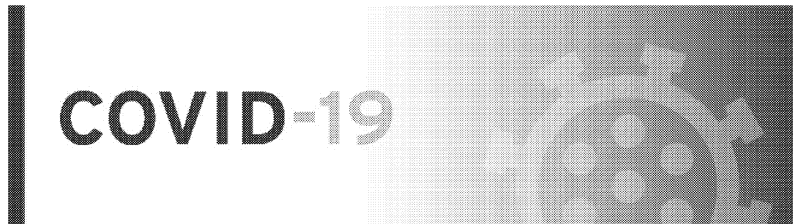




Correctional Service
Canada

Service correctionnel
Canada



NATIONAL TRAINING ACADEMY KIN09 TRAINING PLAN

June 18, 2020

Hello Recruits from KIN09,

At this time I would like to take this opportunity to invite you to continue the with your CTP training. This training will occur at a site close to your home and will take place during the months of July and August 2020.

The training would commence July 23, 2020 with a completion date of August 25, 2020. During that time, you will continue to receive CORA. If you successfully complete all training and assessments, you will be provided an indeterminate letter of offer at the group, level and site identified in your CLO. If required, once you receive your indeterminate letter of offer, you will be given 30 days to relocate to your site identified in your CLO. More details with regards to relocation will be provided to you in your indeterminate letter of offer once you successfully fulfill your remaining training obligations.

Training manuals, uniforms and any belongings currently at the Kingston NTA will be shipped to your new training site. Prior to your arrival at said site, you will have an individualised Learning and Assessment Plan (ILAP) prepared for you, which will include all mandatory sessions and testing that you have not completed in CTP. Time will be allocated for you to refresh on content.

Please be aware that opting to participate in this is voluntary. However, if you are unable to participate and continue your CTP at this time, we ask that you advise us the reasons as soon as possible. Depending on your situation, declining this offer could result in the discontinuation of CORA payments as we are providing you the opportunity to complete your training.

Candidates that agree to participate to this qualification process need to be aware that if you are unsuccessful, you would be considered to have failed the assessment process and will be eliminated from the selection process. Eliminated recruits may re-apply to a different selection process.

We assure you that we are taking measures to protect your health and the health of others, and to reduce the risk of contamination of COVID-19. Our protocol has been reviewed and approved by our Health Clinical Services, and includes the following:

- If you agree, we will ask you to **self-isolate starting on Wednesday, July 8, 2020** and until your arrival at the training site on the 23rd of July 2020. During this period of time if you have any symptoms or are in contact with anyone that has symptoms or diagnosis of COVID-19, you must let us know.
- Once you report to the training site, we will ask you to change your clothing each day when you arrive and when you leave the site.

1 of 3

- We will provide you with mask, gloves and cleaning solutions. Hand washing will be required on a regular basis, (approximately every 45 minutes). You will also wear your firearms safety glasses.

Please reply to this email by noon, **June 26, 2020**, with your decision. If you are not intending on attending the training, please indicate the reason why in your response.

Given the uncertainty and perhaps anxiety that we may be feeling at this time, I would like to remind you of the availability of the Employee Assistance Program (EAP) and Employee Assistance Services (EAS) should you require assistance of a mental health professional. If you need support and would like to speak with a mental health professional, I encourage you to reach out and contact EAP and EAS by telephoning 1-800-268-7708, which is a 24/7 number. The TTY number is 1-800-567-5803.

If you have any questions or concerns during this time, I invite you to contact my team by clicking on one of the following links:

[CSC National Training Academy in Kingston, ON
GEN-NHQCTP-PFC@CSC-SCC.GC.CA](mailto:GEN-NHQCTP-PFC@CSC-SCC.GC.CA)

[CSC National Satellite Training Academy in Summerside, PEI
GEN-NHQNTA-ANF@CSC-SCC.GC.CA](mailto:GEN-NHQNTA-ANF@CSC-SCC.GC.CA)

I sincerely thank you for your understanding. Take all steps to take care of yourself and your family.

Sylvain J. Mongrain, Ph.D.
A/Director General
Learning and Development Branch
Correctional Service of Canada

Relevant information regarding COVID-19

- For up-to-date information, visit Canada.ca/coronavirus.
- The symptoms of COVID-19 have included fever, coughing and difficulty breathing.
- The virus is spread from an infected person through:
 - ✓ respiratory droplets when one coughs or sneezes
 - ✓ close personal contact, such as touching or shaking hands
 - ✓ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.
- The virus is not known to spread through ventilation systems or through water.
- Like with any infectious disease, the best way to prevent the spread is to:
 - ✓ wash your hands often with soap and water for at least 20 seconds, or when water isn't available, use an alcohol-based hand sanitizer that contains 60-95% alcohol;
 - ✓ avoid touching your eyes, nose or mouth, especially with unwashed hands (we know it's difficult to do – resist the temptation);
 - ✓ avoid close contact with people who are sick;
 - ✓ cough and sneeze into your elbow, sleeve, or a tissue, and not into your hands; and
 - ✓ stay home if you are sick to avoid spreading the illness to others.

Resources

Canada.ca/coronavirus: this is the public-facing website dedicated to updating and informing Canadians on COVID-19, including guidance on travel.

On Twitter:

Dr. Theresa Tam, the Chief Public Health Officer ([@CPHO_Canada](https://twitter.com/CPHO_Canada) / [@ACSP_Canada](https://twitter.com/ACSP_Canada))
Health Canada ([@GovCanHealth](https://twitter.com/GovCanHealth) / [@GouvCanSante](https://twitter.com/GouvCanSante))

On Facebook:

Health Canada ([@HealthyCdns](https://www.facebook.com/HealthyCdns) / [@CANenSante](https://www.facebook.com/CANenSante))

MEMORANDUM NOTE DE SERVICE

To
À

XXX

From
De

Security Classification - Classification de sécurité	
Unclassified - Non classifié	
Our File - Notre référence	
Your File - Votre référence	
Date	Tel. No. - N° de tél. 613-992-8723

Subject
Objet

RESEARCH PROJECT: A LONGITUDINAL STUDY OF OCCUPATIONAL STRESS INJURIES AND MENTAL HEALTH STATUS AMONG NEW CORRECTIONAL OFFICERS IN CSC INSTITUTIONS: IDENTIFYING RISK AND PROTECTIVE FACTORS AND AREAS OF NEED

I am writing to request your assistance in facilitating data collection by a researcher, [REDACTED] from the Sociology Department at Memorial University of Newfoundland (MUN) regarding the above-mentioned research project. With funding provided by CSC, [REDACTED] and her team are conducting a study of correctional officers as they progress through the first five to ten years of their employment with CSC. This research project has received approval from the Interdisciplinary Committee on Ethics in Human Research (ICEHR) at MUN.

