Until further notice the following guidelines have been implemented:

**Staff Issue of cloth masks:**

- Three (3) cloth masks will be issued to every staff member.
- Cloth Masks do not replace PPE and are issued as additional protection for all occupants of the FSCC.
- Ziploc bags will be provided to all staff for safe storage of the cloth mask when the mask is not in use, including transport to and from work.
- Paper bags are also a viable option and will be provided to staff for safe storage and transport ensuring that the top of the paper bag is folded over.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.

Staff is expected to wash the cloth mask at the end of the day along with their uniform. These should be hand or machine washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life). If you are using a surgical mask these should be properly discarded at the end of each shift.

**Inmate Issue of cloth masks:**

- Two (2) cloth masks will be issued to every inmate.
- Inmates will be able to wash the masks with their clothing.
- All inmates will be advised that it is recommended that they wear the masks when out of their cells.
- Non-sealable sandwich bags will be provided to all inmates for safe storage of the cloth mask when not in use.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.
- Cloth masks should be retained by the inmates for further use but will be laundered daily, or when damaged, wet, or visibly soiled.
- Inmates can wash their masks in their sink or can wash the mask with their laundry using warm water and laundry detergent.

Thank you for your cooperation,

Warden  
Fort Smith Correctional Complex



May 5, 2020

**MEMO**

ALL STAFF AND INMATES

**NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - FSCC**

Recommendations have been publicized by the NWT Chief Public Health Officer (CPHO) on April 7, 2020 on the importance of individuals using homemade masks to help prevent exposing others to the COVID-19 virus. Cloth masks are not considered Personal Protection Equipment (PPE) and are not intended to replace the use of any PPE.

The Corrections Service supports the recommendations and will permit staff (who wish to do so) to wear non-medical cloth masks or face coverings when in the workplace. This same direction will apply to Inmates. These masks will be distributed.

This advice does not, in any way, replace or supersede PPE Guidelines for the management of COVID-19 patients or fundamental infection prevention and control measures.

Regular PPE related protocols remain in effect and any cloth mask is not permitted to replace the use of PPE in any circumstance, inclusive of cell searches, mail searches and Droplet/Contact Precautions. As indicated, if any staff requires PPE for any task please consult with your supervisor and they will help ensure the equipment is available as required.

If using cloth masks, staff must apply and remove it carefully, to avoid contaminating themselves or their surroundings. They should also store the non-medical mask in a secure place (e.g. a closed container) when not in use. Please refer to the memo (Donning and Doffing) dated April 30, 2020, for further information.

There is increasing scientific certainty of symptomless transmission of COVID-19. Cloth face coverings prevent exit of respiratory droplets so that they do not contact other people or surfaces and, as such, are deemed an effective way of preventing transmission to others. In addition to NWT's public health advisory, Dr. Teresa Tam, The Chief Public Health Officer of Canada, also advises the public to wear facial coverings if they cannot maintain 2m of physical distancing with others.

Cloth masks will not interfere with using the phone or radio, both have been used with a cloth mask and no concerns were noted.



Until further notice the following guidelines have been implemented:

**Staff Issue of cloth masks:**

- Three (3) cloth masks will be issued to every staff member
- Cloth Masks do not replace PPE and are issued as additional protection for all occupants of the FSCC.
- Need something on placing in a Ziploc or something similar when leaving the workplace. Ziploc Bags to be purchased for all staff for initial implementation.

Staff is expected to wash the mask at the end of the day along with their uniform. These should be hand washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life).

Staff may machine wash the mask in hot water, using laundry soap that DOES NOT contain fabric softeners; powdered detergent is preferred. Add an extra rinse cycle to ensure all soap is removed from your mask. If machine drying using a warm cycle. If machine drying, consider using a mesh bag to prevent damage to elastics or ties

**Inmate Issue of cloth masks:**

- Two (2) cloth masks will be issued to every inmate
- Inmates will be able to wash the masks with their clothing
- All inmates will be advised that it is recommended that they wear the masks when out of their cells
- Paper bags will be issued to every inmate so that they can store their mask and the paper bag will allow the mask to breathe and reduce moisture and bacteria growth.
- Inmate reusable masks should be retained by the inmates for further use but will be laundered daily, or when damaged, wet, or visibly soiled.
- Inmates can wash their masks with their laundry.

Thank you for your cooperation,

Warden  
Fort Smith Correctional Complex



**Memo:**

To: All Staff  
From: Warden  
File: 2020-002  
Date: March 25, 2020  
Re: **Interim Court Procedures**

---

**FSCC Video Court**

All NWT Court Services have been cancelled due to the ongoing concern of COVID-19; FSCC will be overseeing video court proceedings for the foreseeable future.

This will include:

- Justice Peace video court occurring **7 days a week** starting at 1330 hrs. each day
- Territorial and Supreme Court

It is of the utmost importance that all officers that are supervising these proceedings utilize the information recording sheet for each individual session; once completed the staff will share the recorded information with the DEPUTY WARDEN and CASE MANAGER to ensure that any required action (i.e. bail) is completed by the appropriate personnel.

- I. Processing bail please ensure the Release order and Appendix A is signed and the inmate provided a copy, FSCC will keep the original.
- II. Please contact the Court after-hours phone number for anyone who gets bail out side of Fort Smith as the courts will book the travel.

To address Health and Safety concerns all staff must ensure that:

- All remanded FSWU inmates are escorted by 2 staff at all times.
- All Corrections Officers must ensure that the area is sanitized with Virox by the inmates including (doors, desks and commonly touched items/surfaces).
- Any inmates that are on contact precautions will be **escorted individually in PPE (gown, gloves and mask) and kept separate from other inmates.**



**Memo:**

To: All Staff

From: Warden

Date: March 25, 2020

File: 2020-003

**Re: FSCC Interim Money and Personal item drop off procedures/restrictions**

---

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include the **restrictions** of:

- All Visitors to the FSCC
- All Community and Department contractors (DPW will attend for emergencies only)
- All items for drop off (except legal documents) including magazines, books and traditional foods etc.
  - If required and deemed necessary the items can be reviewed and approved by the Deputy Warden following the same precautions as outlined below for incoming mail.

Precautionary measures for handling money and mail

- FSCC will only be accepting money via mail.
  - Staff accepting money will wear PPE (gloves) for processing and sanitizing the area once completed.
- Security staff is required to screen all intakes with new questionnaire for COVID-19 and are required to wear gloves for processing inmates personal items which includes incoming monies.
- All incoming mail will be placed into a bin and kept for a minimum of 5 days before being screened by staff wearing the required PPE (gloves, mask and goggles).

These restrictions will be in place until further notice.



**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020  
File: 2020-004  
Re: **FSCC-MU Meal direction**

---

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- All Inmates will no longer be allowed to eat in the common area, inmates will now eat in their rooms.
- Staff will be limited to one at a table.
- Food will come to the FSMU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go to their rooms and wash-up and wait to be called two at a time while maintaining at least 2 meters between each other. When those two inmates have been served, the next two will be called and so on until everyone has been served.
- Staff will then be served while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain in their rooms until staff have called them two at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.



**Memo:**

**To:** All Staff  
**From:** Warden  
**Date:** March 27, 2020  
**File:** 2020-005  
**Re:** **Sickness Isolation Procedures**

---

Please ensure that all inmates that are sick with flu like symptoms remain in their rooms until the Nurse attends the facility.

- If you think that someone has flu like symptoms or they state they are sick with fever, cough, runny nose, sore throat, headache and general body aches please contact the Nurse 24/7 and then on-call to provide an update as to what is happening.
- The Nurse will arrive and put on Personal Protective Equipment (PPE) and attend the inmates room and provide them with a mask. Staff is to accompany the nurse but maintain a distance of at least two meters (6 feet) but staff does not need to put on PPE at this time. If the inmate has shown signs that they would not be cooperative in going to isolation the Nurse may ask two staff to put on PPE also to assist in the movement.
- The inmate will then be escorted to the Calm Cells/Wet Cells to medical isolation by the Nurse and at least one staff member who will maintain at least a distance of 2 meters. Before the movement the shift supervisor will go to control and monitor the movement over the cameras.
- The Nurse will then do an assessment on the inmate and may provide direction for next steps.
- Once the inmate has been placed in medical isolation the majority of interaction will be done by the Nurse but you may be required to put PPE and do day to day tasks with the individual on isolation protocols.
- Everyday the individual is in medical isolation the Deputy Warden will check on them via camera and intercom.
- The inmate will not be locked in the individual rooms but will have free access to the unit. Therefore when entering the isolation unit staff should ask the inmate to return to there room so that staff may enter.
- The inmate will remain in medical isolation until cleared by the Nurse.
- All person's that enter and exit the medical isolation unit will need to log in and out via the log book on the PPE cart.



- See attached documents about Donning and Doffing PPE.
- Please ensure that you complete Separate Confinement Documentation \*See Attached\*

## Anthony Jones

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**From:** Warren Gillis  
**Sent:** August 26, 2020 11:52 AM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Chelsea Bradbury; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Geramo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Trudy Rose  
**Subject:** Reminder that we are to social distance

All Staff:

I just want to remind everyone that there has been no changes to the social distancing rules and we need to follow them as part of the recommendation from Public Health. 2 people per table etc. I know it is difficult in a center like ours but we need to do our very best to ensure we are trying to follow the rules being outlined.

Warren Gillis  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

Fort Smith Correctional Centre  
111 McDougal Road  
Fort Smith, NT. Canada X0E 0P0  
Phone 867-872-6558 or 867-872-0283  
Fax 867-872-6597  
[www.gov.nt.ca](http://www.gov.nt.ca)

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## Anthony Jones

---

**From:** Warren Gillis  
**Sent:** July 2, 2020 9:41 AM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose  
**Cc:** Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney  
**Subject:** Protect nwt

All Staff:

If you are planning on travelling South for vacation/ medical etc. you should contact [protectnwt@gov.nt.ca](mailto:protectnwt@gov.nt.ca) before hand and complete the worker self-isolation plan. I have found out that even with a test result you must self-isolate for 14 days unless they give you approval to return to the worksite. I have included information on essential workers from the GNWT response to COVID-19.

### Information for essential service workers, non-remote infrastructure workers and support workers

They must **mandatorily self-isolate** for 14 days upon arrival to the NWT in **Yellowknife, Inuvik, Hay River or Fort Smith**. They will not be allowed to self-isolate in a small community or other regional centre other than the four listed communities.

They must also:

- Before coming to the NWT, complete and submit a [worker self-isolation plan](#) to [protectnwt@gov.nt.ca](mailto:protectnwt@gov.nt.ca) a minimum of 14 days in advance of arrival. Protect NWT can also be contacted at 8-1-1 or 1-833-378-8297 (outside NWT). The self-isolation plan must be approved by Protect NWT before they can enter the NWT.
- Obtain an approval document from the Chief Public Health Officer via Protect NWT, prior to entering the NWT.
- Complying with their self-isolation plan.
- Complete and submit the [symptom check form](#) to Protect NWT online or by calling 8-1-1 on their 2<sup>nd</sup>, 6<sup>th</sup>, 10<sup>th</sup> and 14<sup>th</sup> days of self isolation
- Monitor their health for [symptoms of COVID-19](#).
- Follow [healthy respiratory practices](#).
- If they are sick, **they must not travel into the NWT.**

Essential Service Worker employers should submit the [Employer Permission To Work Application](#) a minimum of 14 days in advance of the employee's arrival in the NWT. Employers with multiple employee applications should consider submitting documents up to four weeks in advance. Applications can be submitted earlier if travel plans are known. If the request is approved, the Essential Service Worker must:

- Complete 14 days of [social distancing protocols](#) established by the Chief Public Health Officer
  - Comply with all steps set out above.
  - Socially distance while working.
- 
- Self-isolate while not working.

If they show [symptoms of COVID-19](#), they must immediately [mandatorily self-isolate](#) and call a [health care provider](#).

Warren Gillis  
 Warden  
 Corrections  
 Department of Justice  
 Government of the Northwest Territories

Fort Smith Correctional Centre  
 111 McDougal Road  
 Fort Smith, NT, Canada X0E 0P0  
 Phone 867-872-6558 or 867-872-0283  
 Fax 867-872-6597  
[www.gov.nt.ca](http://www.gov.nt.ca)

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## Anthony Jones

---

**From:** Warren Gillis  
**Sent:** June 18, 2020 3:33 PM  
**To:** Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose  
**Cc:** Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney  
**Subject:** FW: Leave requirements for self-isolation

### **FYI – LEAVE REQUIREMENT FOR SELF ISOLATION**

---

Warren Gillis  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

Fort Smith Correctional Centre  
111 McDougal Road  
Fort Smith, NT, Canada X0E 0P0  
Phone 867-872-6558 or 867-872-0283  
Fax 867-872-6597  
[www.gov.nt.ca](http://www.gov.nt.ca)

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---

**From:** Lynn Brookson  
**Sent:** Thursday, June 18, 2020 3:14 PM  
**To:**

**Cc:**  
**Subject:** Leave requirements for self-isolation

***Please share with staff in your division or program area.  
Thank you.***

---

**Sent on behalf of Karen Robertson, Client Service Manager**

Good Afternoon,

Choosing not to travel outside the NWT and Nunavut is one of the best ways to prevent the spread of COVID-19 in the territory. The Government of the Northwest Territories strongly urges all employees to avoid all non-essential, out-of-territory travel over the summer. However, we also recognize that many employees may still choose to travel outside NWT and Nunavut over the coming months.

Over the coming weeks, please take the time to talk with your employees about their upcoming vacation plans and ensure that they understand:

- the requirement to self-isolate if they've travelled outside the NWT and Nunavut; and
- that they will need to use leave to cover the self-isolation period if they are not able to work remotely upon their return.

The following points provide an overview of what you should be discussing with your employees and further information is available on [MyHR](#).

---

#### Preventing the spread

- Avoiding non-essential, out-of-territory travel is the best way you can help to prevent the spread of COVID-19 in the Northwest Territories.

#### Self-isolation

- If you do choose to travel outside the territories, the Chief Public Health Officer's Orders concerning out-of-territory travel are still in place.
- **You will be required to self-isolate for 14 days upon your return if you travel outside the NWT and Nunavut.**
- You will need to have an isolation plan approved by Protect NWT for when you return.
- You also need to consider *where* you will self-isolate. Residents who have travelled outside of the territories may only self-isolate in one of Yellowknife, Inuvik, Hay River or Fort Smith.

#### Leave requirements

- **You must request leave for your vacation and any required self-isolation before you travel if you cannot work remotely.**
- Effective July 1st, 2020, if you leave the NWT and Nunavut on non-essential travel, you will be required to use annual, lieu or leave without pay for the 14-day self-isolation period if you are unable to work remotely upon your return. If you are currently outside of the NWT, you will continue to be able to access special leave for the isolation period if you are unable to work remotely upon your return.

- Non-essential travel is discretionary in nature and includes travel for the purposes of tourism, recreation, shopping, and entertainment. It does not include medical travel nor travel due to a death in the employee's immediate family or where a member of the employee's immediately family becomes seriously ill.
- Where operationally feasible, approval may be granted to work remotely from home during the isolation period, but that arrangement must be requested and approved by your supervisor prior to your departure.
- If your trip was essential (i.e. medical travel), you may be able to access special leave during the isolation period if unable to work remotely upon your return.
- More information about out-of-territory travel and leave requirements are available on MyHR.

Thank you for helping us get this message out to our employees. Limiting non-essential out-of-territory travel and enforcing the 14-day period of self-isolation is critical in reducing the risk of COVID-19 transmission in the Northwest Territories.

