

February 19, 2021

[REDACTED]

Dear [REDACTED]

**Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [JPS/27/2021]**

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On January 4, 2021, the Department of Justice and Public Safety (JPS) received your request for access to the following records:

**Standing Orders, Directives and Policy Manuals I am requesting all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Timeframe – January 5, 2020 – August 30, 2020.**

On January 29, 2021, you were notified of a 15 day extension.

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

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

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

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

The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A

St. John's, NL. A1B 3V8

Telephone: (709) 729-6309

Toll-Free: 1-877-729-6309

Facsimile: (709) 729-6500

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

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

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

Sincerely,

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

Sonja El-Gohary  
ATIPP Coordinator

**Access or correction complaint**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Department of Justice and Public Safety – Adult Corrections Division**  
**Temporary Safe Work Practice**



## Covid-19 Cleaning Practices for Adult Corrections Staff

<b>Hazards Identified</b>	Covid-19 exposure from contaminated surfaces
<b>PPE Required</b>	As per manufacturer's instructions – see below
<b>Training</b>	None specific to this task
<b>Potentially Exposed Employees</b>	Adult Corrections Staff

### Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

#### High touch surfaces

In addition to routine cleaning, surfaces that have frequent contact with hands are recommended be cleaned and disinfected based on potential exposure.

- Management and staff are expected to assess their work area and apply disinfection protocols as required.
- Examples may include telephones, doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, handcuffs, photo copiers, computer equipment, and other areas/items that are identified as potential sources of contamination.

#### Shared equipment

Shared items such as computers, laptops, radios, telephones, are recommended to be cleaned by each employee before and after use.

## Vehicles

Where possible, open windows during pre-use inspections to assist with natural ventilation of the vehicle cab prior to use.

Vehicle interiors (high touch surfaces that are likely to be contaminated) are recommended to be cleaned by the employee before and after use. At a minimum, be sure to clean the following: door handles, steering wheel, sun visor, gear shift, park brake, screens/buttons, and control pads.

While using an institutional vehicle, practice good hygiene and proper cough and sneeze etiquette - cover your mouth and nose with your arm when coughing and sneezing.

## Cleaning Products

A list of disinfectants for use against Covid-19 can be found on the Government of Canada's website - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant products are approved for use in an Adult Corrections environment:

- Diversey Inc. VIROX 5:
  - Diluted 1:16
  - 5 minute contact time disinfection
  - [SDS](#)
- Diversey Inc. OXIVIR PLUS DISINFECTANT CLEANER CONCENTRATE:
  - Diluted 1:40
  - 5 minute contact time disinfection
  - [SDS](#)
- ITW Permatex Spray Nine:
  - Ready to use
  - 30 second contact time to kill viruses
  - [SDS](#)
- Unscented household liquid bleach (diluted):
  - 75 ml (5 tablespoons) bleach per 4 Liters of water or
  - 20 ml (4 teaspoons) bleach per 1 liter of water
  - 10 minute contact time disinfection
  - [SDS](#)

### **Follow manufacturer's instructions for handling & personal protective equipment requirements.**

- Consult product packaging and follow all manufacture instructions prior to use.
- Where possible, use pre-mixed solutions. If you mix a product, due so based on manufacturer's instructions.
- Follow manufacturer's instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.

- Employees must use all necessary PPE, as prescribed by the manufacturer.
- Do not mix chemical cleaners with other cleaners or additives, as it may create toxic gases or chemical reactions.

  
Assistant Superintendent

Date Issued: 2020/03/20

Date Revised: 2020/04/02

Next Review Date: Ongoing as required

Potential copyright material

If you wish to obtain a copy please contact the ATIPP Office at (709) 729-7072 or [atippoffice@gov.nl.ca](mailto:atippoffice@gov.nl.ca).



**Department of Justice and Public Safety – Adult Corrections Division**  
**Temporary Safe Work Practice**  
**St. John’s City Lock-up**

**Use of SJLU as the primary triage/screening point for Adult Corrections**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- As dictated by assessed risk (described and field level) - As per manufacturer’s instructions (Chemical use)
<b>Training</b>	None specific to the task
<b>Potentially Exposed Employees</b>	Adult Corrections Staff

**Safe Work Practice**

**Definitions:**

- **Universal precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.  
  
**Standard Personal Protective Equipment:** Gloves.  
**Additional Personal Protective Equipment:** As identified by field level risk assessment.
  
- **Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.  
  
**Standard Personal Protective Equipment:** Gloves, procedural mask.  
**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures), isolation gown, eye protection.
  
- **Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.  
  
**Standard Personal Protective Equipment:** Gloves, isolation gown, boot covers, procedural mask, eye protection.  
**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures)

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

- Respiratory droplets generated when you cough or sneeze

- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

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

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

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;
- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

**Post Contact Information:**

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

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

**Triage and screening**

All new admissions to the SJLU will have a screening questionnaire completed by the CO2 on duty. Based on the available information, all newly admitted prisoners will be assigned a color code according to the following criteria:

- **RED (suspected carrier of COVID-19):** Prisoners who are either symptomatic, required to be isolated in accordance with the screening questionnaire, [REDACTED] s.31(1)(a);(l);(n)
- **YELLOW (isolation):** Prisoners who are not symptomatic, have successfully completed the screening questionnaire and are not required to be isolated. All new admissions shall be assigned a **YELLOW** triage code by default, unless they meet the criteria for **RED** status. **YELLOW** status dictates that there are no signs indicating that the prisoner is a carrier of COVID-19, but are still required to be closely monitored for symptoms.
- **GREEN (assess for transfer):** Prisoners who have completed the fourteen (14) day observation period *and* have been assessed by a qualified medical professional.

Color coded stickers indicating the prisoners triage status shall be affixed to the prisoner's admission card and to their printed offender status sheet.

Prisoners may have their triage status changed under the following criteria:

- **RED to YELLOW:** Prisoners who have not passed an initial screening questionnaire but have had a COVID-19 test come back negative and are not symptomatic.
- [REDACTED] s.31(1)(a);(l);(n)
- **YELLOW to GREEN:** Prisoners who have completed the fourteen (14) day observation period *and* have been assessed by a qualified medical professional.
- **YELLOW or GREEN to RED:** Prisoners who have become symptomatic while in custody.

#### Admission process:

**All** new admissions to the SJLU will follow the below protocol without exception:

- Lockup staff, and the accompanying/arresting agency member(s) shall adhere to contact precaution P.P.E. requirements for the duration of the admission process. Additional P.P.E. will be utilized as identified by field level risk assessment.
- Prisoners shall be instructed to remain on the bench during the admission process and are not to approach the counter unless required.
- All new admissions must have a screening questionnaire completed.

- Where possible, prisoners shall be provided with a new bar of soap and a clean towel, and placed in a single cell. Prisoners assigned a triage code of **RED** will be placed in cell #1 or #11 whenever possible.

#### **Medical Attention:**

- The H.M.P. Medical Unit (or Duty Captain after hours) shall be notified any time a prisoner is assigned a triage code of **RED**.
- Prisoners assigned a triage code of **RED** are to be confined to their cell pending medical assessment. Confined prisoners will not exit their assigned cell unless it is for medical treatment or a court appearance.
- Any prisoner who is symptomatic will be assessed by a qualified medical professional to determine if a COVID-19 test is required.

#### **Prisoner interaction:**

- Staff shall adhere to contact precaution P.P.E. standards during **all** prisoner interaction without exception. Additional PPE will be utilized as identified by field level risk assessment.
- Interaction amongst all prisoners shall be kept to a minimum, with no more than one (1) prisoner occupying a common area at a time.
- All prisoners shall be required to wash their hands whenever exiting their assigned cell.
- Prisoners with a **RED** triage status are required to wear a mask and gloves when exiting their assigned cell.

#### **Property Handling:**

- Staff shall wear gloves when handling any prisoner property.

#### **Physical Handling:**

- During **any** physical handling/use of force situation, staff shall be required to don contact precaution P.P.E. prior to intervening. Additional P.P.E. shall be used as required based on assessed risk.

#### **Civilian and Outside Agency interviews:**

- Civilian and outside agency meetings, assessments, and interviews shall be conducted via telephone and video services where available.

- If a civilian or outside agency representative is required to meet with a prisoner face to face, the interviewer shall be required to wear a mask, gloves, and additional P.P.E. as determined by assessed risk.

#### **Shared Resources:**

- Any resources, areas, and hard surfaces that are shared amongst prisoners (bench, telephone, shower, etc.) shall be cleaned between uses with an approved disinfectant as outlined in the [COVID-19 Safe Work Practice](#).
- Cleaning products shall be supplied for prisoners to use before and after use of shared resources.

#### **Transfer to H.M. Penitentiary or other Provincial Institution:**

- All prisoners shall be assessed by a qualified medical professional (Medical Doctor or Registered Nurse Practitioner) prior to being transported to H.M.P. or to another provincial institution.
- Prisoners with a **YELLOW** triage status may be transferred to H.M.P. or another Provincial institution ahead of the fourteen (14) day isolation period, though they will be required to complete their isolation period in an area designated solely for that purpose.
- Prisoners with a **RED** triage status who test positive for COVID-19 shall be housed in the designated quarantine unit in accordance with the Quarantine Unit Safe Work Practice.
- Only one prisoner shall be housed per vehicle compartment during transfer.
- Any compartment(s) occupied by a prisoner with a **RED** triage status shall be appropriately disinfected after its use.

#### **Enhanced cleaning and disinfection:**

- Enhanced cleaning and disinfection shall be completed for any area where a person who has tested positive for COVID-19 is known to have been in the last fourteen (14) days.
- Enhanced cleaning and disinfection shall be completed by an outside contractor as directed by the Department of Transportation and Works.
- Areas that require enhanced cleaning and disinfection shall be closed to all but essential movement.
- To request enhanced cleaning and disinfection services, contact the Captain on Duty.

#### **Personal Protective Equipment:**

The following PPE shall be provided for staff use as required:

- Nitrile gloves

- Protective masks (Minimum spec: procedure grade or higher)
- Protective single use gowns
- Protective eyewear.
- Tyvek (or other suitable brand) suits.
- Boot covers.