Although the Research Branch requested that all external research involving CSC employees and/or offenders be suspended during the pandemic, the researcher has obtained support to resume research activities due to the topic of the study (staff well-being) and the longitudinal nature of the project, which requires continued and systematic data collection over an extended period of time. Methods have been amended to be virtual/remote in nature, rather than in-person. **Note that all other external research projects (i.e., not affiliated with the above named project) continue to be on hold until further notice.** We leave it to the discretion of the site to determine whether facilitating research is appropriate and operationally feasible given the environment at the time of contact.

The current stage of the project is set to begin in January 2021 and involves follow-up interviews with correctional officers who participated in an earlier stage of study. Follow-up interviews will involve [REDACTED] (or a member of her research team) conducting a qualitative interview and a M.I.N.I. (very short psychological interviews) by phone. These interviews are estimated to take 60-75 minutes in total to complete. [REDACTED] and her team members have been security cleared by CSC and all information collected will remain confidential.

I am requesting the name of a liaison person who [REDACTED] and her associate ([REDACTED]) can contact to facilitate the project and use of a room with a phone in which the interviews can be conducted confidentially.

Prior to starting interviews, [REDACTED] will reach out directly to the identified liaison at each institution to solidify the process for connecting and scheduling interviews with the officers participating in the study. As these are follow-up interviews in a longitudinal study, all officers have previously given consent, but will be advised again of the project and their rights as a participant in the research.

Due to COVID-19, it is expected that the study will include about 10 days of data collection annually for correctional officers in each institution, recognizing that some interviews will need multiple attempts to schedule because we will always prioritize CSC operational needs (e.g., scheduled interviews may have to be cancelled or delayed depending on factors at the site). Acknowledging that scheduling these interviews will impact work schedules, we will remain flexible and leave the timing of these interviews up to the discretion of the institution.

I want to thank you in advance for assisting with this important research. If you have any questions about the project, please do not hesitate to contact *[insert contact name, telephone #, and email]*.

NAME OF PERSON SENDING MEMO

c.c.

[REDACTED] /Senior Research Manager, Research Branch
Department of Sociology, Memorial University

s.19(1)

MEMORANDUM NOTE DE SERVICE

To
 À
 Executive Committee Members
 Membres du Comité de direction

From
 De
 Assistant Commissioner
 Human Resource Management
 Commissaire adjoint
 Gestion des ressources humaines

Security Classification - Classification de sécurité Unclassified Non classifié	
Our File - Notre référence 332669	
Your File - Votre référence	
Date 2020-11-26	Tel. No. - N° de tél.

Subject
 Objet
Virtual Recognition Ceremonies

Cérémonies de reconnaissance virtuelles

The purpose of this memorandum is to inform you that due to ongoing global COVID-19 pandemic and Public Health Agency of Canada's guidelines and recommendations related to restrictions on social gatherings, the Commissioner has approved the adoption of virtual recognition ceremonies.

La présente note de service vise à vous informer qu'en raison de la pandémie mondiale de COVID-19 et des directives et recommandations de l'Agence de la santé publique du Canada relatives aux restrictions sur les rassemblements, la commissaire a approuvé l'adoption de cérémonies de reconnaissance virtuelles.

The National Recognition team is now proceeding with standardized virtual recognition ceremonies in all regions in order to honour eligible Correctional Service of Canada (CSC) employees with the Corrections Exemplary Service Medal (CESM) and other formal awards in a timely manner.

L'équipe nationale chargée de la reconnaissance prépare des cérémonies de reconnaissance virtuelles normalisées dans toutes les régions afin honorer en temps opportun les employés du Service correctionnel du Canada (SCC) récipiendaires de la Médaille pour services distingués en milieu correctionnel (MSDMC) et d'autres prix officiels.

To begin the coordination of the virtual ceremonies, the National Recognition team will be distributing a survey to all CESM and formal award recipients to inquire how they would like to receive their award.

Pour commencer la coordination des cérémonies virtuelles, l'équipe nationale chargée de la reconnaissance distribuera un sondage à tous les récipiendaires de la MSDMC et des prix officiels pour savoir comment ils aimeraient recevoir leur prix.

Recipients will be given the option to have their award presented to them by their :

Les récipiendaires auront la possibilité de se faire remettre leur prix des façons suivantes :

- Warden/District Director/Director General at their site (informal presentation);
- Warden/District Director/Director General at their site in front of their

- Par le directeur d'établissement/directeur de district/directeur général, à leur établissement (présentation informelle);
- Par le directeur d'établissement/directeur de district/directeur général, à leur

family, who can attend using a virtual platform (informal presentation); or

- No presentation (award will be available for pick-up or be mailed to the recipient's home).

The National Recognition team will then consult with each region to determine the details around these options.

The *NEW* Virtual Recognition Ceremony HUB page will include a video capturing the Commissioner's opening words, and links to regional ceremony pages where the awards and the names of the recipients will be listed. Each regional ceremony page will include a video message of congratulations by the respective Regional Deputy Commissioner (RDC). National Headquarters' Communication team will contact RDCs to coordinate the video presentations in the coming weeks. All recipients will be asked for their consent prior to publishing their name on the Virtual Recognition Ceremony HUB page

Please distribute this information to your Wardens/District Directors/Director Generals.

Should you have any questions, please send an e-mail to your respective Regional Recognition Coordinator.

établissement devant leur famille qui peut y assister, en utilisant une plateforme virtuelle (présentation informelle);

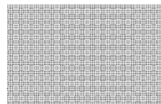
- Aucune présentation (le prix pourra être récupéré ou envoyé par la poste au domicile du récipiendaire).

L'équipe nationale chargée de la reconnaissance consultera ensuite chaque région pour établir les détails de chacune de ces options.

La *nouvelle* page du Hub sur les cérémonies de reconnaissance virtuelles comprendra une vidéo des remarques préliminaires de la commissaire et des liens vers les pages des cérémonies régionales où les prix et les noms des récipiendaires seront affichés. Chaque page des cérémonies régionales comprendra un message vidéo de félicitations du(de la) sous-commissaire régional(e) (SCR) respectif(ve). L'équipe des communications à l'administration centrale communiquera avec les SCR pour coordonner les présentations vidéo dans les semaines à venir. Tous les récipiendaires devront donner leur consentement avant qu'on publie leur nom sur la page du Hub consacrée aux cérémonies de reconnaissance virtuelles.

Veillez distribuer cette information à vos directeurs d'établissement/directeurs de district/directeurs généraux.

Si vous avez des questions, veuillez envoyer un courriel à votre coordonnateur régional de la reconnaissance.