Thank you,

Mársı | Kinanāskomitin | Thank you | Merci | Haj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

**Karen Robertson**

Client Service Manager / Gestionnaire du service à la clientèle  
 Management & Recruitment Services - Services de gestion et de recrutement  
 Department of Finance - Ministère des Finances  
 Government of the Northwest Territories - Gouvernement des Territoires du Nord-Ouest

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**Memo:**

To: All Staff  
From: Warden  
Date: March 27, 2020  
File: 2020-006  
Re: **FSCC-WU Meal direction**

---

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- 2 inmates per table.
- Staff will be limited to one at a table.
- Food will come to the FSWU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go and wash-up and wait to be called one at a time. One inmate will be served while another is waiting 2 meters apart. When the inmate has been served they will sit down at a table and the other inmate will be called to be served. The next inmate will be called and so on until everyone has been served.
- Staff will then be served after the inmates while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain at their tables until staff have called them one at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.



April 3, 2020

**MEMO**

ALL NORTH SLAVE CORRECTIONAL COMPLEX STAFF

**COVID-19 Response - NSCC**

Given the ongoing concerns related to COVID-19 I would like to share some updates on our operation. As communicated prior there will be ongoing changes from time to time with short notice. Changes will continue to occur as we are continually focusing on best practices, receiving new information and receiving ongoing feedback from staff and inmates. Staying healthy is a collective effort and we all have vested interest in meeting Health, Safety and Security requirements.

I would like to thank everyone for being able to adjust as needed and appreciate everyone's hard work in making all occupants of NSCC as safe as they can be. This is very stressful to all staff and our clients and is not unnoticed. Our ongoing empathy will continue to be very important in managing our clients. Please continue to educate and take the time to work through any conflict.

The following measures have been implemented or are under review:

**1. Volunteers**

Use of volunteers at NSCC will continue to be suspended.

**2. Work Crews/Appointments**

The activities of any facility off grounds work crews will continue to be suspended. Work crews have been working internally to sanitize the facility and will continue until further notice. Essential appointments will continue as scheduled (e.g. medical).

**3. Temporary Absences (TA's)**

All temporary absences to/from the NSCC will continue to be suspended. Our case management team is routinely screening offenders for release T/A's provided we can manage the offender without undue risk to the public.



4. **Visitors (personal)**

All personal visits for inmates/offenders will continue to be suspended.

5. **Legal Counsel/Spiritual Advisors/Elders**

Confidential in-person meetings with official visitors (such as lawyers, spiritual advisors, Elders) will continue to be accommodated as much as possible in exceptional circumstance, without permitting direct personal contact. The Visitor and Contractor Questionnaire must be completed prior to any entry to NSCC.

6. **Contractors**

Contractors providing essential services within NSCC will continue to be permitted: however, the Visitor and Contractor Questionnaire must be completed prior to any entry.

7. **Corrections Northern Recruit Training Program (CNRTP)**

CNRTP at the NSCC has been suspended until further notice.

8. **Leave**

Staff leave will continue to be suspended until further notice. This was put into effect for NSCC operational requirements related to the pandemic before us. Once we are able to return to routine operations we will explore leave requests that were previously approved.

9. **Inmate Transfers**

NWT Corrections road transfers remain suspended. All other transfers are being considered on a case by case basis.

10. **Training**

Training has been suspended until further notice with the exception of Intake. This was required for NSCC operational requirements and to respect safe social distancing as much as possible.

11. **Screening Protocol**

Any person that attends NSCC must be screened prior to any access to the facility. This is being completed on all staff, inmates, visitors/contractors, etc. This is a requirement to support the safety of all occupants. Please ensure that any observations of illness are reported immediately so we can manage the concerns as quick as possible.



**12. Extra Cleaners**

Extra inmate cleaners were hired to clean all of the commonly touched areas throughout the building. i.e door handles, buttons, etc.

**13. Gymnasium changes**

The gym has been limited to weights and walking only. No sports activities are to take place. Stations have been set up in the gym for ease of use. Virox and paper towels have been placed at every station so inmates can sanitize the stations after use.

**14. Video Court**

Court Video stations are operation at NSCC in both the Adult and Youth Services. This has been very helpful with managing movement to the courts. Ongoing commitment to minimize all movement will continue.

**15. Inmate meals**

Inmates are now permitted to in their cells; the purpose is to support safe social distancing while meals are being served and when inmates are returning trays.

**17. Visitor Drop offs and Money**

We have limited the drop of money to Monday through Friday at 130 to 430 pm. This is to limit exposure of visitors to security staff. Administration staff is donning PPE to accept all cash until further notice. Unfortunately we will not be able to accept any magazines or traditional meat for safety purposes. Will remain suspend until further notice.

**18. Control Post**

Control posts will be limited to 1 person per area – Remote Control and Master Control. This is to ensure safe social distances.

**19. Inmate Programs**

Inmate programs are ongoing with safe social distancing being practiced. Class groups are limited to a safe number to ensure that we are protecting both staff and inmates.



As we work through the pandemic crisis we are continually consulting with public health officials, other correctional jurisdictions and best practices so we can make the best decisions possible. The GNWT is continually monitoring the status of COVID-19 in the NWT. As information is shared we will continue to communicate the new information as it becomes available.

The GNWT has supports in place through the Employee Family Assistance Program. For immediate and confidential assistance 24 hours a day, 7 days a week, call 1-844-880-9142 or visit [www.workhealthlife.com](http://www.workhealthlife.com).

If you have any questions please do not hesitate to contact your Supervisor/Deputy Warden, Assistant Warden or Warden.

Thank you for your cooperation,

John Nahanni  
Warden  
North Slave Correctional Complex

# HSA Terminal Cell Cleaning Checklist

Prior to movement of any inmate coming off "Isolation Precautions" staff must supervise the inmate terminally clean the cell they were in, ensuring the inmate thoroughly sprays all items numbered below with a Virox solution prior to the inmate being moved out of the area. Once the items are sprayed the cell can be secured to air dry.

Date:	
Inmate Name:	
Cell Location and Number:	
Name of staff supervising the cleaning:	

Required cleaning Items	Check box when Completed	Staff Name
1. Walls (all walls and doors)	<input type="checkbox"/>	
2. Ceiling	<input type="checkbox"/>	
3. Floor	<input type="checkbox"/>	
4. Toilet/Sink (mirror)	<input type="checkbox"/>	
5. Doors (inside and out)	<input type="checkbox"/>	
6. Bed (sleeping area and sides)	<input type="checkbox"/>	

**COMMENTS:**

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**\* All completed forms will be placed forwarded to the Assistant Warden for review**

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**Staff Signature**

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**Deputy Warden Operation**



Memo

To: **All Staff**  
From: Greg Paul, Assistant Warden-Operations  
CC: All DWOS, Assistant Warden, Warden  
Date: May 13, 2020  
File #: 05-2020  
Re: **Updated Unit Procedures for COVID-19 safety requirements**

---

The NSCC has issued all staff and inmates cloth masks to use when safe social distancing cannot be maintained. The ongoing supervision of these requirements must be enforced with the inmates and all staff **must lead by example** in this direction.

Staff should be wearing issued cloth masks when:

- Both staff behind the desk
- Completing unit rounds and safe distancing cannot be maintained

Inmates should be wearing issued cloth masks when:

- If more than **(01)** inmate at a table **all inmates must be wearing masks**
- Inmates coming up to watch table games or socialize must be wearing masks
- Inmates on the top tier when staff are completing rounds must be wearing mask
- Inmate phones currently do not meet the safe social distancing requirements therefore the use of plastic chairs on the outside of the pedestal seats facing opposite each other will be put in place. These chairs are not to be removed or moved from their placement.

If you have any concerns or are having difficulties addressing the inmates for these requirements please see you supervisor for assistance.

Greg Paul  
Assistant Warden

# NSCC Recreation Schedule – Effective May 5, 2020

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0815 - 0845	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
0850 - 0950	SLU GYM	SLU GYM	SLU GYM	SLU GYM	SLU GYM	SLU GYM	SLU GYM
1000 - 1100	E Pod	E Pod	E Pod	E Pod	E Pod	Brunch	Brunch
1100 - 1145	Lunch - count	Lunch - count	Lunch - count	Lunch count	Lunch count		
					11:05 -12:05	E POD GYM	E POD GYM
1200 - 1310	Leisure Cleaning	Leisure Cleaning	Leisure Cleaning	Leisure Cleaning	Leisure Cleaning	Leisure Cleaning	Leisure Cleaning
1320 - 1420	B- Pod Gym	A- Pod Gym	A-Pod Gym	B-Pod Gym	A- Pod Gym	A pod gym	A Pod Gym
1430 - 1530	C Pod GYM	C Pod Gym	C Pod Gym	C pod gym	C pod gym	C pod Gym	C Pod Gym
1530 - 1615	Shift Change - Count	Shift Change - Count	Shift Change - Count	Shift Change - Count	Shift Change - Count	Shift Change - Count	Shift Change - Count
1615 - 1645	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
1720 - 1820	B POD LEISURE ROOM	A POD LEISURE ROOM	C POD LEISURE ROOM	C POD LEISURE ROOM	C POD LEISURE ROOM	A POD LEISURE ROOM	C POD LEISURE ROOM
1750 - 1850	A POD GYM	B POD GYM	B POD GYM	A POD GYM	B POD GYM	C POD GYM	B POD GYM
1830 - 1930	C POD LEISURE ROOM	C POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM	A POD LEISURE ROOM
1900 - 2000	B POD GYM	C POD GYM	A POD GYM	B POD GYM	C POD GYM	A POD GYM	A POD GYM
1940 - 2040	A POD LEISURE ROOM	B POD LEISURE ROOM	B POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM	C POD LEISURE ROOM	B POD LEISURE ROOM
2010 - 2110	YO GYM	YO Gym	YO GYM	YO GYM	YO GYM	YO GYM	YO Gym
2050 - 2150	B POD LEISURE ROOM	C POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM	C POD LEISURE ROOM	B POD LEISURE ROOM	C POD LEISURE ROOM
2120 - 2220	A POD GYM	B POD GYM	C POD GYM	A POD GYM	B POD GYM	B POD GYM	C POD GYM
2200 - 2300	C POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM	C POD LEISURE ROOM	A POD LEISURE ROOM	A POD LEISURE ROOM	B POD LEISURE ROOM
2230 - 2330	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE	GYM CLEANING & MAINTENANCE
2330 - 0815	Evening Lockdown	Evening Lockdown	Evening Lockdown	Evening Lockdown	Evening Lockdown	Evening Lockdown	Evening Lockdown

Gym Cleaning and Leisure room cleaning is completed daily – Leisure room from 1200 PM – 110 PM Gymnasium from 1030 PM to 1130 PM  
 Sanitizing solution is to be stored in the Gym Office and the sanitizer bottles are to be filled every night and when they run out during the day.  
 Staff will be required to provide the solution for filling of the bottles. PPE to be stored in the Gym Office for use when filling.



# Coronavirus Disease (COVID-19)

## Information for GNWT Employees

**The global situation is changing rapidly.** The content of this communiqué is subject to change as the situation evolves. New or amended information will be distributed as necessary.

### What is COVID-19?

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

The new coronavirus disease (COVID-19) is caused by a virus producing mild to severe respiratory infections. At this time, there are over 120 countries reporting confirmed cases of COVID-19 of which some are reporting community transmission. On March 11, 2020, the World Health Organization declared a pandemic. It is important that we prepare for the likelihood that the virus will spread further.

### What are the symptoms of COVID-19?

Most people with COVID-19 have mild symptoms. Symptoms may take up to 14 days to appear after exposure. Many people are presenting with flu-like symptoms such as, in order of frequency:

- fever;
- cough;
- shortness of breath;
- muscle aches; or
- fatigue.

#### Severe cases may have:

- difficulty breathing; and/or
- pneumonia;
- severe acute respiratory distress syndrome.

Individuals with fever, cough and/or difficulty breathing should seek medical attention.

#### Risk of severe disease may be higher for:

- Older adults
- People with chronic disease (for example: diabetes, cancer, heart, renal, or chronic lung disease)
- Those with weakened immune systems

## How does COVID-19 spread?

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets that spread when you cough or sneeze,
- Close, personal contact,
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands,
- In rare circumstances, they have found the virus in stool.
- A close contact is :
  - a person who provided care for the person with COVID-19, including family, or other caregivers, and healthcare workers who did not use protective equipment; or
  - a person who lived with or otherwise had close contact (within 2 metres) with the person with COVID-19 while they were sick; or
  - a person who had direct contact with bodily fluids of the sick person (e.g. was coughed or sneezed on).

## What can I do to keep from getting sick?

We can reduce the spread of respiratory infections (this includes COVID-19), in our communities by practicing [healthy respiratory practices](#). This means you and your family should:

1. **STAY HOME** if you are sick
  - Wear a mask if you must go out especially if you are in a waiting room or in places with large crowds.
  - If you need to see your healthcare provider ask for a mask when you get there
2. **Avoid close contact** with others if you are sick
3. **Turn and cover your nose/mouth** with a disposable tissue for every cough/sneeze
  - If a tissue is not available cough/sneeze into your elbow
4. **Throw used tissues in the garbage**
  - If there is no garbage, carry a small plastic bag to put used tissues in and throw out later
5. **Wash your hands** for at least 20 seconds after coughing, sneezing or blowing your nose
  - Use alcohol-based sanitizer if no soap is immediately available
6. **Clean/Disinfect any surfaces or objects** you or someone else might have touched while sick. daily. (i.e. doorknobs, taps, toilets, light switches, elevator buttons, railings, cell phones, etc.)
  - Avoid sharing food, cups, glasses, dishes and cutlery

## What are the expectations of my employer in continuing to shake hands with co-workers, clients, or the public?

We advise practicing health respiratory practices. See:

<https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>

GNWT employees are encouraged to forgo greetings involving physical contact (shaking hands/hugging) with co-workers, clients, and the public. GNWT employees are encouraged to greet people with an elbow bump, wave, or head nod.

## What do I do if you become sick or think I may have been exposed to COVID-19 or another disease while traveling?

If you have been travelling and you are sick you should tell your [health care provider](#). You should also tell your health care provider if you become ill after contact with someone who has travelled (particularly if that person has been ill). If you seek health care, wear a mask or ask for one when you get there.

Let your healthcare provider know:

- Your symptoms and when they started;
- Where you have been travelling or living;
- If you became sick while travelling or have become sick since returning home;
- If you have been in close contact with someone who is sick and was travelling; and
- If you have been in direct contact with animals or fluids (ie. droppings, blood).

## What do I do if either I or my family has recently travelled outside of Northwest Territories?

Employees returning from travel outside the NWT who have not visited Iran, Italy or Hubei Province, China should [monitor](#) themselves for symptoms like fever, cough, or difficulty breathing for 14 days after their return from travel. There is no [self-isolation](#) advisory for general international travel.

If you develop symptoms and have traveled outside NWT in the past 14 days, you are to inform your [health care provider](#) ahead of time so they can arrange a visit for testing for COVID-19. When you arrive at a health care facility, you will be asked to wear a mask so you can protect others. You should then stay home and [self-isolate](#) until you receive the results of the test. You should then follow the advice of your health care provider based on the results of the test.

**Employees/families who visited Iran, Italy or Hubei Providence, China in the last 14 days are to [self-isolate](#) for 14 days since their last day in those regions, even if they are feeling well.**

Self-isolation means staying home and not going to work, school, or social gatherings. If you or a family member develops fever, cough, or difficulty breathing during your [self-isolate](#), call a [health care provider](#) ahead of time so they can arrange a visit.

## What should you do if you have travel plans?

Stay up-to-date with the Government of Canada [travel alerts](#).

Take the appropriate preventive measures, such as:

- Washing your hands regularly;
- Avoid contact with animals (alive or dead);
- Avoid surfaces with animal droppings or secretions on them;
- Avoid contact with sick people, especially if they have fever, cough, or difficulty breathing; and
- Be aware of the local situation and follow local public health advice.

## Should I stay home if someone in my family is sick or [self-isolating](#)?

You should try to avoid close contact with family members who are ill or [self-isolating](#), as much as possible. If your young child, or an immediate family member requiring care, is ill or [self-isolating](#), Special leave may be used for this purpose.

## What type of leave will be available to me if I am symptom free but am to [self-isolate](#)?

**Special leave.** Where the Public Health Agency of Canada or the Office of the Chief Public Health Officer of the NWT advises [self-isolation](#) due to travel or possible exposure to COVID-19 and the employee is not ill, the employee will be able to access Special leave with pay.