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.**

**Additional Resources:**

[PPE - Putting it On](#)

[PPE - Taking it Off](#)



Assistant Superintendent

Date Issued: 2020/03/25

Date Revised: 2020/05/15

Next Review Date: Ongoing as required



## COVID-19 New Admission Screening Questionnaire

### St. John's Lockup

**DATE:**

**NAME OF PRISONER:**

**DATE OF BIRTH (yyyy/mm/dd):**

**CONTACT TELEPHONE NUMBER:**

**ADMITTING OFFICER:**

**Admitting Officer must read the following statement and questions verbatim:**

"Please answer the following questions honestly and to the best of your knowledge. Close contact is defined as any person you were knowingly within six (6) feet or two (2) meters of."

1. In the past fourteen (14) days have you or anyone you have had close contact with been in contact with someone who has COVID-19?  
 YES     NO     DON'T KNOW
  
2. Have you or anyone you have been in close contact with been advised by a medical professional that you should be self-isolating due to possible exposure to COVID-19?  
 YES     NO     DON'T KNOW
  
3. In the past fourteen (14) days, have you had a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on your hands or feet?  
 YES     NO     DON'T KNOW
  
4. In the past fourteen (14) days, have you been in close contact with anyone who has shown signs of a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on their hands or feet?  
 YES     NO     DON'T KNOW
  
5. In the past fourteen (14) days, have you or anyone you have been in close contact with traveled outside of the Atlantic provinces?  
 YES     NO     DON'T KNOW
  
6. In the past fourteen (14) days, have you or anyone you have been in close contact with attended a gathering of more than one hundred (100) people?  
 YES     NO     DON'T KNOW

s.31(1)(a);(l);(n)

**ADMITTING OFFICER SIGNATURE:**



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

**Mandatory use of Personal Protective Equipment**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Disposable protective mask (procedural grade or higher)
<b>Training</b>	None specific to the task
<b>Potentially Exposed Persons</b>	Adult Corrections Staff, Visitors and Prisoners

**Safe Work Practice**

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

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

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

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

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

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

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

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

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

#### **Essential Workers and Visitors:**

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. In addition to the daily staffing compliment, some services such as the application of electronic monitoring tools by Probation Officers and repair work by contractors will still require access to the institution. The following protocol has been developed for all persons entering H.M. Penitentiary from the community:

- All persons entering H.M.P. will be provided with a protective mask by the gate Officer.
- Masks are to be worn by all personnel and visitors at all times while on institutional property.
- Persons who decline to wear the provided PPE shall be denied access.
- Used masks shall be disposed of in a designated receptacle in the Gate House upon exit. Masks are not to be disposed of with general garbage.

#### **Additional Resources:**

[PPE - Putting it On](#)

[PPE - Taking it Off](#)

  
Assistant Superintendent

Date Issued: 2020/04/16

Date Revised: 2020/05/15

Next Review Date: Ongoing as required



Department of Justice and Public Safety – Adult Corrections Division

Temporary Safe Work Practice

H.M. Penitentiary

**COVID-19 Quarantine Unit at H.M.P.**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Contact and Droplet Precautions - As per manufacturer's instructions (Chemical use)
<b>Training</b>	- Donning/Doffing PPE instructions posted throughout the institution - SWP communication through Intranet & Muster
<b>Potentially Exposed Persons</b>	Adult Corrections Staff

**Safe Work Practice**

**Definitions:**

- **Universal precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.

**Standard Personal Protective Equipment:** Gloves.

**Additional Personal Protective Equipment:** As identified by field level risk assessment.

- **Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.

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- **Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

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

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

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

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;
- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

**Post Contact Information:**

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

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

**Quarantine Unit:**

If required, H.M. Penitentiary has designated Living Unit 2A to serve as a quarantine unit for prisoners who test positive for the Novel Coronavirus COVID-19. Due to the highly contagious nature of COVID-19, LU2A access and movement shall be restricted, and strict **Contact and Droplet P.P.E. protocol** is to be followed without exception.

Due to the potential for rapid deterioration of infected prisoners, any notable deterioration in a prisoner's condition shall be reported to the Medical Unit **immediately** (or Duty Captain after hours).

**Eligibility for admission:**

If a prisoner on isolation becomes symptomatic, staff are to follow the COVID-19 Testing safe work practice. If a COVID-19 test comes back positive, that individual shall immediately be moved to the quarantine unit.

**Admission process:**

- Prisoners already in custody at H.M.P:
  - Escorting Officers shall don all P.P.E. in accordance with contact and droplet precautions.
  - The prisoner shall be provided a bag for their personal property. Personal property remaining in the cell is considered forfeited, and will be placed in a red biohazard bag to be disposed of.
  - The prisoner's assigned cell shall be locked and access shall be restricted until enhanced cleaning and disinfection is performed by an outside contractor.
  - All institutional bedding and clothing shall be placed in a red biohazard bag and sent to laundry to be washed separately and placed back into general stock.
  - The prisoner shall be escorted to LU2A and assigned a single cell. Prisoners are required to wear a mask and gloves for the duration of the transfer.
  - On arrival to their assigned cell, the prisoner shall be given a new issue of institutional clothing and bedding, as well as a clean towel and new bar of soap.
- Prisoners arriving from another institution or outside agency:
  - Escorting Officers shall don all P.P.E. in accordance with contact and droplet precautions.
  - Prisoners who are confirmed carriers of the COVID-19 virus shall be transported individually, and the transport compartment will be cleaned using an approved disinfectant prior to its next use.
  - Prisoners are required to wear a mask and gloves for the duration of the transfer.

- The prisoner shall be admitted directly to LU2A via the fire door. The prisoner is not to be walked through the prison.
- On arrival to the unit, the prisoner shall be assigned a single cell, and given a new issue of institutional clothing and bedding, as well as a clean towel and new bar of soap.
- The admission process shall be completed via telephone after the prisoner's arrival on the quarantine unit.

**Prisoner rights and privileges:**

- **General movement:** Prisoners housed on the quarantine unit shall not leave the unit, unless it is for transport to a community hospital. Prisoners who leave the quarantine unit shall be required to wear a mask and gloves for the duration of their time off the unit.
- **Recreation:** The quarantine unit shall follow the same schedule as all other units. If required due to incompatibility or other concerns, a rotating recreation schedule will be developed by the Unit Manager. Prisoners on a rotating recreation shall receive no less than two (2) hours of on-unit recreation daily. Prisoners housed on a quarantine unit will not receive off-unit recreation.
- **Shared resources:** Prisoners shall have full access to all unit resources such as kitchen, shower, television and telephone. Cleaning products shall be supplied for prisoners to use before and after use of shared resources.
- **Canteen:** Prisoners housed on the quarantine unit will have full access to canteen services according to the regular schedule. Orders shall be verified by the storeroom manager, and prisoners will not sign their canteen receipt. Canteen orders shall be delivered to LU2 staff, who will distribute it to the prisoners.
- **Meals:** All meals shall be delivered to the quarantine unit on individually wrapped disposable plates. Meals shall be left in the unit lobby for LU2 staff, who will distribute them to the unit. No items being sent to the quarantine unit are to be returned to the kitchen.
- **The control room wicket shall remain locked at all times.** Prisoners shall be instructed to wait until the next scheduled count/visual to retrieve required items or make inquiries. In the event of an emergency, prisoners may communicate with staff through the wicket without it being opened.
- **A telephone will be placed inside the unit for prisoners completing special telephone calls (lawyers, classification, counselling, etc.).** An on/off switch will be located in the control room, and the telephone is to remain off unless it is being used for an approved purpose. Prisoners housed on a quarantine unit must use the range phone PIN system for general calls.

**Medical services:**

- **The Medical Unit shall assess each COVID-19 positive prisoner on a case-by-case basis for severity of illness/symptoms.** Based on the assessment, medical unit personnel shall advise H.M.P. management on best practices for treatment/monitoring.

- Quarantined prisoners shall have vital signs assessed by medical unit staff at a minimum of twice daily.
- An ambulance is to be called for any prisoner experiencing severe medical distress. Ambulance Dispatch staff are to be notified that the prisoner is a carrier of the COVID-19 virus.
- Medication (including Methadone & Suboxone): Escorting Officer(s) shall not enter the quarantine unit. The Nurse dispensing medication shall don the appropriate PPE and will enter the quarantine unit with the Officer posted to that unit. Prisoners shall be called separately to approach the Nurse, who will provide a disposable cup, which the prisoner must fill with water from the kitchen sink. The prisoner will then be given his medication, which he will be required to take in front of the Nurse. Once that prisoner has departed, the next prisoner may be called. Prisoners may elect to use a clear water bottle containing only water in lieu of a disposable cup.

#### **Hospital Admissions:**

- A prisoner required to be transported to a local hospital for treatment must exit the unit through the fire exit door, and will not be permitted to walk through the prison.

#### **Escorts:**

- Any Officer escorting a prisoner off of the quarantine unit shall be required to wear full P.P.E. for contact and droplet precautions.
- Quarantined prisoners shall not be transported in a vehicle with prisoners who are not COVID-19 positive.

#### **Discipline:**

- Quarantined prisoners serving a disciplinary disposition that includes time in Segregation shall serve their disposition on the quarantine unit.
- Quarantined prisoners shall not be transferred to Living Unit 1 unless absolutely necessary (Ex.: out of control violence or self-injurious behavior). If a quarantined prisoner is transferred to LU1, quarantine protocol as outlined in this document shall be extended to LU1.

#### **Laundry:**

- Laundry services will be provided once per week as determined by the laundry room Officer.
- Prisoners will place their laundry bag inside of a clear plastic trash bag, which will then be placed in a provided covered bin.
- Quarantine unit laundry will be collected, washed, dried, and returned by the laundry room Officer. Prisoner laundry workers are not to handle quarantine unit laundry.
- The laundry Officer shall don all appropriate P.P.E. when handling quarantine unit laundry.

- The laundry bin is to be taken out through the fire exit door and transported outside of the building to the laundry room.
- Quarantine unit laundry shall be washed in hot water, and dried separately from the rest of the prison population.
- Clear bags holding dirty laundry shall be placed in another garbage bag, which will be immediately removed and disposed of.
- The transport bin is to be appropriately disinfected after it is emptied.

**Garbage:**

- Garbage bags are to be tied off and placed in a provided covered bin.
- Garbage will be removed from the quarantine unit twice daily (0800hrs and 1630hrs).
- Quarantine unit garbage will be collected and disposed of by a General Duties Officer. Prisoner garbage workers are not to handle quarantine unit garbage.
- The assigned Officer shall don all appropriate P.P.E. when handling quarantine unit garbage.
- The covered garbage bin is to be taken out through the fire exit door and transported outside of the building for disposal.
- Once emptied, the covered garbage bin is to be returned to the quarantine unit via the fire exit door.