Nick Fabiano

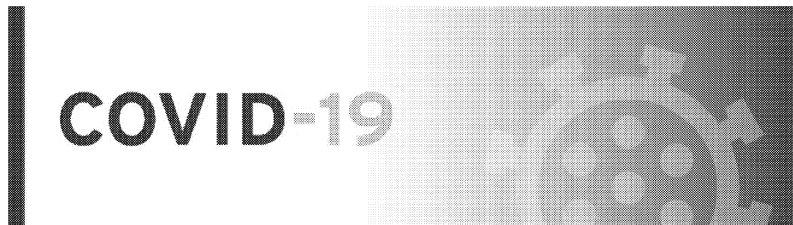
cc. 100-L&D Directors

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Correctional Service
Canada

Service correctionnel
Canada



NATIONAL SATELLITE TRAINING ACADEMY UPDATES

April 22, 2021

Hello Recruits,

As I mentioned in yesterday's communication, we have been busy working with PEI Public Health and Public Safety to further develop our current COVID procedures and practices to help prevent the introduction and spread of the virus here in Prince Edward Island.

We are happy to share that we have a plan in place and are ready to proceed. Please note that there are significant changes to dates, the CTP number (PEI01, PEI02, etc.) that you will be in, as well as new plans for isolation periods.

For all recruits that live outside the Atlantic Provinces:

- You will be required to isolate at home for 14 days. You will receive in a separate communication that will indicate the date that you will need to start your isolation. (**Isolation starts dates are April 26, 27 or 28**)
- Your travel to PEI will commence at the end of the 14 days.
- You must be tested within the 72 hours before arriving to PEI and bring your negative test result with you to be able to enter PEI.
 - o ***The pre-arrival test must be performed using a validated COVID-19 nucleic acid-based testing technology, also called molecular testing. Examples include PCR (polymerase chain reaction) and RT-LAMP (reverse transcription loop-mediated isothermal amplification)***
- Once you arrive to PEI, you will be required to isolate for a further 14 days.
- A minimum of two additional COVID tests will be done while in isolation in PEI. This will be arranged by the NSTA.

Recruits that live within the Atlantic Provinces:

- You are not required to isolate prior to your arrival in PEI
- Once you arrive to PEI, you will be required to isolate for 14 days.

We understand that for those of you isolating for 4 weeks in total, that this will be a very long and difficult period. However, these measures must be taken to allow you to enter the province and begin your training sooner, and have you working in your institution.

There will be a second email sent to you that will detail your new CTP number as well as the date that you will need to begin isolation. Additionally, the Recruitment team will be sending you a new CLO with the updated dates for you to sign.

Thank you again for your patience, cooperation and understanding in this challenging context. I will continue to be in contact with you as we have new information. Please take care of yourself and I look forward to seeing you here soon in PEI at the National Satellite Training Academy.

J. Brooks

Jennifer Brooks

a/Manager National Satellite Training Academy, Gestionnaire de l'académie de formation par satellite
Correctional Service of Canada/ Service correctionnel du Canada
Jennifer.Brooks@csc-scc.gc.ca

Relevant information regarding COVID-19

- For up-to-date information, visit Canada.ca/coronavirus.
- The symptoms of COVID-19 have included fever, coughing and difficulty breathing.
- The virus is spread from an infected person through:
 - ✓ respiratory droplets when one coughs or sneezes
 - ✓ close personal contact, such as touching or shaking hands
 - ✓ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.
- The virus is not known to spread through ventilation systems or through water.
- Like with any infectious disease, the best way to prevent the spread is to:
 - ✓ wash your hands often with soap and water for at least 20 seconds, or when water isn't available, use an alcohol-based hand sanitizer that contains 60-95% alcohol;
 - ✓ avoid touching your eyes, nose or mouth, especially with unwashed hands (we know it's difficult to do – resist the temptation);
 - ✓ avoid close contact with people who are sick;
 - ✓ cough and sneeze into your elbow, sleeve, or a tissue, and not into your hands; and stay home if you are sick to avoid spreading the illness to others.

Resources

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On Twitter:

Dr. Theresa Tam, the Chief Public Health Officer ([@CPHO_Canada](https://twitter.com/CPHO_Canada) / [@ACSP_Canada](https://twitter.com/ACSP_Canada))
Health Canada ([@GovCanHealth](https://twitter.com/GovCanHealth) / [@GouvCanSante](https://twitter.com/GouvCanSante))

On Facebook:

Health Canada ([@HealthyCdns](https://www.facebook.com/HealthyCdns) / [@CANenSante](https://www.facebook.com/CANenSante))

This Week at CSC / Cette semaine au SCC

Date : XXX

Section : Latest News

ENGLISH TITLE : Tips to optimize your virtual learning session

FRENCH TITLE: Conseils pour optimiser votre séance d'apprentissage virtuel

ENGLISH TEASER:

The current pandemic has provided an opportunity for CSC to explore new ways of doing business, including the delivery of training in a virtual classroom environment. As some of you may be asked to attend virtual training sessions in the near future, the following tips can help ensure your session runs as smoothly and effectively as possible, whether you are at home or in the office. Be sure to review them before attending your session!

FRENCH TEASER:

La pandémie actuelle a donné au SCC l'occasion d'explorer de nouvelles façons de fonctionner, notamment la prestation de formation dans un environnement de classe virtuelle. Étant donné que certains d'entre vous peuvent être invités à assister à des séances de formation virtuelles dans un avenir proche, les conseils suivants peuvent vous aider à vous assurer que votre séance se déroule de manière aussi fluide et efficace que possible, que vous soyez chez vous ou au bureau. Assurez-vous de les revoir avant d'assister à votre séance!

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



NSTA (PEI) RETURN TO TRAINING PLAN TO MITIGATE RISK AND SPREAD OF COVID-19

JULY 2020

OVERVIEW

COVID 19 has considerably changed the way we live and work across Canada and the World. It has influenced the way in which the Correctional Services Canada approaches our daily operations and the way the National Satellite Training Academy will provide training. Although the challenges are numerous, they can be overcome and any possible hazards can be mitigated by preparation, planning and flexibility. We have an important job to do and it is critical to the safety of Canadians to ensure there are trained, capable professionals in line to continue to provide security to federal penitentiaries across Canada.

OBJECTIVES

This document will provide a detailed description of the plan in place to resume training at the National Satellite Training Academy in Slemon Park, PEI while ensuring the health and safety of staff, recruits and the public.

This document will describe the measures that will be put in place to mitigate the risk of COVID-19 transmission during all components of recruit training. It should be noted that the province of Prince Edward Island, through the diligent work of its healthcare workers, Government and citizens, have been able to maintain very low numbers of COVID-19 cases.

Every staff member and recruit must do everything in their power to ensure we are not responsible for bringing and/or spreading any new cases of COVID-19 to the province of PEI.