## Will I need a “fit-to-return” to work medical certificate upon the completion of [self-isolation](#)?

**No.** If you have been symptom free during the recommended [self-isolation](#) period, you will not be required to provide a “fit-to-return” to work medical certificate as that would unnecessarily burden our medical system and cause unnecessary risk to possible exposure. Public health officials, however, will follow those who are [self-isolating](#) and direct people as to when it’s safe to end [self-isolation](#) and return to work.

What type of leave will be available to me if I am sick with cold and flu symptoms, am experiencing cold and flu symptoms and am awaiting COVID-19 test results, or have been confirmed to have COVID-19?

**Sick leave.** Employees experiencing symptoms of cough, fever, or difficulty breathing, experiencing those symptoms and are awaiting test results, or have been diagnosed with COVID-19 will have access to sick leave with pay.

Will I need a “fit-to-return” to work medical certificate if I was experiencing cold and flu like symptoms, was tested, and received confirmation of a negative test result for COVID-19?

**No.** It is the expectation of the GNWT that employees will follow advice and direction from their health care provider and will accurately communicate to their supervisor when they are provided advice that they may return to work.

Will I need a “fit-to-return” to work medical certificate before returning to work if I have tested positive for COVID-19, recovered, and now have tested negative?

**No,** if you have [self-isolated](#) and received two negative tests for COVID-19. It is the expectation of the GNWT that employees will follow advice and direction from their health care providers and will accurately communicate this to their supervisor before returning to the workplace.

What if I do not have any Special or Sick leave credits left and have already been advanced the maximum amounts permitted under my collective agreement/handbook?

Adherence to public health advisories and recommendations is of paramount importance in minimizing the possibility of community transmission during this public health event. It is the GNWT’s expectation that all employees will follow public health advisories and recommendations. To minimize any barriers in doing so, and on a without precedent basis, the GNWT will advance additionally required Special and Sick leave with pay to employees beyond the limits set out in the collective agreements and handbooks, to those who must [self-isolate](#), care for an immediate family member for reasons connected to COVID-19, who are experiencing cold and flu like symptoms, or who are diagnosed with COVID-19.

## Can my supervisor direct me to go home if they observe COVID-19 symptoms?

**Yes.** Managers and supervisors must ensure a safe work environment for all employees and will direct an employee to go home should they observe cold and flu like symptoms and will have access to Sick leave.

## Can I refuse to stay home for the full recommended [self-isolation](#) period?

If you meet the criteria for [self-isolation](#) and come to work before the end of the recommended time period, your manager/supervisor will direct that you go home and only return to the workplace upon the completion of the recommended [self-isolation](#) period. We are asking for your support in order to protect your colleagues and the public at large.

## Can I work from home during [self-isolation](#) or while caring for an immediate family member?

If you have VPN access and it is operationally feasible for you to work from home, yes you may be able to work from home with the permission of your Deputy Head.

## Will planned duty travel be cancelled or limited?

Effective immediately, all work-related travel to international and Canadian destinations outside the NWT will be suspended. All essential work related travel within the NWT will be approved only after a risk assessment has been conducted.

This is a precautionary measure to promote the health of our public servants and help reduce the risk of spreading COVID-19 in the NWT. Employees are encouraged to participate in out-of-territory meetings or conferences via teleconferencing tools.

## Will the GNWT shut down offices if there is a COVID-19 outbreak in my community?

The GNWT's plan is to continue to provide its programs and services as normally as possible during any outbreak. As long as sick people are staying home and you are practicing good hygiene, you are at no greater risk of catching COVID-19 than in any other social setting.

If a lot of people in a particular community or office are sick, special arrangements may have to be made to ensure there is appropriate coverage. This may include taking on additional work or responsibilities that you are trained for in your own department. In some cases, employees may be asked to do work they are trained for in another department or for a community government. In some cases, you may be asked to travel to another community to deliver programs and services.

Normal procedures for overtime, acting pay and duty travel will apply if you are asked to do more work, do a higher paying job or travel to another community.

### Will annual leave be canceled or restricted?

There are no plans to restrict annual leave across the Public Service. Managers always have to make sure they consider coverage requirements when they get requests for annual leave, but there are no plans to cancel or restrict annual leave for individuals. As always, you can be called back to work if there is an operational requirement, but every effort will be made to avoid this.

### Where can I get the latest information about COVID-19?

The Department of Health and Social Services is the best source for accurate and up-to-date information about COVID-19. Any questions about symptoms, how to reduce the spread, and what to do if you think you are sick or think you may have been exposed to COVID-19 can be answered by referring to information on the Health and Social Services website at <https://www.hss.gov.nt.ca/covid-19>.

**The global situation is changing rapidly. The risk of acquiring COVID-19 in NWT remains low at present. For the most up-to-date information about COVID-19 see the [Government of Canada website](#). This is an evolving situation, and we will provide updates with new information as it becomes available.**

For further reference:



# Coronavirus Disease (COVID-19)

**The NWT Office of the Chief Public Health Officer, along with their federal and provincial/territorial health partners, are closely monitoring the risk of coronavirus disease (COVID-19) in Canada.**

**The risk of spread of this virus within the Northwest Territories, remains low at this time.**

## What is coronavirus disease (COVID-19)?

Coronaviruses are a large family of viruses that affect humans and animals. Coronaviruses usually cause mild illness (like the common cold).

## What are the symptoms of COVID-19?

Symptoms of COVID-19 include fever, dry cough, sore throat, headache, shortness of breath, difficulty breathing, and pneumonia. Difficulty breathing is a sign of possible pneumonia that requires prompt medical attention.

Call your community health centre and talk to your health care provider if you are experiencing symptoms and have recently visited affected areas or have been in contact with others who have and who are sick.

## What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks such as this, and officials are reviewing these specifically with COVID-19 in mind. Health officials are working with their federal and provincial / territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents.

## What can you do?

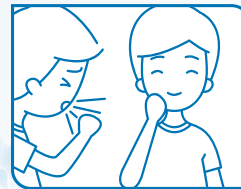
Just like preparing for weather, ferry and ice road closures, you should have a plan in place that includes keeping 2 weeks of household supplies such as food, water, cleaning supplies, and medication plus requirements for childcare or elder support.

Here are 6 things you can do to protect yourself and those around you:



### Stay home if you are sick

If you must go out wear a mask especially if you are in a waiting room or in large crowds.

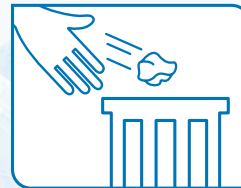


### If you are sick, avoid close contact with others



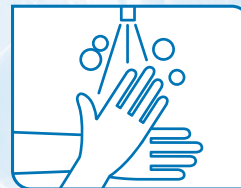
### Turn and cover

Turn and cover your nose and mouth for every cough or sneeze with a disposable tissue. If not available, cough or sneeze into your elbow.



### Throw used tissues in the garbage

If no garbage, use small plastic bag to put used tissues until you can put them in a garbage.



### Wash your hands

Wash your hands after coughing, sneezing or blowing your nose. Use alcohol based sanitizer if no soap immediately available.



### Clean/Disinfect

In your home, clean/disinfect any surfaces or objects you or others might have touched while sick.



## Northwest Territories Courts

**Denise Bertolini, Courts Administrator**

13 March 2020

**TO:** All Members of the Law Society of the Northwest Territories  
Royal Canadian Mounted Police, "G" Division, Yellowknife  
Public Prosecution Service Canada  
Legal Aid Commission of the NWT  
City of Yellowknife  
Media outlets

### **Changes to Territorial Court sittings due to COVID 19**

Chief Judge Gorin has directed the following changes, effective immediately, to Territorial Court proceedings. While these changes will result in disruption and some delay, it is necessary to be proactive under the circumstances. The situation will be monitored closely and any updates will be sent to this same distribution and posted on the courts website.

### **Proceedings outside of Yellowknife**

- ALL proceedings outside Yellowknife are cancelled until June 1<sup>st</sup>. The sole exception will be matters involving in custody accused that can be conducted by video appearance. Emergency matters that arise from communities outside of Yellowknife will be dealt with as the circumstances require.
- All individuals who are at liberty and who have matters scheduled before June 1<sup>st</sup> are to be resummonsed to the first available scheduled court date in the community where their matters were previously scheduled following May 31<sup>st</sup> to either deal with or reschedule their matters.
- All individuals who have appearances scheduled in a community outside of Yellowknife who are in custody will have their matters spoken to via video-link to Yellowknife. Where such individuals have matters set for trial, preliminary inquiry, sentencing, or otherwise for hearing prior to June 1<sup>st</sup>, their matters will be brought forward through a form 19 to appear before the court by video in order to reschedule their proceedings.

- Civil mediation sessions previously set prior to June 1<sup>st</sup> will be rescheduled to dates that follow May 31<sup>st</sup>.
- Wellness Court and DVTO Court proceedings are cancelled until following May 31<sup>st</sup>.
- All future court process requiring an accused to appear before the court should be to a date following May 31<sup>st</sup>.

### **Proceedings in Yellowknife**

- All matters that are presently scheduled for trial, preliminary inquiry, sentencing or otherwise for hearing in Yellowknife are to proceed as scheduled until further notice.

#### **Civil and Family Court**

- All Civil and Family docket day appearances in Yellowknife involving individuals who are at liberty are cancelled until June 1<sup>st</sup> unless otherwise directed. However, counsel may have the matter brought forward to appear as agent or counsel for such individuals in their absence.
- The only matters that will proceed on docket days without being brought forward as set out in the previous paragraph will be applications to confirm child apprehensions, time-limited matters, or trials and other hearings set to the docket day.

#### **Criminal and Youth Court**

- All Criminal and Youth Court docket day appearances in Yellowknife involving individuals who are at liberty are cancelled until June 1<sup>st</sup> unless otherwise directed. However, counsel may have the matter brought forward to appear as agent or counsel for such individuals.
  - The only matters that will proceed on docket days without being brought forward as set out in the previous paragraph will be trials, preliminary inquiries, sentencings and hearings that are set for docket days.
- All individuals who are at liberty and who have matters scheduled before June 1<sup>st</sup> and who have matters other than trials, preliminary inquiries, sentencings or hearings are to be resummonsed to the first available scheduled docket day following May 31<sup>st</sup>.
- Any individuals who have been detained pending resolution of their charges will appear on docket day via video-link.

#### **Wellness and DVTO Court**

- Wellness Court and DVTO Court proceedings are cancelled until following May 31<sup>st</sup>.

## **Civil Mediation**

- Civil mediation sessions previously set prior to June 1<sup>st</sup> will be rescheduled to dates that follow May 31<sup>st</sup>.

## **Summons and Other Court Process**

- All future court process requiring an accused to appear before the court should be to a date following May 31<sup>st</sup>.

## Justice of the Peace Court

- **Absolutely ALL** Justice of the Peace proceedings are cancelled until June 1<sup>st</sup> subject to the following exceptions.
- Bail hearings and interim proceedings involving judicial interim release are to proceed remotely by video or audio.
- Peace bond applications will proceed as usual.
- All accused who are released following bail hearings are to be required to attend court on a date after June 1<sup>st</sup> unless the circumstances require otherwise.

## In Chambers Matters

All in chambers meetings with judges are to be dealt with by teleconference until June 1<sup>st</sup>.

## Emergency Matters

Any emergency or time-limited matters that arise at any location in the Northwest Territories will be dealt with as the circumstances may require.

## Exceptions

Territorial Court Judges may direct that in a particular case the foregoing measures be departed from, where they determine that the circumstances require it

***These measures will be revisited as the situation evolves.***

If there are any questions, please feel free to contact me.

Sincerely,

Denise Bertolini  
Courts Administrator



May 7, 2020

**MEMO**

ALL STAFF AND INMATES

**NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - NSCC**

Recommendations have been publicized by the NWT Chief Public Health Officer (CPHO) on April 7, 2020 on the importance of individuals using homemade masks to help prevent exposing others to the COVID-19 virus. Cloth masks are not considered Personal Protection Equipment (PPE) and are not intended to replace the use of any PPE.

The Corrections Service supports the recommendations and will permit staff (who wish to do so) to wear non-medical cloth masks or face coverings when in the workplace. This same direction will apply to Inmates. These masks will be distributed.

This advice does not, in any way, replace or supersede PPE Guidelines for the management of COVID-19 patients or fundamental infection prevention and control measures.

Regular PPE related protocols remain in effect and cloth masks are not permitted to replace the use of PPE in any circumstance, inclusive of cell searches, mail searches and Droplet/Contact Precautions. As indicated, if any staff requires PPE for any task please consult with your supervisor and they will help ensure the equipment is available as required.

If using cloth masks, staff must apply and remove it carefully, to avoid contaminating themselves or their surroundings. They should also store the non-medical mask in a secure place (e.g. a closed container) when not in use. Please refer to the memo (Donning and Doffing) dated May 7, 2020, for further information.

There is increasing scientific certainty of symptomless transmission of COVID-19. Cloth face coverings prevent exit of respiratory droplets so that they do not contact other people or surfaces and, as such, are deemed an effective way of preventing transmission to others. In addition to NWT's public health advisory, Dr. Teresa Tam, The Chief Public Health Officer of Canada, also advises the public to wear facial coverings if they cannot maintain 2m of physical distancing with others.

Cloth masks will not interfere with using the phone or radio, both have been used with a cloth mask and no concerns were noted.



Until further notice the following guidelines have been implemented:

**Staff Issue of cloth masks:**

- Three (3) cloth masks will be issued to every staff member.
- Cloth Masks do not replace PPE and are issued as additional protection for all occupants of the NSCC.
- Ziploc bags will be provided to all staff for safe storage of the cloth mask when the mask is not in use, including transport to and from work.
- Paper bags are also a viable option and will be provided to staff for safe storage and transport ensuring that the top of the paper bag is folded over.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.

Staff are expected to wash the mask at the end of the day along with their uniform. These should be hand or machine washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life).

**Inmate Issue of cloth masks:**

- Two (2) cloth masks will be issued to every inmate.
- Inmates will be able to wash the masks with their clothing.
- All inmates will be advised that it is recommended that they wear the masks when out of their cells.
- Non-sealable sandwich bags will be provided to all inmates for safe storage of the cloth mask when not in use.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.
- Cloth masks should be retained by the inmates for further use but will be laundered daily, or when damaged, wet, or visibly soiled.
- Inmates can wash their masks in their sink or can wash the mask with their laundry using warm water and laundry detergent.

Thank you for your cooperation,

John Nahanni  
Warden  
North Slave Correctional Complex



April 6, 2020

**MEMO**

ALL NORTH SLAVE CORRECTIONAL COMPLEX STAFF

**COVID-19 Mask Protocol - NSCC**

In consultation with NWT specialists in communicable diseases and DOJ's OHS Specialist, we have been advised that when escorting an inmate who is exhibiting flu-like symptoms, the inmate is to wear a procedural/medical ear loop mask, not an N95 mask.

To be clear, if an inmate is exhibiting symptoms, he/she should be wearing an ear loop procedural/medical mask in all circumstances, not an N95.

At this time, N95 masks are only recommended for doctors/nurses conducting tests/procedures (ie: intubation or nasopharyngeal tests) with an unmasked symptomatic patient. Nurses at NSCC may be required to conduct these tests and are to follow established infection prevention guidelines.

Of course the above information is as it relates to Covid-19 applications only. Any previous use of N95's as identified in our directives and SO's would still apply within the facility. If you have not been fit tested please make arrangements with your supervisor.

When staff are escorting an inmate to the hospital they are required to wear ear loop procedural/medical masks as well as the inmate being escorted. Please ensure gloves are worn as well when attending the hospital.