**Return to General Population:**

- Prisoners may only return to general population from a quarantine unit with approval of a qualified medical professional.
- Upon transfer from a quarantine unit, the prisoner shall be provided a change of institutional clothing from the clothes room. Prior to leaving the unit they are to place their existing clothing and bedding in a red biohazard bag to be sent to laundry. After arrival to their new unit, the prisoner shall be provided new clothing and bedding.

**Personal Protective Equipment:**

- Any staff member entering a quarantined unit for any reason (including emergency response) shall don P.P.E. appropriate for contact and droplet precautions.
- Upon exiting the quarantine unit, staff shall remove all P.P.E. and place it in the provided hands free bin located in the LU2 lobby **before** re-entering the control room or moving to another area.

[PPE – Putting It On](#)  
[PPE – Taking It Off](#)

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any P.P.E.**

  
Assistant Superintendent

Date Issued: 2020/04/16

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Next Review Date: Ongoing as required



Department of Justice and Public Safety – Adult Corrections Division  
 Temporary Safe Work Practice  
 COVID-19 Testing

**Criteria and protocol for testing of Prisoners**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Contact and droplet precautions
<b>Training</b>	None specific to the task
<b>Potentially Exposed Persons</b>	Adult Corrections Staff and Prisoners

**Safe Work Practice**

**Definitions:**

- **Universal precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.

**Standard Personal Protective Equipment:** Gloves.

**Additional Personal Protective Equipment:** As identified by field level risk assessment.

- **Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.

**Standard Personal Protective Equipment:** Gloves, procedural mask.

**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures), isolation gown, eye protection.

- **Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

**Standard Personal Protective Equipment:** Gloves, isolation gown, boot covers, procedural mask, eye protection.

**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures)

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

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands

- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

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

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

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive/unusual tiredness
- Excessive/unusual aches and pains
- Nasal congestion/runny nose
- Sore throat
- Diarrhea

**Post Contact Information:**

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

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

**Personal Protective Equipment:**

The following PPE shall be provided for staff use as required:

- Nitrile gloves
- Protective masks (Minimum spec: procedure grade or higher)
- Protective single use gowns

- Protective eyewear.
- Tyvek (or other suitable brand) disposable coveralls.
- Boot covers.

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.**

**Additional Resources:**

PPE - Putting it On

PPE - Taking it Off

**Eligibility for COVID-19 Testing:**

Should a staff member observe or otherwise be notified of a prisoner showing any of the above symptoms, the following process is to be strictly adhered to:

- The staff member is to notify the Duty Lieutenant **immediately**, who shall contact 811 and Antionette Cabot via email, [antionette.cabot@lghealth.ca](mailto:antionette.cabot@lghealth.ca), to make arrangements for the prisoner to be assessed by a qualified medical professional at the first available opportunity.
- The prisoner is to be issued a protective mask and gloves and instructed to proceed directly to their cell. The prisoner will be confined to their cell and shall be informed that they are required to wear the mask and gloves any time they exit their assigned cell. If the prisoner is double bunked the other prisoner will be relocated to another cell.
- Staff shall don P.P.E in accordance with contact and droplet precautions, and the prisoner is to be confined to their cell pending the results of a COVID-19 test.
- If the test comes back negative, that prisoner is to remain confined to their cell until they are confirmed by Medical staff as no longer being symptomatic.
- If the test comes back positive, that individual shall immediately be moved to Segregation in accordance with the Quarantine Unit Safe Work Practice. The unit where the positive test result originated shall have further assessment and contact tracing conducted by Medical staff.

**Prisoner interaction:**

- Staff shall don P.P.E. in accordance with contact and droplet precautions during interaction with a symptomatic prisoner without exception. Additional PPE will be utilized as identified by field level risk assessment.
- Prisoners awaiting test results shall be required to wash their hands whenever exiting their assigned cell.

- Prisoners awaiting test results shall be required to wear their provided mask and gloves whenever exiting their assigned cell.
- Prisoners awaiting test results are to remain confined to cell, unless for medical treatment or recreation. They will be entitled to 2 hours recreation on their unit daily which would include a shower, using of the television, using the unit phone and cleaning their cell. When this occurs all other inmates on the range shall be confined to their cells. The unit must be disinfected prior to the others inmates being released from their cells.

**Property Handling:**

- Staff shall wear gloves when handling any prisoner property.

**Physical Handling:**

- During **any** physical handling/use of force situation, staff shall be required to wear P.P.E. in accordance with contact and droplet precautions. Additional PPE shall be used as required based on assessed risk.

**Shared Resources:**

- Any resources, areas, and hard surfaces that are shared amongst prisoners (bench, telephone, shower, etc.) shall be cleaned between uses with an approved disinfectant as outlined in the COVID-19 Safe Work Practice.
- Cleaning products shall be supplied for prisoners to use before and after use of shared resources.

J. Hickman

Assistant Superintendent

Date Issued: 2020/04/18

Date Revised:

Next Review Date: Ongoing as required



**Department of Justice and Public Safety – Adult Corrections Division**  
**Temporary Safe Work Practice**  
**Labrador Correctional Centre**

COVID-19 Quarantine Unit at L.C.C.	
<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	<ul style="list-style-type: none"> <li>- Contact and Droplet Precautions</li> <li>- As per manufacturer's instructions (Chemical use)</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>- Donning/Doffing PPE instructions posted throughout the institution</li> <li>- SWP communication through Intranet &amp; Muster</li> </ul>
<b>Potentially Exposed Persons</b>	Adult Corrections Staff
<b>Safe Work Practice</b>	
<b>Definitions:</b>	
<ul style="list-style-type: none"> <li>• <b>Universal precautions:</b> An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.   <b>Standard Personal Protective Equipment:</b> Gloves.  <b>Additional Personal Protective Equipment:</b> As identified by field level risk assessment.</li> <li>• <b>Contact Precautions:</b> Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.   <b>Standard Personal Protective Equipment:</b> Gloves, procedural mask.  <b>Additional Personal Protective Equipment:</b> N95 mask (for aerosol-generating procedures), isolation gown, eye protection.</li> <li>• <b>Droplet Precautions:</b> Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.   <b>Standard Personal Protective Equipment:</b> Gloves, isolation gown, boot covers, procedural mask, eye protection.  <b>Additional Personal Protective Equipment:</b> N95 mask (for aerosol-generating procedures)</li> </ul>	

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

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

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

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

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive/unusual tiredness
- Excessive/unusual aches and pains
- Nasal congestion/runny nose
- Sore throat
- Diarrhea

**Post Contact Information:**

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

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

**Quarantine Unit:**

If required, L.C.C. has designated Segregation to serve as a Quarantine Unit for prisoners who test positive for the Novel Coronavirus COVID-19. Due to the highly contagious nature of COVID-19,

Segregation access and movement shall be restricted, and strict **Contact and Droplet P.P.E. protocol** is to be followed without exception.

Due to the potential for rapid deterioration of infected prisoners, any notable deterioration in a prisoner's condition shall be reported to the Duty Lieutenant **immediately**.

**Eligibility for admission:**

If a prisoner becomes symptomatic, staff are to follow the COVID-19 Testing safe work practice. If a COVID-19 test comes back positive, that individual shall immediately be moved to the quarantine unit.

**Admission process:**

- Prisoners already in custody at L.C.C:
  - Escorting Officers shall don all P.P.E. in accordance with contact and droplet precautions.
  - The prisoner shall be provided a bag for their personal property. Personal property remaining in the cell is considered forfeited, and will be placed in a biohazard bag to be disposed of.
  - The prisoner's assigned cell shall be locked and access shall be restricted until enhanced cleaning and disinfection is performed.
  - All institutional bedding and clothing shall be placed in a biohazard bag and sent to laundry to be washed separately and placed back into general stock.
  - The prisoner shall be escorted to Segregation. Prisoners are required to wear a mask and gloves for the duration of the transfer.
  - On arrival to their assigned cell, the prisoner shall be given a new issue of institutional clothing and bedding, as well as a clean towel and new bar of soap.
- Prisoners arriving from another institution or outside agency:
  - Escorting Officers shall don all P.P.E. in accordance with contact and droplet precautions.
  - Prisoners who are confirmed carriers of the COVID-19 virus shall be transported individually, and the vehicle will be cleaned using an approved disinfectant prior to its next use.
  - Prisoners are required to wear a mask and gloves for the duration of the transfer up to and including the admission process.
  - The prisoner shall enter L.C.C and go directly to admitting room. Once the admission process is complete, the prisoner will be required to wear a mask and gloves as they are transported to Segregation.

- On arrival to Segregation, the prisoner shall be assigned a cell, and given a new issue of institutional clothing and bedding, as well as a clean towel and new bar of soap.

#### **Prisoner rights and privileges:**

- General movement: Prisoners housed on the quarantine unit (Segregation) shall not leave unless it is for transport to the hospital. Prisoners who leave the quarantine unit shall be required to wear a mask and gloves for the duration of their time off the unit.
- Recreation: Quarantined prisoners shall receive no less than two (2) hours of recreation daily on Unit 1. Prisoners located on Unit 1 will be confined to their cells during this time. Prior to any prisoners being let out of their cells Unit 1 will be cleaned. Prisoners who are quarantined will not receive off-unit recreation.
- Shared resources: Prisoners shall have full access to all unit resources such as shower, television and telephone. Cleaning products shall be supplied for prisoners to use before and after use of shared resources.
- Meals: All meals shall be delivered to the quarantine unit on individually wrapped disposable plates. Meals shall be delivered to the Segregation common area for segregation staff, who will distribute them to the prisoner. No items being sent to the quarantine unit are to be returned to the kitchen.

#### **Medical services:**

- Medical staff shall assess each COVID-19 positive prisoner on a case-by-case basis for severity of illness/symptoms. Based on the assessment, medical personnel shall advise L.C.C. management on best practices for treatment/monitoring.
- Quarantined prisoners shall have vital signs assessed by medical staff at a minimum of twice daily.
- An ambulance is to be called for any prisoner experiencing severe medical distress. Ambulance Dispatch staff are to be notified that the prisoner is a carrier of the COVID-19 virus.
- Medication: Segregation staff shall don the appropriate PPE when dispensing medication to a prisoner under quarantine.

#### **Hospital Admissions:**

- A prisoner required to be transported to the hospital for treatment must exit the unit through the fire exit door, and will not be permitted to walk through the prison.