ACTION PLAN

This action plan has been divided into 2 phases. Phase one (1) being from the time recruits arrive at NSTA until they have completed a 14-day isolation. Phase two (2) will be from the time they are done their 14-day isolation until the end of their training.

BEFORE ATTENDING THE NSTA

Prior to attending the CTP program at the NSTA in Slemon Park, PEI, the recruit will;

1. Provide the National Satellite Training Academy with a written attestation answering a series of screening questions, ensuring that they are symptom free, and have not travelled outside of Canada;
2. Have not been in contact with anyone tested for or having a confirmed case of COVID 19.

If the recruit is not able to make this attestation, the recruit will NOT be attending the NSTA until such time where they can.

During their travel to the NSTA, recruits will be required to adhere to all Canada Transport guidelines, including the use of a facemask or appropriate nose and mouth covering. Recruits will be advised to travel as directly as possible from home to Academy and minimize non-essential contacts during travel time.

PHASE ONE (14 DAY ISOLATION)

After traveling to PEI and arriving at the NSTA, trainers will meet recruits and provide a brief orientation, room keys, facemasks, etc. (see Annex A). They then will proceed directly to a private accommodation area where they will stay until they have finished 14 days of isolation. The recruits will have a private bedroom and shared bathroom with one other recruit of the same gender. Those individuals that share the same bathroom will be considered to be in a 'bubble' and will be partners for the remainder of their training. When it comes time to do training that requires recruits to be closer than 6ft from another person such as Self Defense or Arrest & Control, the 'bubble partner' will be the only person they practice these skills with.

It should also be noted, that recruits will wear a facemask when within 6ft of their 'bubble partner'. If either person has any symptoms of COVID-19 both partners will be quarantined until direction from Provincial Health is provided.

During the 14 days of isolation, meals will be delivered to the accommodation area by the food services staff. Meals will be placed in a common area at the centre of the lower level of Malpec House. When the food service staff are on their way out of the dorm, they will knock on the first recruit's door, signalling for them to pick up their food. Recruits will leave their rooms one at a time to retrieve a meal and then return to their room immediately (bubble partners can go together). Once a recruit has their meal, they will knock on the door of the next recruit signaling them they can now get their meal. **This process should be done quickly so everyone can receive his or her meals in a timely manner and while the food is still warm. Be ready to pick up your food at the designated times.**

Meal times 7 days a week will be 08:00, 12:00, 17:00. Recruits can pick up the food for their 'bubble partner' but not for someone staying in a different isolation room. **Recruits are asked to not touch, handle or share the food of anyone else.** The container food is delivered in is microwavable and can be reheated if desired.

Recruits will be asked to not open their door until the food service staff have left, and their door has been knocked on signaling their turn.

Recruits that require a special diet will have their meals clearly marked.

Throughout training and the 14-day isolation, recruits will be responsible for cleaning their own accommodation area. This will be done often and diligently. Recruits will be provided with small garbage bags in their rooms, and they will be responsible to collect their garbage and dispose of it daily. Cleaning and disinfectant supplies are provided in the room.

Recruits are to yield to all Housekeeping staff while in hallways – maintaining 6 ft. distance. No housekeeping service will be provided inside dorm rooms while recruits are in self-isolation. Recruits will ensure hotel staff do NOT enter self-isolation rooms unless authorized to do so by CSC & Slemmon Park Corporation (SPC) supervisor. After 14 days, housekeeping services will commence on a once-per-week basic service. Recruits will still be responsible for keeping their room clean and making their beds.

Recruits will only be permitted to use common area laundry machines in the dorm once during their 14 days of isolation. This will happen after the recruits have been in isolation for 6-7 days and be done on a schedule coordinated by CSC. Recruits should make sure they have enough clean clothing to get them through these first 7 days. Laundry pods and dryer sheets will be provided while in isolation.

Designated fresh air and smoking areas are available to the recruits in isolation. There will be **no more than six people at a time** outside in the designated fresh air area. There will be **no more than two people at a time** in the separate and designated smoking area. Social distancing must be adhered to at all times. Recruits are welcome to use these areas daily; however, the expectation is the vast majority of their time will be spent in the isolation of their room. Recruits will coordinate amongst themselves so there is no more than eight people out of their rooms at a time.

The dorm building has four exterior doors. Two at the front and two at the back. One door at the front is an exit only door the other is an entrance only door. This is the same at the back. This is to ensure one-way traffic in the dorm hallways as much as possible. Recruits will always follow the arrows marked on the floor for traffic flow.

Any time a recruit leaves their room, they will be wearing a facemask that covers their nose and mouth and safety glasses or glasses. They will also use one of the provided micro fibre clothes sprayed with sanitizer to open and close any doors or surfaces touched. Recruits must wipe in and wipe out of all areas they go and doors they touch.

Recruits who arrive to PEI by air will be required to wear a face covering or mask from the time they leave the Charlottetown airport until they are in their accommodation space at the NSTA. Recruits arriving by car will be required to wear a mask or face covering from the time they leave their vehicle at the NSTA until they arrive at their accommodation area. Recruits are expected to maintain social distancing (6ft) at all times.

If at any time during the 14 days of isolation a recruit becomes ill, they will contact their lead trainer, who will then direct them to call 811. The recruit is expected to follow the direction of the Provincial Health Care Professional, which could include taking a COVID-19 test and or remaining in isolation. It should be noted that if a recruit receives a positive COVID-19 test at any point during training they will be required to follow the Provincial Health Authority directions.

For Maintenance Issues recruits can call the hotel front desk (902-432-1780) to report a maintenance or room key issue. If maintenance is required, a time will be arranged with the recruit for room access. If the recruit is in their room, they will use the disinfectant cleaners in their room and clean prior to maintenance arriving, they will then be re-located to a quarantined room during the maintenance repair. Maintenance repair may be delayed if the recruit is ill.

Refer to Annex 'B' for a list of Slemon Park isolation procedures.

PHASE TWO (THE REMAINDER OF TRAINING, AFTER 14 DAY ISOLATION)

After recruits have been in the province 14 days and are symptom free, there are further restrictions for the recruits of the NSTA than what is asked of the general public of PEI. This is due to the training and living conditions being such that it can lead to rapid transmission of COVID-19. These extra measures are put in place to maintain the safety of all recruits. Recruits will be given more freedom to move around the property of Slemon Park. They will be able to run or walk outside but still must maintain social distancing at all times.