Thank you for your cooperation,

John Nahanni  
Warden  
North Slave Correctional Complex



## Northwest Territories Courts

Denise Bertolini, Courts Administrator

**March 27, 2020**

**TO:** All Members of the Law Society of the Northwest Territories  
Royal Canadian Mounted Police, "G" Division, Yellowknife  
Public Prosecution Service Canada  
Legal Aid Commission of the NWT  
City of Yellowknife  
Media outlets

### **CHANGES TO TERRITORIAL COURT AND JUSTICE OF THE PEACE COURT SITTINGS DUE TO COVID 19 (REVISED March 27, 2020)**

**These directives replace those that were issued on March 24, 2020. The most recent changes appear in bold and red. These directives will be updated as the circumstances so require.**

Chief Judge Gorin has directed the following changes, effective immediately, to Territorial Court and Justice of the Peace matters. While these changes will result in disruption and some delay, it is necessary to be proactive under the circumstances. The situation will be monitored closely and any updates will be sent to this same distribution and posted on the courts website.

#### **\*APPEARANCES BY COUNSEL\***

**All lawyers who are appearing as counsel before the Court in all matters are to appear by telephone. Arrangements to do so can be made by contacting the Territorial Court Registry in Yellowknife.**

#### **TERRITORIAL COURT**

##### **1. Proceedings outside of Yellowknife**

###### **a) Civil and Family Court**

- All Civil and Family docket days outside of Yellowknife scheduled for dates before June 1<sup>st</sup> are cancelled unless otherwise directed. However, counsel may have a matter brought forward to appear as agent or counsel for individuals in their absence.

Revision date: **March 27, 2020**

Page 1 of 7

- The Court will automatically adjourn all Civil Proceedings including trials and interlocutory applications of a non-urgent nature to the first available scheduled date in the community where the proceedings were previously scheduled that follows May 31st .
- The only Civil or Family matters that will proceed will be applications to confirm child apprehensions, time-limited matters, or interlocutory applications that are determined by the court to of a truly urgent nature. These matters will proceed in Yellowknife with the parties and counsel appearing remotely.
- The Court will automatically reschedule all civil mediation sessions which are currently scheduled to a date before June 1st to a date after May 31<sup>st</sup>. Alternatively, where the parties consent, the mediation session can be conducted by teleconference.

**b) Criminal and Youth Justice Court**

- ALL proceedings outside Yellowknife scheduled for dates before June 1<sup>st</sup> are cancelled. Emergency matters that arise from communities outside of Yellowknife will be dealt with as the circumstances require.

Individuals not in Custody.

- All matters in a community involving accused individuals who are at liberty and who have matters scheduled for dates before June 1st will be automatically adjourned. The new date will be the first available court date after May 31<sup>st</sup> in that community. On that date all matters that had originally been scheduled for trial or preliminary inquiry to a date prior to June 1st will be rescheduled to a future circuit. All other matters will be dealt with or rescheduled depending on the circumstances.
- In the case of all scheduled appearances for dates before June 1<sup>st</sup>, the Court will issue an endorsed arrest warrant to be held by the Clerk of the Court for jurisdictional reasons. The arrest warrant will not be released to be acted on by the police unless the individual to whom it applies does not attend court on the new date.
- All future court process requiring an accused to appear before the court should be to a regularly scheduled court date following May 31st.
- Wellness Court and DVTO Court proceedings are cancelled until after May 31st.

Individuals in Custody

- All individuals who have been detained and face pending charges that arise from outside of Yellowknife will appear via video-link before Territorial Court in Yellowknife as scheduled.
- Any trials, preliminary inquiries or hearings that have not yet been set will be scheduled to the first available and feasible scheduled circuit in the community from which the charges arise following May 31<sup>st</sup>. Where an individual in custody has a trial, preliminary inquiry or hearing scheduled in a community on a date before June 1<sup>st</sup>, the Court will bring these matters forward through a Form-19 warrant to appear before the Court by video-link in order to reschedule his or her proceedings to a date following May 31<sup>st</sup>.
- Any individual referred to in the foregoing paragraph may have his or her matter brought forward in order to be sentenced in the Territorial Court via video-link.
- The Territorial Court will hear all applications for bail review pursuant to s. 523(2)(c)(iii) of the *Criminal Code* via video-link.

## **2. Proceedings in Yellowknife**

### **a) Civil and Family Court**

- All Civil and Family docket days in Yellowknife scheduled for dates before June 1<sup>st</sup> are cancelled unless otherwise directed. However, counsel may have the matter brought forward to appear as agent or counsel for individuals in their absence.
- All Civil Proceedings including trials and interlocutory applications of a non-urgent nature scheduled before June 1<sup>st</sup> will be automatically adjourned by the Court to the first Monday at 9:30 a.m. that follows a twelve-week period following the previously scheduled court date.
- The only Civil or Family matters that will proceed before June 1<sup>st</sup> will be applications to confirm child apprehensions, time-limited matters, or other interlocutory applications that are determined by the court to be of a truly urgent nature.
- Civil mediation sessions scheduled to a date before June 1<sup>st</sup> will be rescheduled to a date after May 31<sup>st</sup>. Alternatively, where the parties consent, the mediation session can be conducted by teleconference.

## **b) Criminal and Youth Court**

### Individuals not in Custody

- All Criminal and Youth Court docket day appearances in Yellowknife scheduled for dates before June 1<sup>st</sup> involving individuals who are at liberty are cancelled unless otherwise directed. However, counsel may have the matter brought forward to appear as agent or counsel for such individuals in their absence.
- All matters involving individuals, who are facing charges in Youth Justice Court, who are at liberty, and who have appearances including trials, sentencings and hearings scheduled on a date before June 1<sup>st</sup> will be automatically adjourned by the Court for a period of 12 weeks from that court date to the first available following Monday at 9:30 a.m. to be spoken to.
- All matters involving adults facing criminal charges, who are at liberty and who have appearances including preliminary inquiries, trials, sentencings and hearings scheduled on a date before June 1<sup>st</sup> will be automatically adjourned from that scheduled appearance for a period of 12 weeks to the first available following Tuesday at 9:30 a.m. to be spoken to.
- In all such cases, the Court will issue an endorsed arrest warrant to be held by the Court for jurisdictional purposes. The warrant will not be released to be acted on unless the young person or adult to whom it applies does not attend court on the new date set out in the foregoing paragraphs.
- Wellness Court and DVTO Court proceedings scheduled on dates prior to June 1<sup>st</sup> are cancelled.
- All future court process that is issued to require an accused to appear before the Court should be for the first available docket day that follows a period of 12 weeks from the date of the process being issued.

### Individuals in Custody

- All individuals who have been detained and face pending charges that arise from Yellowknife will appear via video-link before Territorial Court in Yellowknife when their matters are scheduled.
- Sentencings will proceed by video-link on the date scheduled, but in all cases at 9:30 a.m.
- Any trials, preliminary inquiries or hearings for in-custody individuals that have not yet been set will be scheduled to a date after May 31<sup>st</sup>.

- Any trials, preliminary inquiries or hearings for in-custody individuals set to a date before June 1<sup>st</sup> will be brought forward and adjourned to a date following May 31<sup>st</sup>.
- In all such cases the Court will bring the matters forward through a Form-19 warrant to have the individual appear before the Court by video-link in order to reschedule his or her proceedings to a date following May 31<sup>st</sup>.
- Any individual referred to in the foregoing paragraph may have his or her matter brought forward in order to be sentenced in the Territorial Court via video-link.
- The Territorial Court will hear all applications for bail review pursuant to s. 523(2)(c)(iii) of the *Criminal Code* via video-link.

### 3. General

#### **Territorial Court Location and Hours**

**All cases in Territorial Court will be heard in Courtroom 202 at the Yellowknife Court House building. Proceedings will commence at 9:30 a.m. from Monday to Friday.**

#### **Access to the Courtroom**

**Based on advice received on March 24, 2020 from the office of the Chief Public Health Officer, members of the general public will not be permitted to attend court proceedings until further notice. Members of the media will still be permitted to attend. To ensure compliance with the directions given by the Chief Public Health Officer regarding social distancing, anyone attending will be required to sit only in one of the marked seats, and the total number of members of the media may not exceed 4.**

#### **In Chambers Matters**

All in chambers meetings with judges scheduled to a date before June 1<sup>st</sup> are to be dealt with by teleconference.

#### **Emergency Matters**

Any emergency or time-limited matters that arise at any location in the Northwest Territories will be dealt with as the circumstances may require.

## Exceptions

A Territorial Court Judge may direct that the foregoing measures be departed from as the circumstances require on a case by case basis.

## **JUSTICE OF THE PEACE COURT**

### Matters that Will and Will Not Proceed

ALL Justice of the Peace proceedings scheduled to a date before June 1<sup>st</sup> are cancelled subject to the following exceptions:

- Bail hearings and interim proceedings involving judicial interim release are to proceed remotely by video or audio;
- Peace bond applications;
- Other truly exigent matters;

All accused who are released following bail hearings will be required to attend court on a date after June 1st unless the circumstances require otherwise.

### Justice of the Peace Court Location and Hours

**All cases in Justice of the Peace Court will be heard in Courtroom 102 at the Yellowknife Court House building. Proceedings will commence at 9:30 a.m. from Monday to Friday. However, the dial-in will available at 9:00 a.m. to allow counsel to exchange necessary documents and make other necessary preparations.**

**On Saturdays and Sundays any matters that are required to proceed will begin at 1:30 p.m. However, the dial-in will available at 1:00 p.m. to allow counsel to exchange necessary documents and make other necessary preparations.**

### Access to the Courtroom

**Based on advice received on March 24, 2020 from the office of the Chief Public Health Officer, members of the general public will not be permitted to attend court proceedings until further notice. Members of the media will still be permitted to attend. To ensure compliance with the directions given by the Chief Public Health Officer regarding social distancing, anyone attending will be required to sit only in one of the marked seats, and the total number of members of the media may not exceed 2.**

***\*The foregoing measures will be revisited regularly and adjusted as required as the current health crisis evolves.***

If there are any questions, please feel free to contact me.

Sincerely,

Denise Bertolini  
Courts Administrator



## Northwest Territories Courts

Denise Bertolini, Courts Administrator

**April 16, 2020**

**TO:** All Members of the Law Society of the Northwest Territories  
Royal Canadian Mounted Police, "G" Division, Yellowknife  
Public Prosecution Service Canada  
Legal Aid Commission of the NWT  
City of Yellowknife  
Media outlets

### **CHANGES TO TERRITORIAL COURT SITTINGS AND MATTERS BEFORE JUSTICES OF THE PEACE DUE TO COVID 19 (REVISED April 16, 2020)**

**These directives replace those that were issued on March 27, 2020. The most recent changes appear in bold and red. These directives will be updated as the circumstances so require.**

Chief Judge Gorin has directed the following changes, effective immediately, to Territorial Court and matters before Justices of the Peace. While these changes may result in disruption and some delay, it is necessary to be proactive under the circumstances. The situation will be monitored closely and any updates will be sent to this same distribution and posted on the courts website.

#### **\*APPEARANCES BY COUNSEL\***

**All lawyers who are appearing as counsel before the Court in all matters are to appear by telephone. Arrangements to do so can be made by contacting the Territorial Court Registry in Yellowknife.**

#### **TERRITORIAL COURT**

##### **1. Proceedings outside of Yellowknife**

###### **a) Civil and Family Court**

- All Civil and Family docket days outside of Yellowknife scheduled for dates before June 1<sup>st</sup> are cancelled unless otherwise directed. However, counsel may have a matter brought forward to appear as agent or counsel for individuals in their absence.

Revision date: **April 16, 2020**

Page 1 of 7

- The Court will automatically adjourn all Civil Proceedings including trials and interlocutory applications of a non-urgent nature to the first available scheduled date in the community where the proceedings were previously scheduled that follows May 31st .
- The only Civil or Family matters that will proceed will be applications to confirm child apprehensions, time-limited matters, or interlocutory applications that are determined by the court to of a truly urgent nature. These matters will proceed in Yellowknife with the parties and counsel appearing remotely.
- The Court will automatically reschedule all civil mediation sessions which are currently scheduled to a date before June 1st to a date after May 31st. Alternatively, where the parties consent, the mediation session can be conducted by teleconference.

**b) Criminal and Youth Justice Court**

- ALL proceedings outside Yellowknife scheduled for dates before June 1<sup>st</sup> are cancelled. Emergency matters that arise from communities outside of Yellowknife will be dealt with as the circumstances require.

Individuals not in Custody.

- All matters in a community involving accused individuals who are at liberty and who have matters scheduled for dates before June 1st will be automatically adjourned. The new date will be the first available court date after May 31<sup>st</sup> in that community. On that date all matters that had originally been scheduled for trial or preliminary inquiry to a date prior to June 1st will be rescheduled to a future circuit. All other matters will be dealt with or rescheduled depending on the circumstances.
- In the case of all scheduled appearances for dates before June 1<sup>st</sup>, the Court will issue an endorsed arrest warrant to be held by the Clerk of the Court for jurisdictional reasons. The arrest warrant will not be released to be acted on by the police unless the individual to whom it applies does not attend court on the new date.
- All future court process requiring an accused to appear before the court should be to a regularly scheduled court date following May 31st.
- Wellness Court and DVTO Court proceedings are cancelled until after May 31st.

Individuals in Custody

- All individuals who have been detained and face pending charges that arise from outside of Yellowknife will appear via video-link before Territorial Court in Yellowknife as scheduled.
- Any trials, preliminary inquiries or hearings that have not yet been set will be scheduled to the first available and feasible scheduled circuit in the community from which the charges arise following May 31<sup>st</sup>. Where an individual in custody has a trial, preliminary inquiry or hearing scheduled in a community on a date before June 1<sup>st</sup>, the Court will bring these matters forward through a Form-19 warrant to appear before the Court by video-link in order to reschedule his or her proceedings to a date following May 31<sup>st</sup>.
- Any individual referred to in the foregoing paragraph may have his or her matter brought forward in order to be sentenced in the Territorial Court via video-link.
- The Territorial Court will hear all applications for bail review pursuant to s. 523(2)(c)(iii) of the *Criminal Code* via video-link.

## **2. Proceedings in Yellowknife**

### **a) Civil and Family Court**

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- The only Civil or Family matters that will proceed before June 1<sup>st</sup> will be applications to confirm child apprehensions, time-limited matters, or other interlocutory applications that are determined by the court to be of a truly urgent nature.
- Civil mediation sessions scheduled to a date before June 1<sup>st</sup> will be rescheduled to a date after May 31<sup>st</sup>. Alternatively, where the parties consent, the mediation session can be conducted by teleconference.

## **b) Criminal and Youth Court**

### Individuals not in Custody

- All Criminal and Youth Court docket day appearances in Yellowknife scheduled for dates before June 1<sup>st</sup> involving individuals who are at liberty are cancelled unless otherwise directed. However, counsel may have the matter brought forward to appear as agent or counsel for such individuals in their absence.
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- All matters involving adults facing criminal charges, who are at liberty and who have appearances including preliminary inquiries, trials, sentencings and hearings scheduled on a date before June 1<sup>st</sup> will be automatically adjourned from that scheduled appearance for a period of 12 weeks to the first available following Tuesday at 9:30 a.m. to be spoken to.
- In all such cases, the Court will issue an endorsed arrest warrant to be held by the Court for jurisdictional purposes. The warrant will not be released to be acted on unless the young person or adult to whom it applies does not attend court on the new date set out in the foregoing paragraphs.
- Wellness Court and DVTO Court proceedings scheduled on dates prior to June 1<sup>st</sup> are cancelled.
- All future court process that is issued to require an accused to appear before the Court should be for the first available docket day that follows a period of 12 weeks from the date of the process being issued.

### Individuals in Custody

- All individuals who have been detained and face pending charges that arise from Yellowknife will appear via video-link before Territorial Court in Yellowknife when their matters are scheduled.
- Sentencings will proceed by video-link on the date scheduled, but in all cases at 9:30 a.m.
- Any trials, preliminary inquiries or hearings for in-custody individuals that have not yet been set will be scheduled to a date after May 31<sup>st</sup>.