#### **Escorts:**

- Any Officer escorting a prisoner off of the quarantine unit shall be required to wear full P.P.E. for contact and droplet precautions.

- Quarantined prisoners shall not be transported in a vehicle with prisoners who are not COVID-19 positive.

**Discipline:**

- Quarantined prisoners serving a disciplinary disposition shall serve their disposition in the quarantine unit.

**Laundry:**

- Laundry services will be provided twice per week as determined by the Duty Lieutenant.
- Prisoners laundry will be placed inside of a clear plastic trash bag, which will then be placed in a provided covered bin. Staff shall don P.P.E. while transferring quarantine unit laundry to the laundry room and back to the quarantine unit once completed.
- Inmate laundry workers shall don P.P.E. when handling quarantine unit laundry at all times which would include collecting, washing, drying, and returning to correctional staff.
- Quarantine unit laundry shall be washed in hot water, and dried separately from the rest of the prison population.
- Clear bags holding dirty laundry shall be placed in another garbage bag, which will be immediately removed and disposed of.
- The transport bin is to be appropriately disinfected after it is emptied.

**Garbage:**

- Garbage bags are to be tied off and placed in a provided covered bin.
- Garbage will be removed from the quarantine unit twice daily (0800hrs and 1630hrs).
- Quarantine unit garbage will be collected and disposed of by a General Worker.
- The assigned Officer shall don all appropriate P.P.E. when handling quarantine unit garbage.
- The covered garbage bin is to be taken out through the fire exit door and transported outside of the building for disposal.
- Once emptied, the covered garbage bin is to be returned to the quarantine unit via the fire exit door.

**Return to General Population:**

- Prisoners may only return to general population from a quarantine unit with approval of a qualified medical professional.

- Upon transfer from a quarantine unit, the prisoner shall be provided a change of institutional clothing from the clothes room. Prior to leaving the unit they are to place their existing clothing and bedding in a biohazard bag to be sent to laundry. After arrival to their new unit, the prisoner shall be provided new clothing and bedding.

**Personal Protective Equipment:**

- Any staff member entering a quarantined unit for any reason (including emergency response) shall don P.P.E. appropriate for contact and droplet precautions.
- Upon exiting the quarantine unit, staff shall remove all P.P.E. and place it in the provided hands free bin located in the Segregation common area **before** re-entering the control room or moving to another area.

PPE – Putting It On

PPE – Taking It Off

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any P.P.E.**

J. Hickman

Assistant Superintendent

Date Issued: 2020/04/18

Date Revised:

Next Review Date: Ongoing as required



Department of Justice and Public Safety – Adult Corrections Division

Temporary Safe Work Practice

Labrador Correctional Centre

**Mandatory use of Personal Protective Equipment**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Disposable protective mask (procedural grade or higher)
<b>Training</b>	None specific to the task
<b>Potentially Exposed Persons</b>	Adult Corrections Staff, Visitors and Prisoners

**Safe Work Practice**

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

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

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

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

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive/unusual tiredness
- Excessive/unusual aches and pains
- Nasal congestion/runny nose
- Sore throat

- Diarrhea

### **Post Contact Information:**

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#).

### **Essential Workers and Visitors:**

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, L.C.C management has actioned several protocols to restrict non-essential access. In addition to the daily staffing compliment, some services such as the application of electronic monitoring tools by Probation Officers and repair work by contractors will still require access to the institution. The following protocol has been developed for all persons entering H.M. Penitentiary from the community:

- All persons entering L.C.C. will be provided with a protective mask by the gate Officer. Outside personnel will have to pass a questionnaire prior to entry.
- Masks are to be worn by all personnel and visitors at all times while passing through or occupying a space that is frequented by inmates on institutional property. This would include the Supervised Area, Living Units, CRS Hallway, Front Lobby, Main Kitchen, WSS Hallway, Shops, Admitting Room, Laundry Room, Control Room while serving inmates through the hatch. This would also include escorting inmates anywhere inside the building and escorts in the institutional vehicle.
- Persons who decline to wear the provided PPE shall be denied access.
- Used masks shall be disposed of in a designated receptacle in the Front Lobby Porch upon exit. Masks are not to be disposed of with general garbage.

J. Hickman

Assistant Superintendent

Date Issued: 2020/04/18

Date Revised:

Next Review Date: Ongoing as required



# COVID-19 New Admission Screening Questionnaire

## Labrador Correctional Centre

DATE:

NAME OF PRISONER:

DATE OF BIRTH (yyyy/mm/dd):

CONTACT TELEPHONE NUMBER:

ADMITTING OFFICER:

**Admitting Officer must read the following statement and questions verbatim:**

"Please answer the following questions honestly and to the best of your knowledge. Close contact is defined as any person you were knowingly within six (6) feet or two (2) meters of."

1. In the past fourteen (14) days have you or anyone you have had close contact with been in contact with someone who has COVID-19?  
YES  NO  DON'T KNOW
2. Have you or anyone you have been in close contact with been advised by a medical professional that you should be self-isolating due to possible exposure to COVID-19?  
YES  NO  DON'T KNOW
3. In the past fourteen (14) days, have you had a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on your hands or feet?  
YES  NO  DON'T KNOW
4. In the past fourteen (14) days, have you been in close contact with anyone who has shown signs of a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on their hands or feet?  
YES  NO  DON'T KNOW
5. In the past fourteen (14) days, have you or anyone you have been in close contact with traveled outside of the Atlantic provinces?  
YES  NO  DON'T KNOW
6. In the past fourteen (14) days, have you or anyone you have been in close contact with attended a gathering of more than one hundred (100) people?  
YES  NO  DON'T KNOW

s.31(1)(a);(l);(n)



Department of Justice and Public Safety – Adult Corrections Division

Temporary Safe Work Practice

H.M. Penitentiary

**Hospital Escorts and Admissions During the COVID-19 Pandemic.**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Mask and Gloves Mandatory - Contact and/or Droplet Precautions - As directed by Hospital Personnel
<b>Training</b>	- Donning/Doffing PPE instructions posted throughout the institution - SWP communication through Intranet & Muster
<b>Potentially Exposed Persons</b>	Adult Corrections Staff

**Safe Work Practice**

**Definitions:**

- **Universal precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.

**Standard Personal Protective Equipment:** Gloves.

**Additional Personal Protective Equipment:** As identified by field level risk assessment.

- **Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.

**Standard Personal Protective Equipment:** Gloves, procedural mask.

**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures), isolation gown, eye protection.

- **Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

**Standard Personal Protective Equipment:** Gloves, isolation gown, boot covers, procedural mask, eye protection.

**Additional Personal Protective Equipment:** N95 mask (for aerosol-generating procedures)

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

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

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

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

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;
- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

**Post Contact Information:**

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

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

### General Consideration:

- Protective masks are to be worn at all times while on duty. Please see the [Mandatory PPE Safe Work Practice](#) for more information.
- Where possible, call ahead to the healthcare facility and notify them of the escort.
- Officers should coordinate with on-site Security staff upon arrival.
- In an emergency, Officers may retrieve and don a P.P.E. kit from the Captain's Office prior to departure, as opposed to having P.P.E. provided by Hospital staff upon arrival.
- Both the prisoner and escorting Officers are expected to perform frequent hand hygiene, including but not limited to:
  - Prior to leaving the institution
  - Upon arrival to the destination
  - Prior to leaving the destination
  - Upon arrival at the institution

### Hospital Escorts:

Staff conducting a hospital escort shall adhere to the protocols outlined in [Operational Controls: Section 4.00: Escort Procedures](#), with the following additional COVID-19 protocols:

- Prior to departure, the prisoner will be provided a mask which must be worn for the duration of the escort, unless the wearing of a mask would adversely affect the prisoner's health (i.e. vomiting, excessive bleeding of the head/face, respiratory distress, choking, etc.).
- The escorting staff will proceed to the designated entrance as dictated by hospital personnel and submit to hospital screening protocol prior to entry.
- The prisoner and escorting Officers will be required to comply with any hand hygiene and P.P.E. directives issued by hospital personnel.

For escorts to the Waterford Hospital, Officers shall contact security upon arrival for escort to their designated area.

### Hospital Admissions:

Staff supervising a prisoner admitted to hospital shall adhere to the protocols outlined in [Operational Controls: Section 9.00: Hospital Admissions](#), with the following additional COVID-19 protocols:

- Officers entering a hospital to relieve a post shall comply with that hospitals screening protocols prior to entry. Officers are expected to arrive in a sufficient time to account for any delay this screening process may cause.
- Based on clinical need and assessed risk, hospital personnel will advise Officers P.P.E. and proximity requirements. Officers are expected to comply fully with the direction of hospital personnel on these matters.
- Officers who are unsure how to appropriately don and doff P.P.E. are to consult Hospital personnel for assistance.
- In order to reduce potential spread of infection, Officers posted in a hospital shall rotate once per shift at six (6) hour intervals.

For admissions to the Waterford Hospital, the Duty Captain shall advise Officers on appropriate supervision proximity (i.e. outside of a locked room, etc.). Decisions on supervision requirements will be made by the Assistant Superintendent in consultation with Department of Health officials.

#### **COVID-19 Positive and Suspected Positive:**

- The Duty Captain or designate shall notify medical personnel (E.M.S., E.R. Triage, etc.) if a prisoner requiring care is suspected or confirmed positive for COVID-19.
- Prisoners who are suspected or confirmed to have the COVID-19 virus shall be escorted to and supervised in hospital in accordance with the [Quarantine Unit Safe Work Practice](#).

#### **COVID-19 Exposure:**

Any Officer who becomes exposed to COVID-19 in a hospital setting (**without proper P.P.E.**) is to immediately inform the Duty Captain.