At this time, the following are NOT permitted:

- Weekend travel inside or out of the ATL bubble. Recruits must stay at the accommodations provided throughout the duration of the training.
- Shopping, restaurants and stores anywhere. Recruits will wear a mask when entering into any building.
- Family and friends travelling to PEI to visit

At this time, the following are permitted:

- Curbside pickup, take out orders, drive through and pre-ordered pick-ups (similar to what Walmart does).
- Doing outdoor activities such as going to the beach, using the Confederation Trail, etc. If recruits leave the property by car, they will only be able to travel with their 'bubble' partner. Any further movement off the property will be at the direction of the Provincial Health Authority, as communicated by the Manager of the Academy. This direction may vary depending on the situation of COVID-19 in the province.

Exceptional circumstances may be addressed on an individual basis.

Also during Phase Two recruits will start training at the NSTA. Social distancing of at least 6ft will be observed at all times. Recruits will be provided with two reusable masks and a pair of safety glasses that must be worn at all times. The only exception to the wearing of mask and glasses is when training in the classroom and all recruits are seated at their own table and are beyond the 6 foot distance requirement. In these instances, recruits, at the discretion of the trainer, will be permitted to remove masks and glasses until the need to move from their table. Recruits will also practice regular hand washing aiming to do so every 45 minutes whenever possible.

For meals during Phase Two, recruits will start attending the mess hall (Anson's) for all meals. Recruits are asked to obey the direction of Anson's staff as to where and when they would like you to eat. Always maintain social distance and follow markings on the floor. Recruits must arrive for their meals at the designated times they are given and as a group. This is important so they can limit contact with other groups. See Annex 'C' for meal procedures at Anson's.

Each morning before they leave their dorms, recruits must do a self-assessment ensuring they are not feeling any symptoms of COVID-19. If they are feeling unwell, that recruit and the recruit who they are sharing accommodations with are to immediately self-isolate in their rooms and contact their lead trainer. When recruits arrive at the NSTA every morning for class, they will sign an attestation saying they are free of any symptoms of COVID-19 or any illness.

Before they leave their accommodations area each morning to attend breakfast, the Duty Recruit will record the temperature of all recruits in the CTP using an infrared thermometer. Anyone who registers a temperature outside the normal range (36.1C/97F – 37.2C/99F) will return to his or her room to self-isolate and immediately contact a trainer, as will their 'bubble partner'.

Any movement in the hallways of the NSTA, or to and from the NSTA, or any movement to meals or other areas, recruits will wear the CSC provided mask and eyewear. Recruits who have prescription glasses can wear those in place of the CSC provided glasses.

There are directional arrows on the floor of the NSTA. These arrows are placed 6 ft. apart so recruits need to keep at least one arrows distance between themselves and the person in front of them. Trainers will coordinate movement of CTPs with other groups so as not to have more than one CTP moving through the hallways of the NSTA at a time.

The Gym/Dojo area at the NSTA will be made available for recruits who wish to use it for skills practice and exercise. In order to maintain social distancing and limit the number of people in the gym area, a sign up sheet will be used and supervised by a duty recruit. **Proper hygiene and cleaning of the workout area will be critical. Social distancing will occur at all times.**

The following is an outline of how each type of training will be conducted.

Physical Skills

A maximum of three trainers will be in the gym with the each CTP during physical skills. Each pair of recruits will be designated a space in the gym and on the mats, clearly visibly marked and measured, to ensure maximum social distancing during physical skills. All recruits will wear issued CSC uniform and a non-medical mask. The participant can also wear a personal buff or other similar face covering in addition to the mask if they choose. A handcuff/restraint cleaning station is used to clean restraints before and after use on an individual. Recruits will wash their hands prior to switching roles. Recruits that have had pressure points conducted on them will also wash their faces prior to switching roles. (ie: nasal nerve peel, trachea depression, and neck nerve series). Strike bags will be disinfected between exercises. For baton training, extended physical distance requirements with each recruit facing forward to decrease the potential for droplet transmission while assertively communicating commands.

Trainers will wear a facemask at all times.

OC Spray

OC exposure will be suspended until further notice. Recruits will wear appropriate masks during all OC training. During simulation exercises where recruits are drawing from a holster, social distancing will be adhered to.

Fire Safety

Recruits will be required to clean face piece, harness including second stage regulator, and cylinder prior to and after completion of use. Extinguishers will be disinfected after each use during manipulations and checklist evaluations. Disinfecting of hose attachments (i.e.: Nozzle) after each use and during manipulations and checklist evaluations will be required.

Shield

Recruits will clean and sanitize the shields after utilizing and prior to handing off. Recruits will be required to wear an appropriate face-covering while in close proxemics to other recruits during the training of this session. (i.e. formations with the use of the shield)

Decision Based/Scenario Training

All participants and trainers that are assigned roles in which they may find themselves in a position where they cannot maintain the safe distance of six (6) feet will be required to wear a mask or appropriate alternative. All equipment and areas will be cleaned and sanitized after each scenario (i.e.: radios, restraints, door handles, table tops). Any inmate scenarios or role playing will not include any spitting, or screaming at another person within close proximity. All activities that could incur transmission of droplets will be suspended. Latex gloves will be worn by and immediately disposed of, by any person requiring to have contact with another person during these sessions. Scenarios should be constructed in a manner in which each participant only has physical contact with their training partner.

Search and Seizure

Recruits will be required to wear a mask or appropriate face covering when conducting searches where a minimum safe distance of six (6) feet cannot be achieved. (i.e.: cell search, frisk search). Recruits will only search with their training partner.

Mobile Patrol

Recruits will be required to wear a mask and latex gloves while driving the mobile as they will be in close proxemics to the staff-training officers who will also be inside the vehicle and wearing a mask and gloves. Gloves will immediately be disposed of and changed between participants. The vehicle and equipment will be cleaned and disinfected after each use. Recruits will wash their hands after exiting the vehicle.

Firearms

Recruits will wear a facemask during this training. Latex gloves and a mask will be worn by whomever is loading the firearms, ammunition and magazines into cases for transportation. Latex gloves and a mask will be worn by whomever hands the firearms, ammunition, and magazines out to the recruits. Firearms will be cleaned after use with the provided approved cleaning solution. All PPE will be issued to an individual and that individual will keep those for their use until the completion of training. All safety equipment utilized by the recruits will be cleaned and sanitized after each use (i.e.: ear protection, safety glasses). Staff Training Officers who cannot maintain the minimum safe distance of six (6) feet while instructing will wear a mask. Latex gloves and a mask will be worn when recruits are setting up/taking down the firearms range as well as cleaning up the brass and dummy rounds. During the firearms portion of the training, recruits will need to be shuttled from the NSTA to range facilities located 2 km away. Transportation to and from the range will continue to be done in 15 passenger vans. The vans will be disinfected prior to and after all recruit transportation. Seating will be arranged to ensure maximum personal space to adhere to social distancing. Face protecting masks will be worn by driver and all recruits at all times during transportation. All areas of the firearms range will be disinfected at the beginning and at the end of each training day.