- Any trials, preliminary inquiries or hearings for in-custody individuals set to a date before June 1<sup>st</sup> will be brought forward and adjourned to a date following May 31<sup>st</sup>.
- In all such cases the Court will bring the matters forward through a Form-19 warrant to have the individual appear before the Court by video-link in order to reschedule his or her proceedings to a date following May 31<sup>st</sup>.
- Any individual referred to in the foregoing paragraph may have his or her matter brought forward in order to be sentenced in the Territorial Court via video-link.
- The Territorial Court will hear all applications for bail review pursuant to s. 523(2)(c)(iii) of the *Criminal Code* via video-link.

### 3. General

#### **Territorial Court Location and Hours**

**All cases in Territorial Court will be heard in Courtroom 202 at the Yellowknife Court House building. Proceedings will commence at 9:30 a.m. from Monday to Friday.**

#### **Access to the Courtroom**

**Based on advice received on March 24, 2020 from the office of the Chief Public Health Officer, members of the general public will not be permitted to attend court proceedings until further notice. Members of the media will still be permitted to attend. To ensure compliance with the directions given by the Chief Public Health Officer regarding social distancing, anyone attending will be required to sit only in one of the marked seats, and the total number of members of the media may not exceed 4.**

**Should a member of the media wish to attend proceedings in the Territorial Court in person, they must first contact the court registry at 867-767-9289.**

**Members of the media may attend proceedings in the Territorial Court remotely. In order to find out how to do so, members of the media can contact the court registry at 867-767-9289.**

#### **In Chambers Matters**

All in chambers meetings with judges scheduled to a date before June 1<sup>st</sup> are to be dealt with by teleconference.

### Emergency Matters

Any emergency or time-limited matters that arise at any location in the Northwest Territories will be dealt with as the circumstances may require.

### Exceptions

A Territorial Court Judge may direct that the foregoing measures be departed from as the circumstances require on a case by case basis.

## **MATTERS BEFORE JUSTICES OF THE PEACE**

### Matters that Will and Will Not Proceed

ALL Justice of the Peace proceedings scheduled to a date before June 1<sup>st</sup> are cancelled subject to the following exceptions:

- Bail hearings and interim proceedings involving judicial interim release are to proceed remotely by video or audio;
- Peace bond applications;
- Other truly exigent matters;

All accused who are released following bail hearings will be required to attend court on a date after June 1st unless the circumstances require otherwise.

### **Justice of the Peace Hearing Location and Hours**

**All matters before Justices of the Peace will be heard in Courtroom 102 at the Yellowknife Courthouse building. Proceedings will commence at 9:30 a.m. and 1:30pm from Monday to Friday. However, the dial-in will available at 9:00 a.m. and 1:00pm to allow counsel to exchange necessary documents and make other necessary preparations.**

**On Saturdays and Sundays any matters that are required to proceed will begin at 1:30 p.m. However, the dial-in will available at 1:00 p.m. to allow counsel to exchange necessary documents and make other necessary preparations.**

### **Access to the Courtroom**

**Based on advice received on March 24, 2020 from the office of the Chief Public Health Officer, members of the general public will not be permitted to attend court proceedings until further notice. Members of the media will still be**

**permitted to attend. To ensure compliance with the directions given by the Chief Public Health Officer regarding social distancing, anyone attending will be required to sit only in one of the marked seats, and the total number of members of the media may not exceed 2.**

**Should a member of the media wish to attend proceedings before Justices of the Peace in person, they must first contact the court registry at 867-767-9289.**

**Members of the media may attend proceedings before Justices of the Peace remotely. In order to find out how to do so, members of the media can contact the court registry at 867-767-9289.**

***\*The foregoing measures will be revisited regularly and adjusted as required as the current health crisis evolves.***

If there are any questions, please feel free to contact me.

Sincerely,

Denise Bertolini  
Courts Administrator



## **OFFICE OF THE CHIEF PUBLIC HEALTH OFFICER**

March 26, 2020

### **Alert RE: CORONAVIRUS DISEASE (COVID-19)**

**This alert is intended for frontline health care providers (HCPs). Please share widely with those who may not be on the list, especially locum practitioners and nurses.**

All OCPHO notifications are located on the NTHSSA ournthssa website:

<https://ournthssa.ca/category/public-health-notices/>

### **Issue:**

On March 18, 2020 the Minister of Health, Diane Thom with Dr. Kandola, the NWT Chief Public Health Officer declared a Public Health Emergency under the [NWT Public Health Act](#). This declaration allows for the CPHO to have additional, critical powers under the *Act* to allow for strong actions that are needed to protect all NWT residents, and to swiftly respond to the daily-evolving needs of the health care system as it tackles a pandemic.

**On March 21, 2020, the OCPHO confirmed the NWT's first confirmed case of COVID-19.**

<https://www.hss.gov.nt.ca/en/newsroom/confirmed-case-covid-19-northwest-territories>

The CPHO is putting in public health measures to protect health care workers and NWT residents including the following:

- Effective March 21, 2020, the CPHO drafted an order that prohibits all travel by air, land and port into the NWT, with limited exceptions. The purpose of this order is to reduce the number of cases of COVID-19 entering into the Territory. <https://www.gov.nt.ca/en/newsroom/chief-public-health-officer-orders-travel-restrictions-and-self-isolation-those-entering>
- March 22, 2020 The CPHO advised that all individuals and organizations should cancel all gatherings regardless of size or number of participants or whether they are held inside or outside. <https://www.hss.gov.nt.ca/en/newsroom/all-gatherings-are-advised-cancel-effective-immediately>

The Public Health Agency of Canada has announced that COVID-19 is a serious health threat and the situation is changing daily. The risk will vary between and within communities but given the increasing number of cases in Canada, the risk to Canadians is considered **high**. For the current situation in Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

The GNWT released the Northwest Territories COVID-19 Pandemic Planning Guide to Health Authorities on February 28, 2020 so that coordinated planning could begin. This plan is now formally available on the HSS Health Professional website:

[https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/hss\\_pandemic\\_guide\\_and\\_checklist.pdf](https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/hss_pandemic_guide_and_checklist.pdf).

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The measures instituted above, while seemingly extreme, are to mitigate the outbreak by reducing exposures and infections, thereby protecting the public, our health care workers and preserving health services and supplies.

The best scientific assessment is that transmission of COVID-19 is via direct, person-to-person contact with respiratory droplets and, very likely, indirect transmission through contaminated surfaces. Transmission through other vehicles (e.g. food, fecal/oral) is plausible. There is no evidence of airborne transmission. Mean incubation period is about 6 days but the range is likely up to 14 days.

Evidence still shows that 80% of all cases are mild, but the elderly and those with pre-existing chronic disease and weakened immune systems, especially those 80 years of age and older, have a severe course of illness with the highest case fatality rate.

For more information and daily COVID-19 updates:

- PHAC:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- WHO:  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>
- John Hopkins COVID Map:  
<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

**Confirmed cases of COVID-19 are reportable to the OCPHO and require an immediate public health response.**

**Response:** **New updated recommendation**

The Office of the Chief Public Health Officer (OCPHO) advises that clinicians consider and test for COVID-19 for anyone with symptoms such as:

- fever (measured or reported)
- cough
- shortness of breath

Clinicians should also test if they have other concerns for COVID-19 (e.g. severe respiratory infection or other exposures of concern).

A pertussis outbreak continues in the NWT. Please consider testing for pertussis as appropriate.

**Reporting:** **New/updated information**

For efficiency of reporting purposes the reporting form has been separated into 3 parts:

1. **Part A:** When you test a patient for COVID-19
  - i. The [COVID-19 Report Form \(For Suspected Cases\)-Part A](#) must be faxed or sent via [secure file transfer \(SFT\)](#) to the OCPHO within 24 hours

2. **Part B:** When the case has been confirmed either by laboratory result, epidemiologically linked or a probable case
  - i. The OCPHO must be notified by fastest means possible by calling the OCPHO (867) 920-8646 followed by faxing or sending via [SFT](#) the [COVID-19 Report Form \(For Confirmed Cases\) – Part B](#) within 24 hours
3. **Part C:** For all patient status changes of confirmed cases
  - i. The status of the case must be updated when their condition changes by faxing or sending via [SFT](#) the [COVID-19 Report Form \(Case Status Update\) – Part C](#)
- The contact information for the OCPHO is as follows:
  - OCPHO Phone: (867) 920-8646
  - OCPHO FAX: (867) 873-0442
  - Secure File Transfer: <https://sft.gov.nt.ca/filedrop/~SXTSaO>
- **HCPs no longer have to consult OCPHO for the decision to test for COVID-19**

**Testing:** **New/updated information**

- Due to global shortages of swabs and transport media, Alberta Precision Laboratories (APL) is recommending different collection methods to detect COVID-19. Based on these recommendations the OCPHO is recommending the following as per the [Interim Coronavirus \(COVID-19\) Assessment Algorithm](#):
  - Hospitals, Long Term Care & Facilities (e.g. corrections, mines)
    - Collect a [Nasopharyngeal swab \(NP\) swab using the UTM kit](#)
    - Request Respiratory Pathogen Panel (RPP) + COVID-19
  - COVID-19 Specific Test Sites (e.g. Yellowknife Public Health):
    - Collect a [Nasal swab using the APTIMA unisex collection kit](#)
    - Request COVID-19 testing ONLY
  - Health Centres & All Other Sites:
    - Collect [NP](#) (UTM) or nasal swab ([Aptima](#)) based on the availability or for clinical management
    - Request COVID-19 testing only when using [Aptima](#) swab, UTM request COVID-19 and RPP
  - All sites:
    - Collect sputum for COVID-19 if cough is productive
    - Swab for pertussis if appropriate
- For instructions on collecting a COVID-19:
  - Using APTIMA Unisex Collection Kit see APL: <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-instructions-collection-samples-covid-aptima-unisex-collection-kit.pdf>
  - Using NP Swab and UTM see APL: <https://www.albertahealthservices.ca/assets/wf/plab/wf-provlab-collection-of-nasopharyngeal-and-throat-swab.pdf>
- When using the NP UTM media; only one sample is required for both COVID-19 and routine respiratory virus testing (respiratory pathogen panel). **Both must be checked off on the requisition.**

- HCPs should consider both **upper respiratory and lower respiratory samples for COVID-19**.
- HCPs should maintain DROPLET and CONTACT precautions while collecting NP swabs.
- If the patient has a productive cough collect a sputum sample for COVID-19 in addition to NP swab.
- In community or home setting, sputum specimens should be collected outdoors.
- One NWT community is creatively implementing drive thru testing for NP swab collection.
- If HCPs perform bronchoscopy/intubation they should collect and send **lower respiratory tract samples** for testing in sterile containers using AIRBORNE, CONTACT and DROPLET PRECAUTIONS.
- Travel history including travel and return date, date of symptom onset, and “COVID-19” must be written on ALL requisitions for COVID-19 testing.
- Serologic tests are not available at present.

#### **Infection Prevention & Control Recommendations:**

- Follow guidance from the NTHSSA Infection Prevention and Control Specialist: <https://ournthssa.ca/hubs/covid-19-information/> **AND**
- Refer to the Public Health Agency of Canada interim Guidance on Infection Prevention and Control available through the HSS Health Professional site: <https://www.hss.gov.nt.ca/professionals/en/services/coronavirus-disease-covid-19>

#### **Management of cases, persons under investigation, and contacts: Updated**

- HCPs provide individual clinical management of any cases/persons under investigation.
- There is no specific treatment for COVID-19. For severe illness supportive care is essential. WHO provides technical guidance on case management and early trials: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance>
- Public Health Agency of Canada provides public health guidance for cases, persons under investigation and contacts, but NWT specific recommendations are included in algorithms. See link on the HSS Health Professional site: <https://www.hss.gov.nt.ca/professionals/en/services/coronavirus-disease-covid-19>
- If a HCP performs a COVID-19 test in any symptomatic person, NWT recommends self-isolation of the entire household.
- In outpatient settings, local public health staff will oversee monitoring of cases, persons under investigation, or contact tracing in communities.

#### **Travel recommendations: New/updated information**

Residents Leaving NWT:

- OCPHO is advising all NWT residents to avoid non-essential travel outside of NWT, and all international travel.

All residents returning to the NWT

- Travel through all points of entry into the NWT (land, sea and air) is prohibited to all travellers entering the NWT with certain exceptions. For these exceptions see the following Public Service Announcement: <https://www.gov.nt.ca/en/newsroom/chief-public-health-officer-orders-travel-restrictions-and-self-isolation-those-entering>

- It is recommended that health care workers entering into the NWT have a letter from their employer confirming their employment. The HCW may be asked to produce this letter upon entry into the NWT.
- All workers who do not have symptoms and are critical to the delivery of an essential service may work but must follow direction from their employer and WSCC regarding additional precautions to reduce the risk to their clients, colleagues and the public should they become symptomatic.
- Any symptomatic HCWs should stay home and immediately notify their employer.
- Follow guidance and risk assessment by the Workers Safety & Compensation Commission: <https://www.wsc.ca/news/covid-19-and-workplace-general-precautions-and-risk-assessment-northwest-territories>
- Residents returning to NWT from other destinations including within Canada **MUST**
  - [self-isolate](#) for symptoms for 14 days:
  - Monitor for symptoms of fever, cough, difficulty breathing **AND**
  - Follow healthy respiratory practices.
- If a person develops symptoms, they should continue to isolate and call <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/advice-nwt-residents#what-should-i-do-if-i-have-symptoms-of-covid-19->

**New and Updated Resources for Health Care Providers and the general public:**  
**New/updated information**

1. HSS Health Professional Site: <https://www.hss.gov.nt.ca/professionals/en>
  - [COVID-19 Pandemic Planning Guide and Checklist](#) (NEW March 24, 2020)
  - [COVID-19 Report Form \(for suspect cases\) - Part A](#) (NEW March 26 2020)
  - [COVID-19 Report Form \(for confirmed cases\) – Part B](#) (NEW March 26, 2020)
  - [COVID-19 Report Form \(case status update\) – Part C](#) (NEW March 26, 2020)
  - [Interim Public Health Management of Persons with COVID-19 Exposures/Management of cases & Close Contacts](#) (NEW March 26, 2020)
  - [Interim COVID-19 assessment algorithm](#) (NEW March 26, 2020)
2. NWT HSSA Health Professional Site: <https://ournthssa.ca/hubs/covid-19-information/>
3. Public Information: <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>

The situation is changing rapidly. The OCPHO will continue to provide regular updates for practitioners and the general public. The OCPHO will continue to participate in the Friday morning updates with leadership from the NTHSSA.

Please contact OCPHO or the public health officer on call at 867 920-8646 if there are any questions.

Sincerely,



Dr. Kami Kandola, MD, MPH, CCFP, FCFP,  
ACBOM, DTM&H, ABPM  
Chief Public Health Officer



ALL CORRECTIONS SERVICE STAFF  
DEPARTMENT OF JUSTICE

### **COVID-19 Response – Corrections Service**

Given the heightened concerns over COVID-19, we want to assure all staff that contingency plans are in place and are being updated as the situation unfolds. Standing Orders/Directives have been updated for all correctional facilities and community corrections offices. Additional processes and procedures are being put into place to assist in this area.

In the interest of the health and safety of our staff, inmates, offenders and the public, the following precautions are being put into place for a minimum of 14 days (to be reviewed on an ongoing basis and as more information becomes available), effective Wednesday, March 18, 2020.

The following measures will be implemented:

**1. Volunteers**

Use of volunteers in correctional facilities and community corrections offices will be suspended (e.g. community AA).

**2. Work Crews/Appointments**

The activities of any facility off grounds work crews will be suspended. Essential appointments will continue as scheduled (e.g. medical).

**3. Temporary Absences (TA's)**

All temporary absences to/from correctional facilities will be suspended (e.g. work release).

**4. Visitors (personal)**

All personal visits for inmates/offenders will be suspended.

**5. Legal Counsel/Spiritual Advisors/Elders**

Confidential in-person meetings with official visitors (such as lawyers, spiritual advisors, Elders) will be accommodated as much as possible in exceptional circumstances, without permitting direct personal contact. The Visitor and Contractor Questionnaire must be completed prior to entry.