#### **Personal Protective Equipment:**

[PPE – Putting It On](#)

[PPE – Taking It Off](#)

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any P.P.E.**



Assistant Superintendent

Date Issued: 2020/04/29

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Next Review Date: Ongoing as required



Department of Justice and Public Safety – Adult Corrections Division  
 Temporary Safe Work Practice  
 Labrador Correctional Centre

Hospital Escorts and Admissions During the COVID-19 Pandemic.	
Hazards Identified	Covid-19 exposure
PPE Required	<ul style="list-style-type: none"> <li>- Mask and Gloves Mandatory</li> <li>- Contact and/or Droplet Precautions</li> <li>- As directed by Hospital Personnel</li> </ul>
Training	<ul style="list-style-type: none"> <li>- Donning/Doffing PPE instructions posted throughout the institution</li> <li>- SWP communication through Intranet &amp; Muster</li> </ul>
Potentially Exposed Persons	Adult Corrections Staff
<b>Safe Work Practice</b>	
<p><b>Definitions:</b></p> <ul style="list-style-type: none"> <li>• <b>Universal precautions:</b> An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.  <b>Standard Personal Protective Equipment:</b> Gloves.  <b>Additional Personal Protective Equipment:</b> As identified by field level risk assessment.</li> <li>• <b>Contact Precautions:</b> Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.  <b>Standard Personal Protective Equipment:</b> Gloves, procedural mask.  <b>Additional Personal Protective Equipment:</b> N95 mask (for aerosol-generating procedures), isolation gown, eye protection.</li> <li>• <b>Droplet Precautions:</b> Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.  <b>Standard Personal Protective Equipment:</b> Gloves, isolation gown, boot covers, procedural mask, eye protection.  <b>Additional Personal Protective Equipment:</b> N95 mask (for aerosol-generating procedures)</li> </ul>	

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

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

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

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

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive/unusual tiredness
- Excessive/unusual aches and pains
- Nasal congestion/runny nose
- Sore throat
- Diarrhea

**Post Contact Information:**

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

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

### General Consideration:

- Protective masks are to be worn at all times while on duty. Please see the Mandatory PPE Safe Work Practice for more information.
- Where possible, call ahead to the healthcare facility and notify them of the escort.
- Officers should coordinate with on-site Security staff upon arrival.
- In an emergency, Officers may retrieve and don a P.P.E. kit from the Lieutenant's Office prior to departure, as opposed to having P.P.E. provided by Hospital staff upon arrival.
- Both the prisoner and escorting Officers are expected to perform frequent hand hygiene, including but not limited to:
  - Prior to leaving the institution
  - Upon arrival to the destination
  - Prior to leaving the destination
  - Upon arrival at the institution

### Hospital Escorts:

Staff conducting a hospital escort shall adhere to the protocols outlined in Operational Controls: Section 4.00: Escort Procedures, with the following additional COVID-19 protocols:

- Prior to departure, the prisoner will be provided a mask which must be worn for the duration of the escort, unless the wearing of a mask would adversely affect the prisoner's health (i.e. vomiting, excessive bleeding of the head/face, respiratory distress, choking, etc.).
- The escorting staff will proceed to the designated entrance as dictated by hospital personnel and submit to hospital screening protocol prior to entry.
- The prisoner and escorting Officers will be required to comply with any hand hygiene and P.P.E. directives issued by hospital personnel.

### Hospital Admissions:

Staff supervising a prisoner admitted to hospital shall adhere to the protocols outlined in Operational Controls: Section 9.00: Hospital Admissions, with the following additional COVID-19 protocols:

- Officers entering a hospital to relieve a post shall comply with that hospital's screening protocols prior to entry. Officers are expected to arrive in a sufficient time to account for any delay this screening process may cause.
- Based on clinical need and assessed risk, hospital personnel will advise Officers P.P.E. and proximity requirements. Officers are expected to comply fully with the direction of hospital personnel on these matters.

- Officers who are unsure how to appropriately don and doff P.P.E. are to consult Hospital personnel for assistance.

#### **COVID-19 Positive and Suspected Positive:**

- The Duty Lieutenant or designate shall notify medical personnel (E.M.S., E.R. Triage, etc.) if a prisoner requiring care is suspected or confirmed positive for COVID-19.
- Prisoners who are suspected or confirmed to have the COVID-19 virus shall be escorted to and supervised in hospital in accordance with the Quarantine Unit Safe Work Practice.

#### **COVID-19 Exposure:**

Any Officer who becomes exposed to COVID-19 in a hospital setting (**without proper P.P.E.**) is to immediately inform the Duty Lieutenant.

#### **Personal Protective Equipment:**

PPE – Putting It On

PPE – Taking It Off

**Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any P.P.E.**

James Hickman  
Assistant Superintendent

Date Issued: 2020/04/30

Date Revised:

Next Review Date: Ongoing as required



## COVID-19 Visitor Screening Questionnaire

### Labrador Correctional Centre

DATE:

NAME:

CONTRACTOR / AGENCY:

CORRECTIONAL OFFICER:

**Correctional Officer must read the following statement and questions verbatim:**

"Please answer the following questions honestly and to the best of your knowledge. Close contact is defined as any person you were knowingly within six (6) feet or two (2) meters of."

1. In the past fourteen (14) days have you or anyone you have had close contact with been in contact with someone who has COVID-19?  
YES  NO
2. Have you or anyone you have been in close contact with been advised by a medical professional that you should be self-isolating due to possible exposure to COVID-19?  
YES  NO
3. In the past fourteen (14) days, have you had a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on your hands or feet?  
YES  NO
4. In the past fourteen (14) days, have you been in close contact with anyone who has shown signs of a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on their hands or feet?  
YES  NO
5. In the past fourteen (14) days, have you or anyone you have been in close contact with traveled outside of the Atlantic Provinces?  
YES  NO
6. In the past fourteen (14) days, have you or anyone you have been in close contact with attended a gathering of more than one hundred (100) people?  
YES  NO

**If the visitor has answered yes to any of the above questions, they WILL NOT be permitted entry to the institution.**

# Attention

20/03/15

With direction from Assistant Superintendent J. Hickman and in conjunction with HMP, effective Monday, March 16, 2020, and until further notice, all outside visits and programming will be suspended at the LCC. With the current outbreak of COVID-19, we are very concerned with infection and/or spread of the disease within the LCC.

Thank you,

Lt's Office



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

**Civilian Program Facilitators and Outside Law Enforcement Agencies**

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	- Disposable protective mask (procedural grade or higher)
<b>Training</b>	None specific to the task
<b>Potentially Exposed Persons</b>	Adult Corrections Staff, Visitors, and Prisoners

**Safe Work Practice**

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

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

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

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

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

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

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

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

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

#### **General Protocol (All Visitors):**

- All visitors to H.M. Penitentiary are required to complete a questionnaire at the gate house upon arrival. This questionnaire is only required to be completed one time; however, if a visitors health status changes, that individual is not permitted to enter the facility, and they are required to notify the Manager of Institutional Programming or the Duty Captain of the change.
- In accordance with the [Mandatory P.P.E. Safe Work Practice](#), civilian program facilitators shall be required to wear a protective mask at all times while on Penitentiary property. Additional P.P.E. such as hand sanitizer and protective masks shall be provided upon request.
- All visitors are expected to maintain physical distancing where possible, and are required to adhere to all posted signage, as well as directional and floor markings.

#### **Washroom Access:**

- Civilians and other visitors are encouraged to use “common area” washrooms (EWB, staff lounge, etc.). Control room or other office washrooms should be reserved for the staff working in those areas where possible.
- All persons are expected to follow posted signage regarding single occupancy and hand hygiene.
- Cleaning products are available to any individual who wishes to clean washroom facilities before/after use.

### **Civilian Program Facilitators:**

In order to promote prisoner rehabilitation, civilian program facilitators will be permitted to return to the Penitentiary on Monday, July 27<sup>th</sup>, 2020. To ensure a safe work environment, the following protocol shall be adhered to:

- Program services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- Shared surfaces and resources (desks, doorknobs, pens, telephones, etc.) shall be cleaned by program facilitators in between clients/groups, as well as on the conclusion of use of a space. Approved cleaners will be provided by H.M. Penitentiary personnel. Persons requiring cleaners or assistance with cleaning are to notify the Guard Room Officer at 709.729.1203.
- Group programming may take place in the classroom of the Upper Trailer for groups of no more than five (5) prisoners, not including the program facilitator. Group programming for six (6) to eight (8) prisoners shall take place in the Multi-Purpose room. Group programming for more than eight (8) prisoners will not be permitted at this time.
- Outdoor programs (Spirit Horse, etc.) may continue as per the pre-pandemic schedule as long as physical distancing is maintained by all participants and visitors.
- In order to maintain physical distancing, program facilitators meeting with a prisoner one-on-one are to use the program room in the upper trailer for this purpose. One-on-one meetings are not to take place in Penitentiary Offices.
- Program facilitators shall not be permitted to bring food or drink into the Penitentiary at this time. All other items must be pre-approved by the Captain of Institutional Security or the Assistant Superintendent.
- Prisoners are not permitted to use the washroom across from the multi-purpose room. Prisoners who need to use the washroom must return to their living unit to do so.

### **Library:**

- Library services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- In order to maintain physical distancing, library staff shall be required to remain at their desk, behind the protective barrier at all times while prisoners are in the library. Prisoners are not permitted behind this protective barrier.
- Library staff are not permitted to perform cataloging, organizing, or stocking of books while prisoners are present in the library.

### **Pastoral Care:**

In order to provide religious services to prisoners, Members of the Pastoral Care Team will be permitted to return to the Penitentiary on Monday, July 27<sup>th</sup>, 2020. To ensure a safe work environment, the following protocol shall be adhered to:

- Pastoral Care services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- Shared surfaces and resources (desks, doorknobs, pens, telephones, etc.) shall be cleaned by program facilitators in between clients/groups, as well as on the conclusion of use of a space. Approved cleaners will be provided by H.M. Penitentiary personnel. Persons requiring cleaners or assistance with cleaning are to notify the Guard Room Officer at 709.729.1203.
- Members of the Pastoral Care team are to meet with prisoners in the Chapel. Prisoners will not be permitted to enter the Pastoral Care Office.
- Group chapel (church) services are not permitted at this time.
- Pastoral Care staff shall not be permitted to bring food or drink into the Penitentiary at this time. All other items must be pre-approved by the Captain of Institutional Security or the Assistant Superintendent.
- Prisoners are not permitted to use the washroom across from the multi-purpose room. Prisoners who need to use the washroom must return to their living unit to do so.

### **Outside Agencies:**

To ensure a safe work environment, the following protocol shall be adhered to for representatives of outside agencies (RNC, RCMP, CSSD, CBSA, Lawyers, Parole etc.) entering the Penitentiary:

- In accordance with the [Mandatory P.P.E. Safe Work Practice](#), civilian program facilitators shall be required to wear a protective mask at all times while on Penitentiary property. Additional P.P.E. such as hand sanitizer and protective masks shall be provided upon request.
- All visitors to H.M. Penitentiary are required to complete a questionnaire at the gate house upon arrival. This questionnaire is only required to be completed one time; however, if a visitors health status changes, that individual is not permitted to enter the facility, and they are required to notify the Manager of Institutional Programming of the change.
- Members of outside agencies are encouraged to contact the Duty Captain's office at 709.729.3129 in advance of their anticipated arrival. The Duty Captain may deny entry if required due to operational requirements.
- Outside agency staff who are required to meet with a prisoner are to use one of two available interview rooms outside of the control center (West Wing Bottom) for this purpose. If neither room is available, or if the agency representative requests a more secure environment, the Secure

Interview Room on the East Wing Bottom may be used. General use offices/interview rooms are not to be used by members of outside agencies.