DORM INSPECTIONS

Limited dorm inspections will take place following the isolation period to ensure a hygiene and department standard is being maintained. During these inspections, trainer and recruit, adhering to social distancing and hand washing protocol in between each inspection, will wear PPE.

APA BUILDING

Until further notice, recruits will not be permitted to enter the APA (Atlantic Police Academy) building unless it is for official training purposes and at the direction of a trainer. When entering the building you must follow the APA rules which include:

- Recruits will wear eye protection and face masks or face covers at all time while walking through the APA

- Recruits will enter the APA through the assigned doorway (by the duty desk) and move single file through the hallways on the right side of the hallway at all times (arrows). All recruits will exit through the assigned exit door (by the student lounge) when leaving the building.
- Certain hallways will be “yield” hallways as they are not wide enough to allow two-way traffic. Use common sense. If someone is approaching you, reverse your direction to a point where a minimum of 6 feet can be granted for the person (s) to pass.
- Recruits will maintain social distancing with all APA staff
- Recruits will spray all desk surfaces in the APA with supplied cleaner after each class
- Recruits will only use assigned washrooms. Washrooms will be restricted to one person at a time.

IMPORTANT INFORMATION

During all phases, failure to follow the directions will result in CSC reporting the recruit behaviour to the proper authorities. This will also be considered to be in contradiction to CSC Values and Ethics, and may result in the recruits release from CTP.

IN CONCLUSION

These restrictions are significant and may place inconvenience on recruits. Nevertheless, it is incredibly important that everyone ensure they are doing their absolute best to follow these guidelines and demonstrate good judgement. Recruits are asked to keep in mind that there is a very real potential of endangering members of the CTP, staff at the academy and the public in PEI if staff and recruits become complacent. Our institutions are greatly in need of newly trained staff, and putting the Correctional Training Program at risk is not an option. We need to avoid the possible spread of the virus as much as possible. Please note that if anyone should contract coronavirus/COVID 19, that person would be medically released from CTP, and could potentially lead to the release of any other people having been deemed close contact. If someone is released due to an authorized medical absence, they may be required to complete the CTP in its entirety over again. Therefore, these guidelines have been put in place to mitigate the risk of exposure to all staff, recruits and partners at Holland College.

Assessment of the effectiveness of each protocol and measure in place will be reviewed on an on-going basis. The CSC believes that the Health and Safety of all of its staff, recruits and the public is paramount. If at any time any recruit or staff member’s health and safety is at risk, the training will be immediately suspended until further assessment and an effective solution is obtained.

Annex 'A

Checklist for briefing recruits upon arrival at the NSTA

Provide each recruit with the following items:

- room key
- 2 facemasks
- Hand Sanitizer

Review the following procedures:

- meal delivery procedure
- fresh air procedure
- smoking procedure
- movement in the accommodation areas
- laundry
- garbage disposal
- room cleaning
- procedure if maintenance issues arise during isolation.
- lead trainer contact information
- procedure if a recruit becomes ill during isolation

Annex 'B'



Accommodations Procedures - CSC Recruits

The following procedures have been put in place in response to the COVID-19 pandemic. Our goal is to ensure that upon arrival, our guests are checked into their dorm rooms in a safe manner to start the self-isolation process.

1. Prior to Check-in

- Deep cleaning of Dorm rooms has been completed and ready for occupancy. Each recruit/room is provided the following 14-day of supplies in their room:

-
- 2 bed sheets (top/bottom) 2 pillowcases 3 bath towels
- 2 hand towels 4 face clothes 1 bathmat
- 4 bars of soap 1 surface sanitizer 2 microfiber clothes
- 15 small garbage bags 3 rolls of toilet paper 2 Kleenex boxes
- Coffee/sugar/creamers

2. Check-in Process

- Hotel front desk will have recruit room booked and access card/key ready for pickup by CSC staff prior to recruits arrival.
- Upon arrival in Slemon Park, recruits will go to the CSC Training Academy or other designated area where CSC staff will provide cards/keys to recruits. Recruits are to proceed directly to their assigned self-isolation room.

3. Room Isolation

- 14-day self-isolation in place
- Recruit is not to leave designated private room unless for meal pickup, a designated break or designated laundry period.
- Three meals per day will be provided by food services in disposable containers, delivered to the ground-floor common area in Malpeque Dorm. Meal schedule will be as follows – Monday to Sunday:
 - Breakfast 8:00 am
 - Lunch 12:00 pm
 - Supper 5:00 pm
- Upon delivery of meals, recruits will be notified to proceed to pick up their meal. This process will be coordinated with CSC to maintain social distancing.
- Food waste will be placed by the recruit in a garbage bag (provided) and the recruit will place during their break period their garbage in the large waste bin located outside Malpeque Dorm (see map)
 - Recruits should not allow anyone (including other recruits) into their room, unless instructed by CSC supervisor.
 - Recruits will be allowed a designated location for scheduled daily breaks. These scheduled daily breaks will take place in the open grass area between Academy and Malpeque dorm as well as

gazebo smoking area. (see map). These areas are not to be accessed outside of scheduled breaks under any circumstances. Recruits are to maintain physical distance during scheduled breaks.

- Recruits are to enter Malpeque Dorm from marked entrance and are to follow floor arrows for exiting Malpeque dorm (see attached map).

4. Housekeeping Services

- Recruits are to yield to all Housekeeping staff while in hallways – maintaining 6 ft distance.
- No housekeeping service will be provided inside dorm rooms while recruits are in self-isolation.
- Recruits will be required to clean their own rooms. Cleaning and disinfectant supplies are provided in your room.
- Ensure hotel staff do NOT enter self-isolation rooms unless authorized to do so by CSC & SPC supervisor.
- After 14 days, housekeeping services will commence on a once -per-week basic service. Recruits will still be responsible for keeping their room clean and making their beds.

5. Laundry Service

- Recruits are not permitted to use common area laundry machines in Dorm during first 6-7 days of self-isolation. After 6-7 days, CSC will coordinate a schedule so that 2 recruits may utilize laundry facilities. During the 14-day self-isolation period only, hotel will provide laundry pods and dryer sheets.

6. Maintenance Issues/lost key

- Call hotel front desk (902 432 1780) to report a maintenance or room key issue. If maintenance is required, a time will be arranged with recruit for room/home access. If recruit is in room/home, recruit will be re-located to a quarantined room during the maintenance repair. Recruit will be required to wear a face covering when walking to quarantine room. After repair is completed, housekeeper will place disinfectant cleaner and cloths outside door, then recruit will be informed to return to room and proceed to disinfect the area.
- Maintenance issues and repairs maybe be delayed if recruit is ill.