**6. Contractors**

Contractors providing essential services within the correctional facilities (physical building) will be permitted; however, the Visitor and Contractor Questionnaire must be completed prior to entry.

**7. Community Corrections Reporting**

Community corrections clients will be reporting by telephone. Each office will be responsible for notifying their local community RCMP detachment of this policy change.

**8. Corrections Northern Recruit Training Program (CNRTP)**

CNRTP at the NSCC is scheduled to begin April 1, 2020, though the program may be cancelled or rescheduled as necessary.

**9. Leave**

Staff leave requests will continue to be considered based on operational requirements. Due to the evolving nature of COVID-19, previously approved leave may be subject to change to ensure we are able to maintain our facilities operational requirements.

**10. Inmate Transfers**

Regularly scheduled road transfers within the NWT will be suspended; however, air transfers will be considered, when required on a case-by-case basis.

These measures apply to all correctional facilities and community corrections offices in the Northwest Territories.

These measures are being made in consultation with public health officials, other correctional jurisdictions, and best practices, and will be reassessed on an ongoing basis. The GNWT is monitoring the status of COVID-19 in the NWT, and the Corrections Service will ensure that employees are updated as new information becomes available.

The GNWT has supports in place through the Employee Family Assistance Program. For immediate and confidential assistance 24 hours a day, 7 days a week, call 1-844-880-9142 or visit [www.workhealthlife.com](http://www.workhealthlife.com).

If you have questions, please do not hesitate to contact your Supervisor, Warden or Regional Manager.

I would like to thank everyone for their professionalism and ongoing hard work during this time.



Blair Van Metre  
Director of Corrections  
Department of Justice

Additional resources:

NWT Public Health Website:

<https://www.hss.gov.nt.ca/en/advisories>

Coronavirus Updates:

<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19/information-travellers>

GNWT Public Safety Notice:

<https://www.gov.nt.ca/en/public-safety-notices>

GNWT Coronavirus (COVID-19) Update for Employees website:

<https://my.hr.gov.nt.ca/node/5577>



February 4, 2020

ALL INMATES

**Coronavirus – Universal Precautions**

As you may be aware there is a new virus that has originated out of China that is affecting people around the world; it is called the Coronavirus. There has not yet been a case in the NWT but there have been some cases in Canada.

I have attached some information on the symptoms of this virus as well as universal precautions for you to follow to help limit the spread of germs in the building.

It is very important to do the following:

- Clean and disinfect frequently touched objects and surfaces.
- Ensure your cell is cleaned and disinfected daily
- Ensure all common area areas are cleaned and disinfected including:
  - Phones, door handles, bannisters, door edges, coffee pots, anything that is commonly used

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

c Mr. John Nahanni, Warden  
Mr. Greg Paul, Assistant Warden



Memo

To: **All Staff**  
From: Greg Paul, Assistant Warden-Operations  
CC: All DWOS, Warden  
Date: April 15, 2020  
File #: 04-2020  
Re: NSCC COVID-19 processes/updates

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### **Hand Sanitizing**

#### **Alcohol based hand sanitizer will not be placed in areas that inmates can potentially access.**

- The NSCC has placed hand sanitizer (alcohol based) for staff in the following locations.
  - staff room
  - control
  - administration
- All living units have dispensers with non-alcohol based sanitizer and plenty of soap bars are available for hand washing, there are two staff bathrooms located on the main corridor for staff to wash their hands anytime on duty.
- Gloves are provided for all tasks as needed, if an area requires more gloves please make arrangements with the Deputy Warden of Operations for additional stock.

### **Health screening for inmates and staff**

- The current process is all new inmates are screened with a Health Screening Questionnaire prior to being escorted to the NSCC then screened by the Medical department prior to any inmate being placed into general population.
- All staff is screened with an Occupational questionnaire when reporting for duty. (The above processes have been communicated with Public Health). The NSCC is continually reviewing contingency plans that can be easily implemented should our current situation change. Considerations include using smaller living units to isolate new intakes if the COVID-19 pandemic worsens within the Territory.



### **Living Unit Cell searches**

- For daily routine or operational cell searches the staff performing the search will be required to wear a mask and gloves when searching an inmate's cell. This requirement is being implemented to ensure that both the inmate and staff are protected also ensure that social distancing continues to occur. The Dayshift DWO will issue PPE to **one staff** in each unit to complete the cell searches.

### **Unit rounds**

- The Staff member completing unit rounds must verbally advise any inmates that are on the upper tier to provide the required minimum safe distance to allow staff the ability to complete required rounds while maintaining a safe distance. (This has been posted in the living units advising the inmates).

### **Unit Snacks**

- Staff will issue snacks individually by calling the inmate name while ensuring that no gathering occurs. When a name is called the staff will be required to place the snack on the table closest to the staff desk to allow for Safe Social Distance. Once the snack is placed on the table the staff can step away from the table. This is manageable with the lower counts in the units. (This has been posted in the living units advising the inmates).

### **Meal Service**

- To assist with the requirement to social distance during meal service staff will utilize 4 separate tables (first 4 table's next to main kitchenette) to place the meals on for the inmates to retrieve from each table.
- When the 4 inmates come out of their cell for meals they must wait for the person in front of them to get their entire meal, beverages, etc.
- The purpose is to promote Safe Social Distancing for all staff and inmates.

### **Unit traffic**

- To assist with social distancing the stair cases in A, B and C pods will be designated to one going up and the other going down. Signage will be placed on each stair case along with floor tape similar to businesses in the community showing the direction of traffic flow. (This has been posted in the living units advising the inmates).
  - **Stair case closest to main door will be designated to traffic going up**
  - **Stair case at the far end of the unit will be designated to traffic going down**



- **Inmates are not permitted to sit on the stair while waiting for the phone.**
- **Inmates must vacate the top tier hallway while rounds are occurring, either enter their cell or go down the stairs.**

Greg Paul  
Assistant Warden



Memo:

To: All Staff  
From: Assistant Warden Operations  
CC: Warden, Assistant Warden Programs  
Date: March 20, 2020  
File #: 03-2020  
Re: **Facility Cleaning/Prevention Strategy**

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Please ensure that all inmates are following regular cleaning protocols for all areas of general use. These areas would include but not limited to:

- Gym equipment-all inmates using the gym and equipment are required to wipe down after use
- Leisure room-all inmates using the leisure room are required to wipe down the gaming stations, controllers and game station after use.
- Visiting room-all inmates using the visiting room for activities such as leisure time, video court are required to wipe down items used and all surfaces
- Living Units-all inmates are required to follow cleaning protocols within the living units; all unit cleaners must complete thorough cleaning. Inmates are required to keep common areas and surfaces sanitized using approved cleaning products provided.

The Facility will be hiring additional cleaners, if any inmates are interested please have them submit a request.

As Corrections Officers/Staff it is our role to educate our inmates on healthy living and with the current health concerns with COVID-19 it is imperative we continue to use health and safety protocols that are in place within the facility.

**\* Very Important** -Please discard wipes and paper towel into the garbage not the toilets.

If you have any difficulties providing this direction to our inmates please see your supervisor for support.



Memo:

To: All Staff  
From: Assistant Warden Operations  
CC: Warden, Assistant Warden Programs  
Date: March 20, 2020  
File #: 03-2020  
Re: **Interim Court Procedures**

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**NSCC Video Court**

All NWT Court Services have been cancelled due to the ongoing concern of COVID-19; the NSCC will be overseeing video court proceedings for the foreseeable future.

This will include:

- Justice Peace video court occurring **7 days a week** starting at 1330 hrs. each day
- Territorial and Supreme Court

It is of the utmost importance that all officers that are supervising these proceedings utilize the information recording sheet for each individual session; once completed the staff will share the recorded information with the DWO and NSCC Sentence Administrator to ensure that any required action (i.e. bail) is completed by the appropriate personnel.

- I. Processing bail please ensure the Release order and Appendix A is signed and the inmate provided a copy, NSCC will keep the original.
- II. Please contact the Court afterhours phone number for anyone who gets bail out side of Yellowknife as the courts will book the travel.

To address Health and Safety concerns all staff must ensure that:

- All inmates from HSA are escorted by 2 staff at all times
- Inmates are kept separate (by unit) for incompatible and health concerns, utilizing the secure rooms in the visiting area or the visiting room.
- All Corrections Officers must ensure that the area is sanitized with Virox by the inmates including (doors, desks and commonly touched items/surfaces).
- Any inmates that are on contact precautions will be **escorted individually in PPE (gown, gloves and mask) and kept separate from other inmates.**



### **Court Escort Driver**

The NSCC Court Escort Officer will be expected to pick up inmates from the RCMP during this time and must ensure that the following requirements are met for Health and Safety.

- Completing the **Health Screening questionnaire** on all inmates being considered for transport. Taking the appropriate safety precautions for those who present symptoms of illness (having the individual(s) don mask, gown and gloves prior to movement).
- Reporting Health concerns to the DWO and medical staff **prior** to arriving at the NSCC
- Keeping the security equipment and mobile sterilized by using Virox wipes/spray



Memo:

To: All Staff  
From: Assistant Warden Operations  
CC: Warden, Assistant Warden Programs  
Date: March 20, 2020  
File #: 03-2020  
Re: **NSCC Interim money and personal item drop off procedures/restrictions**

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The NSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include the **restrictions** of:

- All Visitors to the NSCC
- All Community and Department contractors (DPW will attend for emergencies only)
- All items for drop off (except legal documents) including magazines, books and traditional foods etc.
  - If required and deemed necessary the items can be reviewed and approved by the DWO or Manager following the same precautions as outlined below for incoming mail.

Precautionary measures for handling money and mail

- The NSCC will only be accepting money on Monday's thru Thursday's from 1330 to 1630.
  - Staff accepting money will wear PPE (gloves) for processing and sanitizing the area once completed.
- Admissions staff is required to screen all intakes with new questionnaire for COVID-19 and are required to wear gloves for processing inmates personal items which includes incoming monies.
- All incoming mail will be placed into a bin (identified by the day of the week) and kept for a minimum of 5 days before being screened by staff wearing the required PPE (gloves mask and goggles).
- Staff **will request** any persons dropping off money to sanitize items they have contact with (doors, handles and surfaces).

These restrictions will be in place until further notice.



Memo

To: **All Staff**  
From: Greg Paul, Assistant Warden-Operations  
CC: All DWOS, Assistant Warden, Warden  
Date: May 13, 2020  
File #: 05-2020  
Re: **Updated Unit Procedures for COVID-19 safety requirements**

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The NSCC has issued all staff and inmates cloth masks to use when safe social distancing cannot be maintained. The ongoing supervision of these requirements must be enforced with the inmates and all staff **must lead by example** in this direction.

Staff should be wearing issued cloth masks when:

- Both staff behind the desk
- Completing unit rounds and safe distancing cannot be maintained

Inmates should be wearing issued cloth masks when:

- If more than **(01)** inmate at a table **all inmates must be wearing masks**
- Inmates coming up to watch table games or socialize must be wearing masks
- Inmates on the top tier when staff are completing rounds must be wearing mask
- Inmate phones currently do not meet the safe social distancing requirements therefore the use of plastic chairs on the outside of the pedestal seats facing opposite each other will be put in place. These chairs are not to be removed or moved from their placement.

If you have any concerns or are having difficulties addressing the inmates for these requirements please see you supervisor for assistance.

Greg Paul  
Assistant Warden







June 8, 2020

**MEMO**

**ALL STAFF:**

**NSCC Virtual Visits Protocol – COVID-19**

Over the last couple of weeks we have been providing virtual visits to the inmates and have been working through a protocol that we can manage with our current schedule. Thank you to all the staff that have been involved in making this happen. The North Slave Correctional Complex will continue to provide virtual visits to our clients which will help support our residents during the COVID-19 pandemic. The virtual visits are intended to provide our clients with ongoing meaningful contact with their families. These visits that will assist our residents with managing stress while able to see their loved ones. Please continue to support our residents through this process with patience, understanding and flexibility as some calls may be difficult to coordinate and the knowledge that we may need to reschedule at times.

Virtual Visits will require the person being called to have a device that will allow the call to occur. This will need to be a smartphone. The NSCC has 8 video terminals set up in the visiting room at 8 different tables that will support social distancing in all cases. Please continue to guide the inmates with directions to help manage the safe distance required for everyone. Every inmate will be permitted 1 virtual visit per week going forward. Additional calls may be completed at the Deputy Warden of Operations discretion. All calls are a privilege and any abuse may result in the suspension of virtual visits.

A binder with all approved forms and the directions on the processes for Virtual Visits will be stored in the Deputy Warden of Operations office for access during the calls. A second binder will be stored with the Virtual Visits binder that contains the Virtual Visit Log.

**Protocol**

1. Inmate meets with case manager during orientation and fills out a virtual visit request form complete with:
  - Number to be called to be contacted,
  - Relationship with the intended recipient for the call



**i. Calls permitted to immediate family**

- Case managers name
- Inmate number
- Cell Phone Provider

Once the form is completed the original form is to be placed on the inmate file and a copy to be forwarded to the Deputy Warden of Operations for placement in the Virtual Visit Binder.

2. Inmates can apply for contact with immediate family after the inmate orientation if they are not ready to submit their application during orientation. Virtual Visit forms shall be made available to inmates in their living units. Once the form is completed it is to be forwarded to the Case Manager for authorization. All numbers approved must be on the approved phone list. All requests shall be processed by the Case Manager within 5 working days.
3. Case Managers shall review all Virtual Visit requests and confirm that the contacts requested are appropriate for contact, this is to be verified through review of warrants for non-contact orders, COMS no contacts and through the Victim Notification Program.
4. Case managers shall forward the guide on how to get the PEXIP program to the approved Virtual Visitor by e-mail so they visitors can be prepared to accept the call when attempted during the specified Virtual Visit times. Release of Information form can be filled out at this time to allow NSCC to send e-mail to the requested visitor.
5. Case Managers shall forward the completed authorized Virtual Visit Request Form to the DWO for placement in the Virtual Visit Binder. This binder will hold all approved visit forms and can be accessed during the visits.
6. The Deputy Warden of Operations shall delegate staff to complete the Virtual Visits at specified scheduled times. The schedule is posted in every living unit on the NSCC Recreation Schedule and is also available in the Virtual Visit Binder that is to be stored in the Deputy Warden of Operations office when not in use.



7. Staff completing the Virtual Visits shall enter all calls attempted or completed on the Virtual Visit Log binder that is stored with the Virtual Visit Binder. The night shift Deputy Warden of Operations shall ensure the Call Log is to be forwarded to Administration every Sunday night (Monday Night Shift) for entry into DIIMS by administration staff.
  
8. Other individuals may possibly be present for the visit; the inmate is responsible to ensure that they do not breach any court orders by talking to any other individuals on the virtual visit. All numbers that are being called have been approved by the Case Manager for contact. If there is any contact concerns please ensure that they are documented on COMS in a general report.
  
9. Special calls outside of the schedule may be approved by the Deputy Warden of Operations, Assistant Wardens or Warden. Examples of these types of calls will be urgent family contact, death in the family, special considerations based upon the situation that is presented by the inmate.
  - Saturdays and Sundays reserved for visits that for one reason or another were cut short or required special consideration.
  - Visits can be authorized at any time the Deputy Warden of Operations determines that a call can be made in the inmate's best interest.

John Nahanni

Warden  
North Slave Correctional Complex





April 17, 2020

NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF

**Change to Menu**

The NSCC is attempting to limit as much as possible the handling of food by the staff.

In order to do so, tossed salad served with dinner will not be placed on the menu for the time being as there is no way to provide this safely (as per the food safety guide) as individual portions.

Instead of tossed salad extra vegetables will be served and for some meals served at lunch, French fries will be used as a substitute for some cold salads.

The only exception during this time will be soup and gravy. Soup and gravy will be served by a staff member who is wearing the appropriate protective equipment.

Thank you,

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

- c NSCC Staff  
NSCC Deputy Warden of Operations  
Mr. John Nahanni, Warden, NSCC, Corrections, Department of Justice

## Plan for Vulnerable Inmates

In the event we have an outbreak at SMCC out identified vulnerable inmates would need to be isolated.