- Parole Officers shall meet with their clients by appointment in the visiting room, from Monday to Friday between the hours 9 a.m. and 11 a.m. The Parole Officer will contact the visiting room (729-1202) and book a time to meet with their client. This appointment will be confirmed in an e-mail to the Captain's Office ([captainsoffice@gov.nl.ca](mailto:captainsoffice@gov.nl.ca)) by the Parole Officer.

**Denial of service:**

- Visitors may refuse to provide in-person services to any prisoner who is symptomatic, displays poor personal hygiene, or who fails to comply with any of the following conditions if instructed to do so:
  - Refusal to perform hand hygiene
  - Refusal to wear a mask
  - Refusal to maintain physical distancing
- The Assistant Superintendent or designate may suspend programming or deny entry to any group or visitor who does not comply with protocols outlined in this Safe Work Practice.

  
Assistant Superintendent

Date Issued: 2020/07/24

Date Revised:

Next Review Date: Ongoing as required



## **COVID-19 Visitor Screening Questionnaire**

### **H.M. Penitentiary**

**DATE:**

\_\_\_\_\_  
**INSTITUTION:**

\_\_\_\_\_  
**NAME OF VISITOR AND COMPANY NAME:**

\_\_\_\_\_  
**CONTACT TELEPHONE NUMBER:**

\_\_\_\_\_  
**SCREENING OFFICER:**

**Screening Officer must read the following statement and questions verbatim:**

“Please answer the following questions honestly and to the best of your knowledge. Close contact is defined as any person you were knowingly within six (6) feet or two (2) meters of. Your questionnaire record will be kept on file until the Department of Health and Community Services advises that COVID-19 precautions are no longer required, at which time this record will be securely destroyed.”

1. In the past fourteen (14) days have you or anyone you have had close contact with been in contact with someone who has COVID-19?  
YES       NO
  
2. Have you or anyone you have been in close contact with been advised by a medical professional that you should be self-isolating due to possible exposure to COVID-19?  
YES       NO
  
3. In the past fourteen (14) days, have you had a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on your hands or feet?  
YES       NO
  
4. In the past fourteen (14) days, have you been in close contact with anyone who has shown signs of a fever, cough, headache, sore throat, painful swallowing, runny nose, diarrhea, loss of sense of smell or taste, loss of appetite, or small red or purple spots on their hands or feet?  
YES       NO
  
5. In the past fourteen (14) days, have you or anyone you have been in close contact with traveled outside of the province of Newfoundland & Labrador?  
YES       NO
  
6. In the past fourteen (14) days, have you or anyone you have been in close contact with attended a gathering of more than twenty (20) people?  
YES       NO

**If the visitor has answered yes to any of the above questions, they WILL NOT be permitted entry to the institution.**

\_\_\_\_\_  
**SCREENING OFFICER SIGNATURE:**

Non-safe work practice (SWP) documents referenced in SWPs relating to COVID-19:

- “click here” document
- PPE – Putting it On
- PPE – Taking it Off

## COVID-19

### First Responders and the Novel Coronavirus

#### Status and Background:

As many of you are already aware, the number of COVID-19 cases in Canada continue to rise. As of March 15, 2020, there are 249 confirmed cases and 4 probable cases. While the vast majority of these cases relate to travelers (79%) or the close contacts of travelers (8%), there is the potential for local transmission and first responders must remain vigilant.

On March 14, 2020, Newfoundland and Labrador identified its first presumptive case of COVID-19. This case was related to international travel and public health officials are conducting contact tracing to attempt to identify any close contacts and limit further spread of the virus.

#### Symptomology:

Coronaviruses are a group of viruses that cause disease in mammals and birds. In humans, symptoms are usually uncomplicated upper respiratory tract infections. The most common symptoms reported are fever, cough and shortness of breath, however, the severity of the illness is variable and can result in more severe illness for the very young, the very old, immunocompromised patients or patients with underlying disease. The incubation period of 2019-nCoV appears to be within 14 days, but is likely shorter (5-6 days).

#### Transmission:

One of the concerning features of this new coronavirus is its ability to spread from human to human. The level of infectiousness, or ease of transmission, is still unclear. The coronavirus appears to spread via close contact (2 meters) with infected people and/or spreads through exposure to the large droplets created from coughing or sneezing. The life span of the virus while outside the body is unknown. Other human coronaviruses can live on contaminated surfaces for up to 7 days. **It is important to note that all viruses have an incubation period.** The incubation period is the period between the exposure of an individual to a pathogen (virus) and the beginning of the illness or disease it causes. Newly exposed individuals are not contagious. Individuals are contagious when they become symptomatic. Prior to having symptoms it is unlikely that an individual can spread the illness. **Not all individuals who are exposed will develop disease.**

#### Patient Identification:

Despite best efforts to contain the spread of COVID-19, cases continue to rise worldwide. Because of this, all persons presenting to first responders with a fever and acute respiratory illness **MUST** be questioned about their travel history. This includes asking:

- Have you travelled outside of the Canada or the province in the 14 days before onset of illness
- OR
- Have you been in close contact with a confirmed/probable case of COVID-19?
- OR
- Have you had close contact with a person with acute respiratory illness who has travelled outside of the Canada or the province in the 14 days before onset of illness

If yes to the above, immediately implement droplet and contact precautions, mask the patient.

Up to date information regarding COVID-19 is contained on the [Government of Newfoundland and Labrador website](#).

Please use these documents to remain up to date on which areas are affected as this is likely to continue to change.

### **Protecting yourself:**

#### **Personal Protective Equipment (PPE)**

The purpose of PPE is to interrupt the transmission of infection. Donning (putting on) and doffing (taking off) of PPE should be reviewed. You are at greatest risk to contaminate yourself when removing PPE. If EMS is present, take direction from EMS. If EMS is not present and responding to a call involving a person suspected of having COVID-19.

- Immediately provide the person with a surgical mask to wear.
- Don the appropriate Personal Protective Equipment
  - AAMI level 2 fluid resistant gown or bunker gear,
  - 12 inch nitrile medical gloves
  - Surgical mask with eye protection. (goggles and surgical mask may be used depending on your profession)

#### **Removing Protective equipment**

- Remove gloves - Clean hands with alcohol based hand rub (ABHR) unless visibly soiled
- Remove gown or bunker gear – Clean Hands with ABHR unless visibly soiled
- Remove eye protection
- Remove mask
- Clean your hands with ABHR unless visibly soiled

Update: Bunker gear issued to firefighters is considered as protective as a gown and may be worn by firefighters in situations where gowns would be required. If bunker gear is worn instead of a gown, it should be removed carefully and cleaned and disinfected before next use as per the policies and procedures of the fire service. If bunker gear is grossly contaminated, it should not be worn in the vehicle, but should be removed, bagged and stored for proper cleaning and disinfection as per service policy and procedure. (Source [link](#).)

If your hand are visibly soiled, proper handwashing with soap and water must be performed. Reusable PPE such as goggles must be properly cleaned, decontaminated, and maintained after and between uses. Goggles should be cleaned according to manufacturer's directions.

## **N95 Respirators**

N95 respirators are not required for general care of clients with or suspected of having COVID-19. N95 respirators require the wearer to be fit tested to be effective. A good fit is not ensured unless the wearer is clean shaven. N95 Respirators are only recommended for aerosol generating procedures. Typically these procedures are only encountered in the health care setting. Check with your employer to see if your fit testing is up to date.

## **Hand Hygiene**

Hands should be cleaned with alcohol based hand rub (ABHR) unless visibly soiled. If visibly soiled wash hands with soap and water. ABHR should have a minimum of 60% alcohol. Hand Hygiene is important as the virus may also spread by touching contaminated objects or surfaces and then touching your mouth, nose, or eyes.

## **Transport:**

If transporting a suspected COVID-19 patient, ensure you and the patient wear a surgical mask for the duration of transport.

## **Post Transport Cleaning/Disinfection**

Standard hospital grade disinfectants should be used to clean vehicle and equipment used to transport possible COVID-19 patients. Ensure to follow all manufacturer directions regarding contact and drying times.

Since no disinfectant efficacy test is currently available for COVID-19, it is recommended a cleaner/disinfectant effective for to the human coronavirus be used. Accelerated hydrogen peroxide is one such cleaner and disinfectant.

Staff must wear the appropriate PPE, as detailed above, while disinfecting ambulance surfaces.

## **General cleaning and disinfection of surfaces**

Routine, thorough environmental cleaning and disinfection with a cleaner/disinfectant capable of killing COVID-19 on commonly touched environmental surfaces (door handles, toilet flush handles, light switches, elevator buttons, keyboards, and phone) is important to reduce the risk posed by environmental surfaces.

## **Post Contact Information:**

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available [here](#).