7. Illness

- Should the self-isolate CSC recruit feel ill, he/she should contact their course coordinator.
- Should the self-isolate CSC recruit require medical attention, transportation to and from the medical appointment will be provided by CSC/APA.

8. Malpeque Building Common Area Cleaning – Slemon Park Cleaning

- Slemon Park will ensure daily cleaning and disinfection of all common areas and surfaces.
- Floors and walls to be kept visibly clean and free of spills, dust and debris.
- Empty and clean garbage cans in public areas regularly.

Annex 'C'



SLEMON PARK Cadet/Recruit Information - Dining Room Procedures

Slemon Park Conference Center

Slemon Park Food Services has established the following guidelines and directional map in preparation for serving 3 meals per day in our dining facilities. These guidelines have been established to create a safe dining environment while maintaining Covid-19 guidelines including social distancing and proper hand washing/sanitization. Following these guidelines is important.

1. Cadets/Recruits will enter building through front entrance maintaining social distancing outside.
2. Cadets/Recruits should be wearing a protective mask until they have received their meal and have seated at their table.
3. Upon entering, cadets/recruits will use hand sanitizer then proceed left following the floor arrows leading to the Argus Room for meal pickup in the Lancaster Cafeteria.
4. Cadets/Recruits will maintain social distancing (6 ft. spacing) by following floor arrows, cadets/recruits will move up once the line moves ahead.
5. Cadets/Recruits who require washroom facilities before entering or exiting dining hall, must wear their protective mask and be aware of yield areas (hallways/waiting lines/etc.). It is important to maintain social distancing and communicate with cadets/recruits/staff in these yield areas.
6. Food Services staff will be wearing PPE and will provide the meal in the cafeteria area.
7. All food and beverage items will be served to you. If you want a coffee to go, please inform food server and coffee will be provided in disposable containers for pickup.
8. After obtaining food, follow the floor arrows leading to the Lancaster Room for seating. APA and CSC will have assigned table groupings.
9. APA and CSC tables in the Lancaster Room have been setup to allow for social distancing with 4 people per table. Individual cutlery and napkins will be located on the table.
10. After the meal, Cadets/Recruits are to place their tray on the tray rack unit before exiting the dining hall. Food Services staff will sanitize the table, chair and replace cutlery after each cadet/recruit departs.
11. Cadets/Recruits will follow floor arrows to exit the Lancaster Room toward the exit, always maintaining social distancing. Cadets are asked to use hand sanitizer before exiting the building.

As we are operating until the “new normal” of living with Covid-19, we anticipate making changes to this protocol while maintaining safety for you and Slemon Park staff.

Thank you for your Cooperation and Understanding during these uncertain times.

Eric and Lori - SPC Food Services

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



PLAN DE REPRISE DE LA FORMATION À L'AFSN DE L'ÎLE-DU- PRINCE-ÉDOUARD POUR ATTÉNUER LE RISQUE ET LA PROPAGATION DE LA COVID-19

JUILLET 2020



Correctional Service
Canada

Service correctionnel
Canada

Canada

APERÇU

La COVID-19 a considérablement changé la manière dont nous vivons et travaillons, partout au Canada et dans le monde. Elle a des répercussions sur les activités quotidiennes du Service correctionnel du Canada, tout comme sur la manière dont l'Académie de formation satellite nationale (AFSN) offrira sa formation. Si les défis sont nombreux, il est néanmoins possible de les relever et d'atténuer les risques grâce à une préparation, à une planification et à une flexibilité adéquates. Nous jouons un rôle important et il est essentiel pour la sûreté de la population canadienne d'avoir dans nos rangs des professionnels formés et compétents afin d'assurer la sécurité dans les pénitenciers fédéraux du pays.

OBJECTIFS

Ce document fournira une description détaillée du plan mis en place pour reprendre la formation à l'Académie de formation satellite nationale à Slemon Park, Î.-P.-É., tout en assurant la santé et la sécurité du personnel, des recrues et de la population.

Ce document présente une description des mesures qui seront mises en place pour atténuer les risques de transmission de la COVID-19 à toutes les étapes de la formation des recrues. Il convient de noter que l'Île-du-Prince-Édouard, grâce au travail diligent de ses travailleurs de la santé, du gouvernement et des citoyens, a pu maintenir un très faible nombre de cas de COVID-19.

Chaque membre du personnel et chaque recrue doivent faire tout ce qui est en leur pouvoir pour s'assurer que nous ne sommes pas responsables de l'introduction ou de la propagation de nouveaux cas de COVID-19 à l'Île-du-Prince-Édouard.

PLAN D'ACTION

Ce plan d'action comprend deux étapes. La première étape (1) s'étend du moment où les recrues arrivent à l'AFSN jusqu'à ce qu'elles aient terminé un isolement de 14 jours. La deuxième étape (2) s'étendra du moment où elles auront terminé leur isolement de 14 jours jusqu'à la fin de leur formation.

AVANT DE SE PRÉSENTER À L'AFSN

Avant de participer au Programme de formation correctionnelle (PFC) à l'AFSN de Slemon Park, Î.-P.-É., la recrue doit :

1. fournir à l'Académie de formation satellite nationale une attestation écrite répondant à une série de questions de sélection, garantissant qu'elle ne présente aucun symptôme et n'a pas voyagé à l'étranger;
2. ne pas avoir été en contact avec une personne ayant subi un test de dépistage ou ayant un cas confirmé de COVID-19.

Si la recrue ne satisfait pas à ces critères, elle ne pourra PAS intégrer l'AFSN, et ce, jusqu'à ce qu'elle satisfasse aux exigences.

Au cours du voyage jusqu'à l'AFSN, les recrues devront respecter toutes les lignes directrices de Transport Canada, ce qui comprend le port d'un masque ou d'une protection du nez et de la bouche

adéquate. On demandera aux recrues d'effectuer leur trajet le plus directement possible entre leur domicile et l'Académie, et de minimiser les contacts non essentiels au cours de leur déplacement.

PREMIÈRE ÉTAPE (ISOLEMENT DE 14 JOURS)

Après le voyage à l'Î.-P.-É. et l'arrivée à l'AFSN, les formateurs rencontreront les recrues et leur fourniront une brève orientation, leurs clés de chambre, des masques, etc. (voir l'annexe A). Les recrues se rendront ensuite directement dans une zone d'hébergement privée où elles resteront jusqu'à ce qu'elles aient terminé leur isolement de 14 jours. Les recrues auront une chambre et partageront une salle de bain avec une autre recrue du même sexe. Les personnes qui partagent la même salle de bain seront considérées comme étant dans une « bulle » et seront partenaires pour le reste de leur formation. Si la formation exige que les recrues soient à moins de deux mètres (six pieds) d'une autre personne, comme pour l'autodéfense ou l'arrestation et le contrôle, le « partenaire de bulle » sera la seule personne avec laquelle elles pratiqueront ces compétences.