Vulnerable inmates have been identified as the following:

s 23(2)(h)(i)

Currently each inmate is provided a dorm to themselves to allow for self-isolation and still having access to population if they wish.

Inmates have also been advised to practice physical distancing with each other, inmates have been instructed by the nurse on proper hygiene practices.

Contingency plans state in the event of a symptomatic inmate in population they;

- will be asked to remain in their room,
- all other inmates will return to their dorms with the door shut
- the symptomatic inmate will then be given PPE and escorted to medical holding by staff
- room and area would then be disinfected by correctional staff.

Currently SMCC has a Staff Screening put in place for every employee to complete prior to entrance to the building, staff will be denied entry if they or anyone in their house hold has traveled outside of the NWT, if they are symptomatic or someone in their house is symptomatic.

Staffs are then instructed to wash their hands with soap prior to having contact with the inmates, and to regularly wash throughout their shift.

Staffs have been advised to follow the Chief Public Health Officers orders for physical distancing when possible with the inmates.

Building is sanitized 4 times in a 24 hour period, high traffic areas are sanitized frequently.

### **PLAN FOR VULNERABLE INMATES**

Hold separate meetings with the **S** vulnerable inmates to discuss precautions, hygiene and measures they can take now to avoid being symptomatic, and that they should be more precautionous then other inmates.

In the event they were symptomatic they would be placed in a camera cell and monitored on checks determined by the nurse, public health contacted immediately.

Daily wellness check-ins to start in the event of another positive test in NWT - closer evaluation on vulnerable inmates; allows for earliest intervention possible (self-monitoring form)



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## SOUTH MACKENZIE CORRECTIONAL CENTRE- MEMO

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**TO:** CORRECTIONS SERVICE STAFF

**FROM:** LORRAINE MCDONALD, WARDEN

**SUBJECT:** INMATE ESCORTS - ESSENTIAL AND NON-ESSENTIAL

**DATE:** AUGUST 6, 2020

**CC:** KRISTY COOPER, DEPUTY WARDEN AND BRENT TOWNEND, DEPUTY WARDEN

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At this time, with the current status of COVID -19 in the NWT, SMCC will continue with essential escorts such as medicals and will resume non-essential inmate escorts off grounds (ex: attaining identification [GIC], bank appointments and shopping requests two weeks prior to ERD) will resume. Non-essential escorts are required to have prior approval from case management. For the continued health and safety of all staff and inmates, the status of the COVID -19 pandemic will continue to be monitored and assessed.

The following procedures are required to be followed by corrections staff when escorting inmate(s) off grounds for these purposes:

### **Essential escorts**

- Staff and inmate(s) are required to wear surgical masks in a vehicle and for the duration of all medical appointments when attending medical facilities.
- Escorting corrections staff are to ensure that all commonly touched surfaces of vehicle are wiped down with wetask wipe after each use.
- Escorting staff and inmate(s) are required to use handsanitizer upon entry into facility and are then to proceed directly to handwash.



### Non-essential escorts

- Staff and inmates are required to wear cloth masks for duration of escort, which includes in the vehicle and when out of the vehicle.
- Escorting corrections staff are to ensure that all commonly touched surfaces of vehicle are wiped down with wetask wipe after each use.
- Escorting staff and inmate(s) are required to use handsanitizer upon entry into facility and are then to proceed directly to handwash.
- For inmate shopping (2) two weeks prior to ERD, all items are to be recorded as per Personal Effects process and are to be wiped down prior to placement into personal effects and/or taken items and any clothing items are to be laundered prior to placement into personal effects bin.
- Inmate request forms are to be signed off as completed and entry made on COMS running record.

Lorraine McDonald, Warden  
South Mackenzie Correctional Centre

**From:** [Lorraine McDonald](#)  
**To:** [Alvina Sibbeston](#); [Angela Hamilton](#); [Diane Chisholm](#); [Joseph Fourstar](#); [Justin Minute](#); [Laverne Cameron](#); [Michelle J. Smith](#); [Noella Cayen](#); [Sharon Caudron](#); [Curtis Gill](#); [Don Mabbitt](#); [Jeff Lamoureux](#); [Orlando Kerr](#); [Trenna Corrigal](#); [Andy McKay](#); [Anthony Beck](#); [Brent Townend](#); [Brian Morin](#); [Cheryl Melanson](#); [Daniel Beck](#); [David Sanguiez](#); [Deloris Shiels](#); [Dennis Parker](#); [Faye Johns](#); [Garett Flaherty](#); [Heather Johnson](#); [Ian Thiesson](#); [Jack Bassett](#); [Jacqueline Carriere](#); [Jason Salter](#); [Jeanette Mandeville](#); [Jonathan Wallington](#); [Kenneth Boyer](#); [Kirk Alcos](#); [Kristy Cooper](#); [Luke Campbell](#); [Marek Napiorkowski](#); [Norenda Unka](#); [Robert Haley](#); [Serena Skavinski](#); [Therese Fordy](#); [Tristan Cross](#); [Vanin Gill](#); [Vince Mckay](#); [Warren Durocher](#)  
**Cc:** [Kristy Cooper](#); [Brent Townend](#)  
**Subject:** Coronavirus (COVID-19) Information for Employees  
**Date:** Thursday, March 12, 2020 3:19:36 PM  
**Attachments:** [Coronavirus \(COVID-19\) - Information for GNWT Employees-200311.pdf](#)  
[handwashinginfographicbig-web.pdf](#)  
[healthy-respiratory-practices.pdf](#)  
[2020 HSS Coronavirus Monitoring Handout\\_email.pdf](#)  
[2020 HSS Coronavirus Isolation Handout\\_email.pdf](#)  
**Importance:** High

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To all staff,

Please ensure to review the attachments and information about the Coronavirus (COVID-19). You may have noted the posters posted throughout the facility.

Just a reminder to all staff to continue with good hand washing practices when first entering the facility for shift and upon return from escorts to the community, including inmates are hand washing and/or using the hand sanitizer (alcohol based).

The alcohol based hand sanitizer is kept **only** in the Control. Staff are ensure to this is controlled only by staff and kept at Control.

Thank you,

Lorraine

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**From:** Blair VanMetre  
**Sent:** Thursday, March 12, 2020 10:06 AM  
**To:** Parker Kennedy; Adrien Barrieau; Sean Fowler  
**Subject:** FW: Coronavirus (COVID-19) Information for Employees  
**Importance:** High

Please redistribute to Wardens/Managers so they can send out to staff.

**Blair Van Metre**  
**Director, Corrections Service**  
Department of Justice  
Government of the Northwest Territories  
5<sup>th</sup> floor, 4903-49<sup>th</sup> Street  
Box 1320, Yellowknife, NT X1A 2L9  
☎ 1.867.767.9263 ext. 82248 | 📠 1.867.873.0299 |  
🌐 <http://www.justice.gov.nt.ca/>

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**From:** Bearnet  
**Sent:** Thursday, March 12, 2020 9:25 AM  
**Subject:** Coronavirus (COVID-19) Information for Employees  
**Importance:** High

Good morning,

While the risk of acquiring COVID-19 in the Northwest Territories remains low at present, the Government of the Northwest Territories must be prepared in case the situation changes.

The GNWT is encouraging all employees to be prepared in the event that they must self-isolate, get sick (or must care for a sick family member).

The Department of Finance has prepared responses to a number of questions that GNWT employees may have about the coronavirus (COVID-19) and the workplace. These include:

- general information about COVID-19;
- advice to prevent the spread of COVID-19 and to keep from getting sick;
- general information about travelling outside the NWT; and
- specific information about employee provisions, such as self-isolation, leave, and working from home.

This information can be accessed at [www.my.hr.gov.nt.ca/coronavirus](http://www.my.hr.gov.nt.ca/coronavirus) and has been attached to this email for your reference. For more detailed information about public health concerns related to COVID-19, please visit the Department of Health and Social Services [coronavirus webpage](http://www.hss.gov.nt.ca/coronavirus) at [www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus).

If after reviewing this information you still have questions, start by asking your Manager or Supervisor. Client Service Managers with the Department of Finance are also available to provide information and answer questions.

Please Note: The global situation is changing rapidly and the Department of Finance will be updating this information as required. All employees are encouraged to check MyHR and the HSS website on a regular basis to make sure they have the most current information.

Thank you,

Sandy Kalgutkar  
Deputy Minister, Department of Finance



# Coronavirus Disease (COVID-19)

## Self-Isolation Information Sheet

Updated: March 10, 2020

You have been tested for COVID-19. Your healthcare provider has decided it is safe for you to go home.

**Your next steps are:**

- 1 Self-isolate at home**
- 2 Wait for your healthcare provider to notify you of your test results.**  
*It will take up to a week to receive your results. When your results are known, your healthcare provider will tell you if you need to continue self-isolation.*

### What is Self-Isolation?



#### Stay home

Avoid situations where you could infect others. This means staying away from social gatherings, work, school/university, childcare centres, athletic events, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, gyms and any other public gatherings.

You may go outdoors for fresh air when by yourself. Do not use public transportation, taxis, or share a car. Do not have face-to-face contact (within 2 metres) with anyone while outdoors.

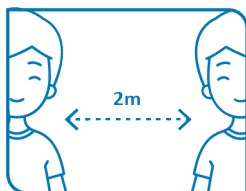
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



#### Avoid having visitors

Avoid having visitors to your home, but it is okay for friends, family, or delivery drivers drop food off or other things you may need.

Avoid contact with older adults and other people with chronic medical conditions (e.g. immune deficiencies, lung problems, heart disease, diabetes).



#### Keep your distance

Stay away from other household members (2 meters apart) as much as possible and use a separate bathroom if you have one. If you must share toilet facilities, they should be cleaned daily.

Avoid sharing household items. You should not share drinking glasses, cups, eating utensils, pillows or other items with people in your home. After using these items you should clean them.



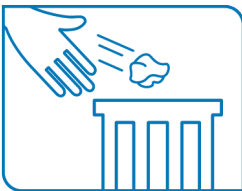
## Cover your coughs and sneezes

- Cover your nose and mouth with a tissue when coughing or sneezing or cough or sneeze into your sleeve/elbow.
- You and other household members should follow healthy respiratory practices. See the GNWT Healthy Respiratory Practices handout.
- Throw used tissues immediately into the garbage and wash your hands.



## Wash your hands

- You and your family should wash your hands frequently. Wash them after coughing or sneezing, if they are dirty, using the bathroom, or before eating.
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if water is not available.



## Be careful when touching garbage

- All waste can go into regular garbage bins.
- When emptying the garbage, take care to not touch used tissues with your hands. Lining the garbage with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water after emptying the garbage.

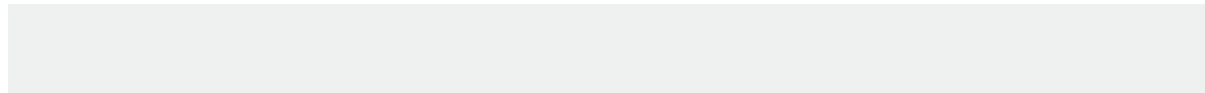


## Clean and disinfect

- Clean your home with regular household cleaners.
- Clean regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, bedside tables, etc. on a daily basis.

**Follow the advice of your healthcare provider. You may be contacted each day during your self-isolation to monitor your symptoms.**

For general questions or if you develop fever, cough or difficulty breathing, contact:



If your symptoms are severe, call 9-1-1 and let them know that you are self-isolating for COVID-19.

For more information and updates visit  
[www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus)



# Coronavirus Disease (COVID-19)

## Self-Monitoring Information Sheet

Updated: March 11, 2020

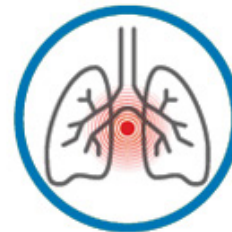
Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH



DIFFICULTY  
BREATHING

### How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

- Returning from travel outside the Northwest Territories (NWT)
- Close contact with a confirmed or presumptive case of COVID-19
- Avoid visiting at-risk individuals during the 14 day period, especially those residing in long-term care facilities. At risk individuals include those over 60 years of age, those with chronic conditions (diabetes, heart disease, lung disease, etc.) and those with weakened immune systems (ie. cancer)

### What should I do if I develop symptoms of COVID-19?

If you develop symptoms:

- Self-isolate and contact your Health Care Provider
- Practice healthy respiratory practices
- Call **9-1-1** if your symptoms become severe

### What does it mean to self-isolate?

- Stay home
- Avoid having visitors
- Be careful when touching garbage
- Cover your coughs and sneezes
- Keep your distance
- Wash your hands
- Clean and disinfect

For more information on self-isolation visit:

<https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/self-isolation-information-sheet.pdf>

If you do not develop symptoms within 14 days, continue to use healthy respiratory practices to prevent getting COVID-19 or other respiratory infections.

For more information and links to local healthcare providers visit  
[www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus)



# Coronavirus Disease (COVID-19)

## Information for GNWT Employees

**The global situation is changing rapidly.** The content of this communiqué is subject to change as the situation evolves. New or amended information will be distributed as necessary.

### What is COVID-19?

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

The new coronavirus disease (COVID-19) is caused by a virus producing mild to severe respiratory infections. At this time, there are over 120 countries reporting confirmed cases of COVID-19 of which some are reporting community transmission. On March 11, 2020, the World Health Organization declared a pandemic. It is important that we prepare for the likelihood that the virus will spread further.

### What are the symptoms of COVID-19?

Most people with COVID-19 have mild symptoms. Symptoms may take up to 14 days to appear after exposure. Many people are presenting with flu-like symptoms such as, in order of frequency:

- fever;
- cough;
- shortness of breath;
- muscle aches; or
- fatigue.

#### Severe cases may have:

- difficulty breathing; and/or
- pneumonia;
- severe acute respiratory distress syndrome.

Individuals with fever, cough and/or difficulty breathing should seek medical attention.

#### Risk of severe disease may be higher for:

- Older adults
- People with chronic disease (for example: diabetes, cancer, heart, renal, or chronic lung disease)
- Those with weakened immune systems

## How does COVID-19 spread?

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets that spread when you cough or sneeze,
- Close, personal contact,
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands,
- In rare circumstances, they have found the virus in stool.
- A close contact is :
  - a person who provided care for the person with COVID-19, including family, or other caregivers, and healthcare workers who did not use protective equipment; or
  - a person who lived with or otherwise had close contact (within 2 metres) with the person with COVID-19 while they were sick; or
  - a person who had direct contact with bodily fluids of the sick person (e.g. was coughed or sneezed on).

## What can I do to keep from getting sick?

We can reduce the spread of respiratory infections (this includes COVID-19), in our communities by practicing [healthy respiratory practices](#). This means you and your family should:

1. **STAY HOME** if you are sick
  - Wear a mask if you must go out especially if you are in a waiting room or in places with large crowds.
  - If you need to see your healthcare provider ask for a mask when you get there
2. **Avoid close contact** with others if you are sick
3. **Turn and cover your nose/mouth** with a disposable tissue for every cough/sneeze
  - If a tissue is not available cough/sneeze into your elbow
4. **Throw used tissues in the garbage**
  - If there is no garbage, carry a small plastic bag to put used tissues in and throw out later
5. **Wash your hands** for at least 20 seconds after coughing, sneezing or blowing your nose
  - Use alcohol-based sanitizer if no soap is immediately available
6. **Clean/Disinfect any surfaces or objects** you or someone else might have touched while sick. daily. (i.e. doorknobs, taps, toilets, light switches, elevator buttons, railings, cell phones, etc.)
  - Avoid sharing food, cups, glasses, dishes and cutlery

## What are the expectations of my employer in continuing to shake hands with co-workers, clients, or the public?

We advise practicing health respiratory practices. See:

<https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>

GNWT employees are encouraged to forgo greetings involving physical contact (shaking hands/hugging) with co-workers, clients, and the public. GNWT employees are encouraged to greet people with an elbow bump, wave, or head nod.