**LINKS:**

**Hand Hygiene:**

[https://www.health.gov.nl.ca/health/publichealth/cdc/Clean\\_Hands\\_Across\\_NL\\_All\\_staff.pps](https://www.health.gov.nl.ca/health/publichealth/cdc/Clean_Hands_Across_NL_All_staff.pps)

**PPE posters:**

[https://www.health.gov.nl.ca/health/publichealth/cdc/PPE\\_Putting\\_It\\_On.pdf](https://www.health.gov.nl.ca/health/publichealth/cdc/PPE_Putting_It_On.pdf)

[https://www.health.gov.nl.ca/health/publichealth/cdc/PPE\\_Taking\\_It\\_Off.pdf](https://www.health.gov.nl.ca/health/publichealth/cdc/PPE_Taking_It_Off.pdf)

**How to use hand sanitizer and hand washing:**

[https://www.health.gov.nl.ca/health/publichealth/h1n1\\_old/how\\_to\\_wash\\_hands\\_2009.pdf](https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_wash_hands_2009.pdf)

[https://www.health.gov.nl.ca/health/publichealth/h1n1\\_old/how\\_to\\_sanitize\\_hands\\_2009.pdf](https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf)

For general information on COVID-19 please visit [www.gov.nl.ca/covid-19](http://www.gov.nl.ca/covid-19)

# Personal Protective Equipment

## Putting it On in 5 Easy Steps

1

**HANDS**

- clean your hands with hand sanitizer or soap and water

2

**GOWN**

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



3

**MASK**

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

**ALTERNATE:**

N95 Respirator if indicated



A Fit Check Must be performed  
with each use

4

**EYE PROTECTION**

- put on eye protection

**ALTERNATE:**

Combo mask/eye shield



5

**GLOVES**

- pull on gloves & ensure they cover cuffs of gown



Infection Prevention  
+ Control Program

*Protect yourself - Protect others*

March 2014

Adapted from the Winnipeg Regional Health Authority

# Personal Protective Equipment Taking it Off in 6 Easy Steps

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

## 1 GLOVES

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



## 2 GOWN

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



## 3 HANDS

- clean your hands with hand sanitizer or soap and water

## 4 EYE PROTECTION

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



## 5 MASK/ N95 RESPIRATOR

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



## 6 HANDS

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




Infection Prevention  
+ Control Program

*Protect yourself - Protect others*

March 2014

Adapted from the Winnipeg Regional Health Authority

	<h1>NLYC Policy Manual</h1>		Issue Date	03-18-2020
			Issue No.	
<b>Section</b>	<b>1</b>	<b>OPERATIONAL</b>	Rev. Date	12-04-2020
<b>Sub-Section</b>	<b>1.20.1</b>	<b>Pandemic Response – COVID-19 Safe Work Practices</b>	Rev. No.	
				Page 1 of 4


## PANDEMIC RESPONSE – COVID-19

### SAFE WORK PRACTICES

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

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive / unusual tiredness
- Excessive / unusual aches and pains
- Nasal congestion / runny nose
- Sore throat
- Diarrhea

**NOTE: All Staff are required to wear a mask inside the institution when working around residents or in close proximity with other staff.**

	<h1>NLYC Policy Manual</h1>		Issue Date	03-18-2020
			Issue No.	
Section	1	OPERATIONAL	Rev. Date	12-04-2020
Sub-Section	1.20.1	Pandemic Response – COVID-19 Safe Work Practices	Rev. No.	
				Page 2 of 4

## Definitions

**Universal Precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.

**Standard PPE:** Gloves.

**Additional PPE:** As identified by field level risk assessment.

**Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.

**Standard PPE:** Gloves, procedural mask.


**Additional PPE:** N95 mask (for aerosol-generating procedures), isolation gown, eye protection.

**Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

**Standard PPE:** Gloves, isolation gown, boot covers, procedural mask, eye protection.

**Additional PPE:** N95 mask (for aerosol-generating procedures)

**Reminder:** Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.


	<h1>NLYC Policy Manual</h1>		Issue Date	03-18-2020
			Issue No.	
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## Essential Workers and Visitors

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the facility, several protocols have been implemented to restrict non-essential access. In addition to the daily staffing compliment, services such as custody transfer of arrested youth and repair work by contractors will still require access to the facility. No visits are permitted during the COVID-19 period.

The following protocol has been developed for all persons entering the NLYC and / or SJYDC from the community:

- A mandatory screening tool must be completed by all outside personnel prior to being granted entry to the facility. They must be met at the door by either the MOSO, a Transportation & Works representative, or other designate who is receiving the visitor and provided a screening questionnaire to complete. These questionnaires will be supplied by the MOSO and placed on the main table in the entrance. If they answer YES to any question, they cannot enter the facility. If granted entry, they must wear a mask. The completed questionnaires will be kept on file in the MOSO office.
- It is currently mandatory for masks to be worn by outside personnel at all times while on NLYC / SJYDC property. This includes Contractors, Police, or Personnel not employed by Youth Corrections who do not regularly work at this location and are required to access the NLYC or SJYDC. In the case of Contractors, they should enter and exit the building by exterior entries close to the work site that they will be utilizing (ie. Boiler room, gymnasium, cafeteria etc), in order to prevent the need for having to walk through the main area of the building.
- If working with a resident who is being isolated for COVID-19 screening / testing or working with a youth who has COVID-9, PPE, including masks, is mandatory.
- Used masks shall be disposed of in a designated receptacle upon exit. Masks are not to be disposed of with general garbage.

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## DONNING AND DOFFING PPE

Please ensure you follow directions from the chart indicating proper procedure for removal as posted in designated work areas. See also Section 1.20.6 - Appendices.

### Donning PPE


PPE will be put on by the Youth Care Counsellor prior to entering the designated isolation area of the facility.

SJYDC	Don – Office, Youth Care Counsellor Doff – Designated quarantine area
NLYC	Don – Admissions area or Unit 3 vestibule Doff – Common area, Unit 3

Please ensure you follow the 5-step process for donning PPE.

### Doffing PPE

When leaving the designated isolation area, NLYC and SJYDC staff will remove the used PPE in accordance with established protocols for removing PPE. (KIV: Masks will not be removed until the worker has exited the isolation area.) All other PPE items will be removed in the isolation area and placed in the biohazards container garbage.

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## PANDEMIC RESPONSE – COVID-19

### ADMISSION PROCESS FOR SJYDC

Prior to receiving a resident into custody, the admitting Youth Care Counsellors will don their mask and gloves.

Upon receipt of the new admission, admitting Youth Care Counsellors will:

1. Complete the COVID self-assessment with the youth online at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> See also Section 1.20.6 - Appendices.
2. Take the resident's temperature (as this will be one of the questions in the online screening).

The online assessment will direct staff on the next steps. If the assessment outcome is normal (no COVID concerns), staff are to proceed with the normal admission process.


**Overnight arrests will be held at the SJYDC in the Admissions Area until they are remanded for an extended period. Once remanded, they will be placed in the isolation area for up to a 14-day period prior to mixing with general population.**

### ISOLATION AREA (SJYDC)

The SJYDC will be split into two halves – the Admissions Area and the Isolation Area. The Admissions Area will include cells 111 to 114. The Isolation Area will be cell 115 and the Visitors Room. Residents in the Admissions Area will not have access to the Isolation Area and vice versa.

Escorting Youth Care Counsellors are required to label rooms occupied by residents so a sequential process of usage, cleaning, and re-usage can be implemented and followed. For example: if staff utilize rooms 1 and 2, then the next time staff are at SJYDC, they will utilize rooms 3 and 4. Cleaning staff will clean all rooms utilized / identified as used.

Residents in the Isolation Area will have access to the shower. They will proceed from their cell directly to the bathroom. After their shower, staff will disinfect the bathroom using the provided chemical sprayer.

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Residents will be held in the Isolation Area for up to 14 days. There will be a limit of one (1) resident in the SJYDC Isolation Area at a time to limit potential infection of the resident partway through their isolation. If a second remanded resident is present, the one who has been in isolation longer will be moved to the NLYC and potentially placed in further isolation as directed by the MOSO in consultation with the Nurse Practitioner.

### **MEDICATIONS (SJYDC)**

Residents in isolation at the SJYDC will have their medications administered by the SJYDC staff. The prescriptions will be reviewed by the Nurse Practitioner who will advise of any risks, give instruction of delivery times, and ensure adequate supply is available. Staff will ensure the Medication Log is filled out with each dose.

### **PPE (SJYDC)**

While a resident who screened COVID-19 negative is at SJYDC, they will be monitored for any change in status. Surgical masks and gloves will be worn by staff and a mask will be worn by residents.

While a resident who screened positive and is held in COVID-19 isolation, full PPE will be worn by staff. Masks will be worn by residents if coughing and social distance cannot be maintained.


Due to limited safety supplies, staff are asked to be conscious of their activities so as to limit the amount of gowns needed during any given shift.

### **MEALS (SJYDC)**

NLYC kitchen staff will prepare meals for SJYDC. They will be transported to SJYDC in the morning by escort staff.

When Youth Care Counsellors are leaving the SJYDC isolation area to warm / prepare meals, youth care staff will remove and discard their gown, gloves, and mask in a designated trash container / bag and then seal or tie off the bag. They will then wash their hands for a minimum of 20 seconds or use hand sanitizer as per proper hand-washing instructions.

Youth care staff will use a new set of PPE when coming back into the isolation area.

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## PHYSICAL ACTIVITY WHILE IN ISOLATION

Multiple body weight exercise programs are available for residents who wish to have physical activity while in isolation. The MOSO will provide them upon request.

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## PANDEMIC RESPONSE – COVID-19

### RESIDENT PROGRAMMING & SERVICES

#### RESIDENTS IN CUSTODY

Residents will be educated on COVID-19 by the Nurse Practitioner. If any resident in custody (regardless of how long they have been in custody) reports experiencing cold symptoms, staff are to report this to the MOSO on duty and / or Nurse Practitioner. The online COVID-19 self-assessment is to be administered with the youth at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> See also Section 1.20.6 - Appendices.

The next steps will be based on the outcome of the assessment. If a call to 811 is needed, staff are to treat the youth as if he / she has COVID-19 and isolate the youth. Staff are to use PPE as directed above until Public Health advises further. If a swab is to be taken, arrangements will be made with either the Public Health Nurse taking the swab, or NLYC Nurse Practitioner.

#### GYM (NLYC)

Residents without COVID-19 concerns will have regular access to recreation and the Gymnasium. There will be no access to the Gymnasium by community groups until the pandemic has subsided.

#### RESIDENT COUNSELLING SERVICES

- The NLYC Social Worker will be calling daily and speaking to each resident and the MOSO. Individual sessions will be available by video link.
- The “Start Now” DBT Program will be offered by the Social Worker by video link.
- The Psychiatrist will visit bi-weekly via video link or in person.
- The Psychologist will continue to be available to the residents by video link sessions and telephone calls.

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## SHARED RESOURCES

- Any resources, areas, and hard surfaces that are shared amongst residents / staff (chairs, telephone, shower, etc.) shall be cleaned between uses with an approved disinfectant.
- The same is required for any resources, areas, and hard surfaces that are shared amongst staff.
- Cleaning products shall be supplied for staff and residents to use before and after use of shared resources.

## RESIDENT ELIGIBILITY FOR COVID-19 TESTING


Should a staff member observe or otherwise be notified of a resident showing any of the above symptoms, the following process is to be strictly adhered to:

- The staff member is to notify the MOSO immediately who shall make arrangements for the resident to be assessed by a qualified medical professional at the first available opportunity.
- The resident is to be issued a protective mask and gloves and instructed to proceed directly to their assigned room. The resident shall be informed that they are required to wear the mask and gloves (subject to location and event) any time they exit their assigned room.
- Staff shall don PPE in accordance with contact and droplet precautions, and the resident is to be confined to the designated area pending the results of a COVID-19 test.
- If the test results are positive, that resident shall be moved to the Quarantine Unit (Unit 3) as soon as possible, in accordance with the Quarantine Unit (Safe Work Practice). The unit where the positive test result originated shall have further assessment and contact tracing conducted by medical staff.
- The originating unit will be completely sanitized by a certified, professional company.

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## RESIDENT INTERACTION

- Staff shall don PPE in accordance with contact and droplet precautions during interaction with a symptomatic resident without exception. Additional PPE will be utilized as identified by field level risk assessment.
- Residents awaiting test results shall be required to wash their hands whenever exiting their assigned room.
- Residents awaiting test results shall be required to wear their provided mask and gloves whenever exiting their assigned room.
- Residents awaiting test results are to remain confined to their designated living unit.

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## PANDEMIC RESPONSE – COVID-19

### QUARANTINE UNIT (UNIT 3, NLYC)

If required, NLYC has designated Living Unit 3 to serve as a quarantine unit for residents who test positive for the Novel Coronavirus COVID-19. Due to the highly contagious nature of COVID-19, Unit 3 access and movement shall be restricted, and strict **Contact and Droplet PPE Protocol** is to be followed without exception.

Due to the potential for rapid deterioration of infected youth, any notable deterioration in a youth's condition shall be reported to the Nurse Practitioner **immediately** (or MOSO after hours).

**NOTE: All youth care staff are required to wear full complement of PPE while working in the Quarantine Unit. No Exceptions.**


### ELIGIBILITY FOR ADMISSION TO QUARANTINE UNIT

If a resident in isolation becomes symptomatic, staff are to follow the COVID-19 Testing Safe Work Practices. If a COVID-19 test comes back positive, that individual shall immediately be moved to the Quarantine Unit.

### ADMISSION PROCESS FOR QUARANTINE UNIT

#### Residents Already in Custody at NLYC


- Escorting Youth Care Counselors shall don all PPE in accordance with contact and droplet precautions.
- The resident shall be provided a bag for their personal property. Personal property remaining in the cell is considered forfeited and will be placed in a red biohazard bag to be sterilized.
- The resident's assigned cell shall be locked and access shall be restricted until enhanced cleaning and disinfection is performed by an outside contractor.
- All institutional bedding and clothing shall be placed in a red biohazard bag and sent to laundry to be washed separately and placed back into general stock.

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- The resident shall be escorted to Unit 3 and assigned a single cell. Residents are required to wear a mask and gloves for the duration of the transfer.
- On arrival to their assigned cell, the resident shall be given a new issue of institutional clothing and bedding as well as a clean towel and new hygiene items.

### Residents Arriving from Another Institution (including SJYDC)

- The COVID-19 positive resident shall be admitted to NLYC via the facility vehicle's admission into the courtyard in order to provide direct access to Unit 3. This will prevent contamination in other areas of the building.
- Escorting Youth Care Counsellors will have already donned all PPE in accordance with contact and droplet precautions for the travel and they will complete the admission on Unit 3. After they are processed they will place the youth in the cell and allow for Staff coming on the unit time to don PPE and be debriefed by escort Staff.
- Residents who are confirmed carriers of the COVID-19 virus shall be transported individually, and the transport compartment will be cleaned using an approved disinfectant prior to its next use.
- Residents are required to wear a mask and gloves for the duration of the transfer.
- The resident shall be admitted directly to Unit 3 via the Fire Exit Door. The youth is NOT to be walked through the NLYC.
- On arrival to Unit 3, the resident shall be assigned a single cell and given a new issue of institutional clothing and bedding, as well as a clean towel(s) and necessary hygiene items.
- The admission process shall be completed via telephone after the youth's arrival on the Quarantine Unit.

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## MEDICAL SERVICES TO QUARANTINE UNIT


- The Nurse Practitioner shall assess each COVID-19 positive resident on a case-by-case basis for severity of illness / symptoms. Based on this assessment, the Nurse Practitioner shall advise the MOSO on best practices for treatment / monitoring.
- Quarantined youth shall have their vital signs assessed by the Nurse Practitioner at a minimum of twice daily during her shifts at NLYC.
- An ambulance is to be called for any youth experiencing severe medical distress. Ambulance dispatch staff are to be notified that the resident is a carrier of the COVID-19 virus.
- Medication: The Nurse Practitioner or MOSO dispensing medication shall don the appropriate PPE and will enter the Quarantine Unit. Residents shall be called separately to approach the Nurse Practitioner / MOSO, who will provide a disposable cup, which the youth must fill with water from the cooler. The youth will then be given their medication, which they will be required to take in front of the Nurse Practitioner / MOSO. Once that resident has departed, the next youth may be called. Residents may elect to use a clear water bottle containing only water in lieu of a disposable cup.

## HOSPITAL ADMISSIONS

A resident who is required to be transported to a local hospital for treatment must exit the unit through the Fire Exit Door, and will NOT be permitted to walk through the NLYC.

## ESCORTS

- Any Youth Care Counsellor escorting a resident off of the Quarantine Unit shall be required to wear full PPE for contact and droplet precautions.
- Quarantined residents shall NOT be transported in a vehicle with residents who are not COVID-19 positive.

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## MEALS


- All meals will be sent to the unit in disposable containers (designated meal times are at noon and 5:00 pm).
- Kitchen staff will bring meals to the unit vestibule where youth care staff will retrieve the meals.

## DISCIPLINE

- Quarantined residents serving Secure Isolation or Suicide Watch shall serve their disposition on the Quarantine Unit.
- Quarantined residents shall not be transferred to another Living Unit unless absolutely necessary (for example: out of control violence or self-injurious behavior). If a quarantined youth is transferred to Observation, quarantine protocol as outlined in this document shall be extended to the observation cells.

## LAUNDRY (BED CLOTHES ONLY)

- Laundry services will be provided once per week as determined by the laundry worker.
- Residents will place their laundry bag inside of a clear plastic trash bag, which will then be placed in a provided covered bin.
- Quarantine Unit laundry will be collected, washed, dried, and returned by the laundry.
- The laundry worker shall don all appropriate PPE when handling Quarantine Unit laundry.
- The laundry bin is to be taken out through the Fire Exit Door and transported outside the building through the main courtyard gate and into the laundry room from outside door.

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- Quarantine Unit laundry shall be washed in hot water, and dried separately from the rest of the resident population.
- Clear bags holding dirty laundry shall be placed in another biohazard bag, which will be immediately removed for laundry.
- The transport bin is to be appropriately disinfected after it is emptied.

## GARBAGE

- Garbage bags are to be tied off and placed in a provided covered bin.
- Garbage will be removed from the Quarantine Unit twice daily at 8:30 am and 3:30 pm.
- Quarantine Unit garbage will be collected and disposed of by a domestic worker.
- The assigned domestic worker shall don all appropriate PPE when handling Quarantine Unit garbage.
- The covered garbage bin is to be taken out through the Fire Exit Door and transported outside of the building via the main gate (not inside the main building) for disposal.
- Once emptied, the covered garbage bin is to be returned to the Quarantine Unit via the Fire Exit Door.


## RETURN TO GENERAL POPULATION

- Residents may only return to general population from the Quarantine Unit with the approval of a qualified medical professional.
- Upon transfer from the Quarantine Unit, the youth shall be provided a change of institutional clothing from the laundry. Prior to leaving the Quarantine Unit they are to place their existing clothing and bedding in a red biohazard bag to be sent to laundry. After arrival to their new living unit, the resident shall be provided new clothing and bedding.

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## PERSONAL PROTECTIVE EQUIPMENT

- Any staff member entering the Quarantine Unit for any reason (including emergency response) shall don PPE appropriate for contact and droplet precautions.
- Upon exiting the Quarantine Unit, staff shall remove all PPE and place it in the provided hands-free bin located in the Unit 3 Classroom **before** moving off unit.

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## PANDEMIC RESPONSE – COVID-19

### CARING FOR YOURSELF WHILE AT WORK DURING THE COVID-19 PANDEMIC

Every staff person reporting for work should always use universal precautions.

It is important that staff take all necessary steps to ensure the risk to their health is minimized as much as possible.

The following steps will be taken by the respective staff assigned to minimize risk:

#### Staff

Before reporting to work, if staff are feeling unwell, they are to conduct the COVID-19 online self-assessment at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> and report the results to the MOSO on duty. If the results of the assessment state to contact 811, they are to wait until they get a response from Public Health and advise the MOSO on duty.

For further information please refer to the online assessment at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> A printed copy can be obtained from your supervisor. See also Section 1.20.6 - Appendices.

#### Escort Staff

- Clean vehicle prior to and after use with disinfecting spray.
- Appropriate wipes / cleaner have been placed in the vehicles.
- Keep your area clean and sanitized.

#### Youth Care Counsellor Unit Staff

- At the beginning of your shift, clean all items to be handled by yourself throughout the day.
- Hand sanitizers have been placed throughout the facility.
- Wipe down phones after each resident use.
- As much as possible (where possible), maintain the two meter distance.

**Additional details (JPS/27/2021):**

In addition to the Safe Work Practices, Adult corrections implemented the following procedures in various institutions:

**Labrador Corrections Centre:**

- Mental health care provision for offenders included transition to video and telehealth counselling service through Mental Health and Addictions, Nunatsiavut, SIFN and MIFN.
- Group programming was limited to 6 offenders for social distance measures.
- Facilitator was required to complete COVID-19 questionnaire prior to session.
- Facilitator was required to wear mask for duration of session.
- One on one counselling services was provided through visiting room with glass partition.
- Family visitation was transitioned through video services.
- Admin staff were transitioned to work from home. Upon return to work place phone provision for offender contact was established.

**Her Majesty's Penitentiary, NL Correctional Centre for Women:**

- Visits were conducted by video.
- all facilitators were not permitted in the building for a period of March to July.
- Classification Officers were removed from the main building and worked from an outside trailer (they were on a rotational schedule).
- When facilitators reentered the building, programs were offered at a reduced capacity.

**West Coast Correctional Centre, Bishop's Falls Correctional Centre:**

- Visits were conducted by video.
- All in-person programs were stopped.
- All mental health sessions that were with Doorways were conducted by phone.