## What do I do if you become sick or think I may have been exposed to COVID-19 or another disease while traveling?

If you have been travelling and you are sick you should tell your [health care provider](#). You should also tell your health care provider if you become ill after contact with someone who has travelled (particularly if that person has been ill). If you seek health care, wear a mask or ask for one when you get there.

Let your healthcare provider know:

- Your symptoms and when they started;
- Where you have been travelling or living;
- If you became sick while travelling or have become sick since returning home;
- If you have been in close contact with someone who is sick and was travelling; and
- If you have been in direct contact with animals or fluids (ie. droppings, blood).

## What do I do if either I or my family has recently travelled outside of Northwest Territories?

Employees returning from travel outside the NWT who have not visited Iran, Italy or Hubei Province, China should [monitor](#) themselves for symptoms like fever, cough, or difficulty breathing for 14 days after their return from travel. There is no [self-isolation](#) advisory for general international travel.

If you develop symptoms and have traveled outside NWT in the past 14 days, you are to inform your [health care provider](#) ahead of time so they can arrange a visit for testing for COVID-19. When you arrive at a health care facility, you will be asked to wear a mask so you can protect others. You should then stay home and [self-isolate](#) until you receive the results of the test. You should then follow the advice of your health care provider based on the results of the test.

**Employees/families who visited Iran, Italy or Hubei Providence, China in the last 14 days are to [self-isolate](#) for 14 days since their last day in those regions, even if they are feeling well.**

Self-isolation means staying home and not going to work, school, or social gatherings. If you or a family member develops fever, cough, or difficulty breathing during your [self-isolate](#), call a [health care provider](#) ahead of time so they can arrange a visit.

## What should you do if you have travel plans?

Stay up-to-date with the Government of Canada [travel alerts](#).

Take the appropriate preventive measures, such as:

- Washing your hands regularly;
- Avoid contact with animals (alive or dead);
- Avoid surfaces with animal droppings or secretions on them;
- Avoid contact with sick people, especially if they have fever, cough, or difficulty breathing; and
- Be aware of the local situation and follow local public health advice.

## Should I stay home if someone in my family is sick or [self-isolating](#)?

You should try to avoid close contact with family members who are ill or [self-isolating](#), as much as possible. If your young child, or an immediate family member requiring care, is ill or [self-isolating](#), Special leave may be used for this purpose.

## What type of leave will be available to me if I am symptom free but am to [self-isolate](#)?

**Special leave.** Where the Public Health Agency of Canada or the Office of the Chief Public Health Officer of the NWT advises [self-isolation](#) due to travel or possible exposure to COVID-19 and the employee is not ill, the employee will be able to access Special leave with pay.

## Will I need a “fit-to-return” to work medical certificate upon the completion of [self-isolation](#)?

**No.** If you have been symptom free during the recommended [self-isolation](#) period, you will not be required to provide a “fit-to-return” to work medical certificate as that would unnecessarily burden our medical system and cause unnecessary risk to possible exposure. Public health officials, however, will follow those who are [self-isolating](#) and direct people as to when it’s safe to end [self-isolation](#) and return to work.

What type of leave will be available to me if I am sick with cold and flu symptoms, am experiencing cold and flu symptoms and am awaiting COVID-19 test results, or have been confirmed to have COVID-19?

**Sick leave.** Employees experiencing symptoms of cough, fever, or difficulty breathing, experiencing those symptoms and are awaiting test results, or have been diagnosed with COVID-19 will have access to sick leave with pay.

Will I need a “fit-to-return” to work medical certificate if I was experiencing cold and flu like symptoms, was tested, and received confirmation of a negative test result for COVID-19?

**No.** It is the expectation of the GNWT that employees will follow advice and direction from their health care provider and will accurately communicate to their supervisor when they are provided advice that they may return to work.

Will I need a “fit-to-return” to work medical certificate before returning to work if I have tested positive for COVID-19, recovered, and now have tested negative?

**No,** if you have [self-isolated](#) and received two negative tests for COVID-19. It is the expectation of the GNWT that employees will follow advice and direction from their health care providers and will accurately communicate this to their supervisor before returning to the workplace.

What if I do not have any Special or Sick leave credits left and have already been advanced the maximum amounts permitted under my collective agreement/handbook?

Adherence to public health advisories and recommendations is of paramount importance in minimizing the possibility of community transmission during this public health event. It is the GNWT’s expectation that all employees will follow public health advisories and recommendations. To minimize any barriers in doing so, and on a without precedent basis, the GNWT will advance additionally required Special and Sick leave with pay to employees beyond the limits set out in the collective agreements and handbooks, to those who must [self-isolate](#), care for an immediate family member for reasons connected to COVID-19, who are experiencing cold and flu like symptoms, or who are diagnosed with COVID-19.

## Can my supervisor direct me to go home if they observe COVID-19 symptoms?

**Yes.** Managers and supervisors must ensure a safe work environment for all employees and will direct an employee to go home should they observe cold and flu like symptoms and will have access to Sick leave.

## Can I refuse to stay home for the full recommended [self-isolation](#) period?

If you meet the criteria for [self-isolation](#) and come to work before the end of the recommended time period, your manager/supervisor will direct that you go home and only return to the workplace upon the completion of the recommended [self-isolation](#) period. We are asking for your support in order to protect your colleagues and the public at large.

## Can I work from home during [self-isolation](#) or while caring for an immediate family member?

If you have VPN access and it is operationally feasible for you to work from home, yes you may be able to work from home with the permission of your Deputy Head.

## Will planned duty travel be cancelled or limited?

Effective immediately, all work-related travel to international and Canadian destinations outside the NWT will be suspended. All essential work related travel within the NWT will be approved only after a risk assessment has been conducted.

This is a precautionary measure to promote the health of our public servants and help reduce the risk of spreading COVID-19 in the NWT. Employees are encouraged to participate in out-of-territory meetings or conferences via teleconferencing tools.

## Will the GNWT shut down offices if there is a COVID-19 outbreak in my community?

The GNWT's plan is to continue to provide its programs and services as normally as possible during any outbreak. As long as sick people are staying home and you are practicing good hygiene, you are at no greater risk of catching COVID-19 than in any other social setting.

If a lot of people in a particular community or office are sick, special arrangements may have to be made to ensure there is appropriate coverage. This may include taking on additional work or responsibilities that you are trained for in your own department. In some cases, employees may be asked to do work they are trained for in another department or for a community government. In some cases, you may be asked to travel to another community to deliver programs and services.

Normal procedures for overtime, acting pay and duty travel will apply if you are asked to do more work, do a higher paying job or travel to another community.

### Will annual leave be canceled or restricted?

There are no plans to restrict annual leave across the Public Service. Managers always have to make sure they consider coverage requirements when they get requests for annual leave, but there are no plans to cancel or restrict annual leave for individuals. As always, you can be called back to work if there is an operational requirement, but every effort will be made to avoid this.

### Where can I get the latest information about COVID-19?

The Department of Health and Social Services is the best source for accurate and up-to-date information about COVID-19. Any questions about symptoms, how to reduce the spread, and what to do if you think you are sick or think you may have been exposed to COVID-19 can be answered by referring to information on the Health and Social Services website at <https://www.hss.gov.nt.ca/covid-19>.

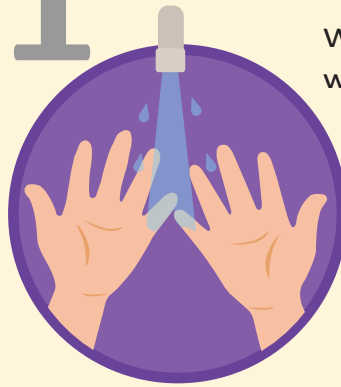
**The global situation is changing rapidly. The risk of acquiring COVID-19 in NWT remains low at present. For the most up-to-date information about COVID-19 see the [Government of Canada website](#). This is an evolving situation, and we will provide updates with new information as it becomes available.**

For further reference:

# HANDWASHING

*Food Safety is in Your Hands!*

1



Wet hands under warm running water.

2



Rub hands together with soap.

Rub soap between fingers.

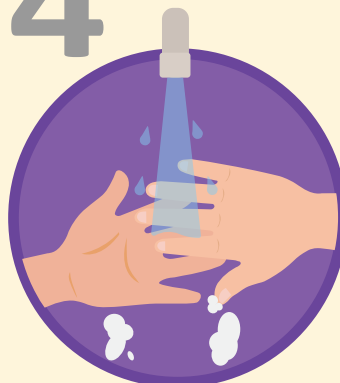


3



Rinse hands well under warm running water.

4



Dry hands with paper towel.

5



Turn off running water with paper towel.

6





# Healthy Respiratory Practices

Stop the spread of infections that make you and others sick!

6

things you can do to protect yourself and those around you.



## Stay home if you are sick

If you must go out wear a mask especially if you are in a waiting room or in large crowds.

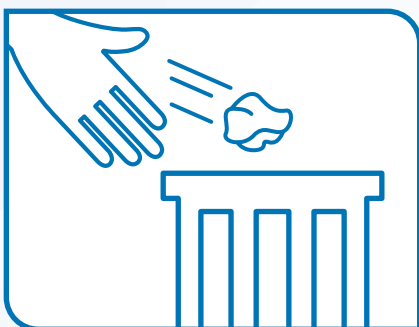


## If you are sick, avoid close contact with others



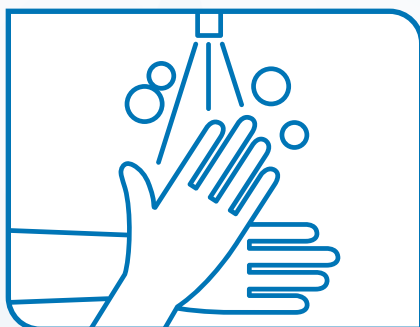
## Turn & Cover

Turn and cover your nose and mouth for every cough or sneeze with a disposable tissue. If not available, cough or sneeze into your elbow.



## Throw used tissues in the garbage

If no garbage, use small plastic bag to put used tissues until you can put them in a garbage.



## Wash your hands

Wash your hands after coughing, sneezing or blowing your nose. Use alcohol based sanitizer if no soap immediately available.



## Clean/Disinfect

In your home, clean/disinfect any surfaces or objects you or others might have touched while sick.



March 31, 2020

To: SMCC Essential Suppliers and Contractors  
Re: Delivery of Services

Given the current COVID 19 pandemic and upon the recommendation of the Chief Public Health Officer of the NWT, we are working toward reducing entry into the facility if deemed non-essential and to support physical distancing.

We request that all suppliers and contractors call facility in advance of a delivery or service. Upon arrival at facility, please have your staff call the facility and request to speak with the corrections supervisor. The corrections supervisor then will proceed to complete a Visitor and Contractor Questionnaire by phone.

For supply deliveries, we request that supplies be dropped off at front door and/or location required. Corrections supervisor will permit access to yard as required.

Invoices can be dropped off with items or emailed to Finance Administration Officer, Laverne Cameron at [Laverne\\_cameron@gov.nt.ca](mailto:Laverne_cameron@gov.nt.ca). Phone number 867-874-2213.

We are committed to ensuring the safety of all essential workers and the inmates in our care, as we all work through the COVID 19 pandemic.

If you have any questions or concerns, please contact myself at 867-874-2774.

Lorraine McDonald  
Warden, South Mackenzie Correctional Centre

**From:** [Lorraine McDonald](#)  
**To:** [Angela Hamilton](#); [Diane Chisholm](#); [Joseph Fourstar](#); [Justin Minute](#); [Laverne Cameron](#); [Michelle J. Smith](#); [Noella Cayen](#); [Sharon Caudron](#); [Curtis Gill](#); [Don Mabbitt](#); [Jeff Lamoureux](#); [Orlando Kerr](#); [Trenna Corrigal](#); [Andy McKay](#); [Anthony Beck](#); [Brent Townend](#); [Brian Morin](#); [Cheryl Melanson](#); [Daniel Beck](#); [David Sanguéz](#); [Deloris Shiels](#); [Dennis Parker](#); [Faye Johns](#); [Garett Flaherty](#); [Heather Johnson](#); [Ian Thiesson](#); [Jack Bassett](#); [Jacqueline Carriere](#); [Jason Salter](#); [Jeanette Mandeville](#); [Jonathan Wallington](#); [Kenneth Boyer](#); [Kirk Alcos](#); [Kristy Cooper](#); [Luke Campbell](#); [Marek Napiorkowski](#); [Norenda Unka](#); [Robert Haley](#); [Serena Skavinski](#); [Therese Fordy](#); [Tristan Cross](#); [Vanin Gill](#); [Vince Mckay](#); [Warren Durocher](#)  
**Cc:** [Kristy Cooper](#); [Brent Townend](#)  
**Subject:** Update to Inmate Population - Operational Plan to COVID 19  
**Date:** Thursday, March 19, 2020 5:48:59 PM  
**Importance:** High

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Hello everyone,

We met with the inmate population today to update them on the most recent precautions that are being implemented to support them throughout the “new temporary norm” in response to the COVID 19 pandemic and to keep everyone safe and healthy.

As recommended by the Chief Public Health Officer, Social distancing is recommended (2 metres). Therefore, moving forward all meetings and/or appointment with inmates (case management, program staff, psychologist, nurse and correctional officers) will take place in the old remand unit, which has been set up to support the social distancing.

Morning and afternoon musters will take place in the dining area. During meal times, inmates are permitted to sit anywhere within the dining area and that they are no longer required to fill up the first table.

They have also been informed that staff will be practicing the recommended social distancing as reasonable as possible within their daily duties, as recommended by the Chief Public Health Officer.

They have been informed that the Territory has declared a Public Health Emergency, which means that the Chief Public Health Officer can take actions to protect the NWT and residents. They were reassured, that all measures taken by the GNWT to protect all of the public, which means them too and for their families.

We are working the best to adjust to the “new temporary norm” to keep daily routines and ensuring activity, work and business as usual at this time. They were informed that this may mean an adjustment of work duties, which is to ensure that all inmates are given an opportunity to earn an allowance and keep active. All

inmates will continue to earn an allowance at the same rate they were earning previously, despite being assigned to different duties when required.

Long weekend games were approved for this weekend and we will continue adjust to the changes.

They have also been reassured that staff have been working diligently to ensure that all supplies are in place for food, canteen, medical supplies, etc. are stocked and that staff are following protocol's put in place for good sanitization to keep everyone healthy and safe.

We acknowledged that all the inmates and staff have families and that we all need to be supportive and patient of each other throughout this time.

Please take the time to hear concerns, report any issues to your supervisor before they become problematic. If you have any recommendations on how we can improve anything or suggestions for activity for the inmates, please feel free to inform us.

And, once again, thank you and keep up the great work.

Thank You | Mársı | Kinanāskomitin | Merci | Haǰı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

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# Visitor and Contractor Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to screen Visitors and Contractors shall complete the following screening procedures immediately upon entrance to SMCC.

The following questions must be answered by any visitor requesting access to SMCC. Once completed this form must be signed by the staff and the visitor. The form is to immediately given to the Corrections Supervisor for assessment of access to SMCC.

**Visitor Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
(optional – in case Public Health needs to contact you)

		<b>Circle One</b>
<b>1.</b>	Are you experiencing any flu-like symptoms? (e.g. fever, vomiting, bone or joint aches, muscle aches, sweating, sore throat, coughing or fatigue)	Yes  No
<b>2.</b>	Do you know or have you been in contact with anyone with flu-like symptoms? Symptoms described in question #1.	Yes  No
<b>3.</b>	Have you had close contact with a confirmed or probable Covid-19 case	Yes  No
<b>4.</b>	Have you recently travelled domestically or internationally or come into contact with someone who has? If so where did you/they travel?	Yes  No

If YES to any of the screening questions or refuses to answer, then they have failed the screening and cannot enter the building.

If NO to all questions, ask the visitor to wash their hands or use hand sanitizer before entering the institution.

If the visitor becomes upset, please contact a manager immediately to handle the situation.

**Visitor Signature:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Supervisor Authorization for access**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Copy to forwarded Deputy Warden of Operations