Il convient également de noter que les recrues doivent porter un masque lorsqu'elles se trouvent à moins de deux mètres (six pieds) de leur « partenaire de bulle ». Si l'une ou l'autre personne présente des symptômes de la COVID-19, les deux partenaires seront mis en quarantaine jusqu'à ce que des instructions soient fournies par l'organisme de santé provincial.

Pendant les 14 jours d'isolement, les repas seront livrés dans la zone d'hébergement par le personnel des services d'alimentation. Les repas seront placés dans une zone commune au centre du niveau inférieur de Malpeque House. Lorsque le personnel du service d'alimentation sortira du dortoir, il frappera à la porte de la première recrue, ce qui lui signalera d'aller chercher sa nourriture. Les recrues quitteront leur chambre une à une pour aller chercher un repas, puis retourneront dans leur chambre immédiatement (les partenaires de bulle peuvent y aller ensemble). Une fois qu'une recrue a obtenu son repas, elle frappe à la porte de la recrue suivante pour lui signaler qu'elle peut maintenant aller chercher son repas. **Ce processus doit être rapide afin que chacun puisse recevoir ses repas en temps opportun et pendant que la nourriture est encore chaude. Soyez prêt à venir chercher votre nourriture aux heures prévues.**

Les heures de repas, 7 jours sur 7, seront 8 h, midi et 17 h. Les recrues peuvent aller chercher la nourriture de leur « partenaire de bulle », mais pas celle de quelqu'un qui se trouve dans une autre chambre d'isolement. *Les recrues sont priées de ne pas toucher, manipuler ou partager la nourriture de quelqu'un d'autre.* Le récipient dans lequel la nourriture est livrée va au micro-ondes et peut être réchauffé si désiré.

Les recrues seront priées de ne pas ouvrir leur porte tant que le personnel de l'alimentation n'est pas parti et que quelqu'un n'a pas frappé à leur porte pour leur signaler leur tour.

Les repas des recrues qui suivent un régime alimentaire particulier seront clairement identifiés.

Pendant la formation et l'isolement de 14 jours, les recrues doivent nettoyer leur propre zone d'hébergement. Elles doivent le faire souvent et avec diligence. De petits sacs à déchets se trouveront dans la chambre des recrues, et elles seront responsables de la collecte et de l'élimination quotidienne de leurs déchets. Des produits de nettoyage et de désinfection seront fournis dans la chambre.

Les recrues doivent céder le passage à tout le personnel d'entretien ménager dans les couloirs – en maintenant une distance de deux mètres (six pieds).

Aucun service d'entretien ménager ne sera fourni dans les chambres pendant l'isolement des recrues. Les recrues veilleront à ce que le personnel de l'hôtel n'entre PAS dans les chambres d'isolement à moins d'y être autorisé par le SCC et le superviseur de la Slemon Park Corporation (SPC). Au bout de 14 jours, les services d'entretien ménager seront assurés une fois par semaine. Les recrues doivent toujours garder leur chambre propre et faire leur lit.

Les recrues ne seront autorisées à utiliser les laveuses et sècheuses de la zone commune du dortoir qu'une seule fois pendant leurs 14 jours d'isolement. Elles pourront le faire après avoir été en isolement pendant six ou sept jours, selon un horaire coordonné par le SCC. Les recrues doivent s'assurer qu'elles ont suffisamment de vêtements propres pour ces sept premiers jours. Des capsules de détergent à lessive et des feuilles assouplissantes seront fournies pendant l'isolement.

Une zone d'air frais et une zone fumeurs désignées sont à la disposition des recrues en isolement. Il n'y aura **pas plus de six personnes à la fois** à l'extérieur dans la zone d'air frais désignée. Il n'y aura **pas plus de deux personnes à la fois** dans la zone fumeurs séparée et désignée. L'éloignement physique doit être respecté en tout temps. Les recrues sont invitées à utiliser ces zones quotidiennement; cependant, on s'attend à ce qu'elles passent la grande majorité de leur temps dans l'isolement de leur chambre. Les recrues se coordonneront entre elles de manière à ce qu'il n'y ait pas plus de huit personnes à la fois hors de leurs chambres.

Le dortoir comprend quatre portes extérieures : deux à l'avant et deux à l'arrière. Une porte à l'avant est réservée à la sortie, l'autre à l'entrée. C'est également le cas à l'arrière de l'édifice. Cette mesure vise à assurer une circulation à sens unique dans les couloirs du dortoir autant que possible. Les recrues doivent toujours suivre les flèches au sol pour circuler.

Chaque fois qu'une recrue quitte sa chambre, elle porte un masque qui lui couvre le nez et la bouche et des lunettes de sécurité ou des lunettes ordinaires. Elle utilisera également l'un des chiffons en microfibre vaporisés de désinfectant fournis pour ouvrir et fermer toute porte ou sur toute surface touchée. Les recrues doivent essayer toutes les zones qu'elles fréquentent et les portes qu'elles touchent à leur arrivée et à leur départ.

Les recrues qui arrivent à l'Î.-P.-É. par voie aérienne devront porter un couvre-visage ou un masque à partir du moment où elles quittent l'aéroport de Charlottetown jusqu'à ce qu'elles se trouvent dans leur lieu d'hébergement à l'AFSN. Les recrues arrivant en voiture devront porter un masque ou un couvre-visage à partir du moment où elles quittent leur véhicule à l'AFSN jusqu'à leur arrivée à leur lieu d'hébergement. On s'attend à ce que les recrues respectent l'éloignement physique (deux mètres ou six pieds) en tout temps.

Si, à un moment quelconque au cours des 14 jours d'isolement, une recrue tombe malade, elle contactera son formateur principal, qui lui indiquera alors d'appeler le 811. La recrue doit suivre les directives du professionnel de santé provincial, ce qui peut inclure un test de dépistage de la COVID-19 ou le maintien de l'isolement. Il convient de noter que si le résultat du test de dépistage de la COVID-19 d'une recrue est positif à un moment quelconque de la formation, elle devra suivre les directives de l'autorité sanitaire provinciale.

Pour les questions de réparation, les recrues peuvent appeler la réception de l'hôtel (902-432-1780) pour signaler un problème de clé de chambre ou une réparation requise. Si une réparation est nécessaire, une heure sera fixée avec la recrue pour accéder à sa chambre. Si la recrue est dans sa chambre, elle la nettoiera avec les nettoyants désinfectants qui s'y trouvent avant l'arrivée du service d'entretien; elle

sera ensuite réinstallée dans une chambre de quarantaine pendant que le service d'entretien effectue la réparation. La réparation peut être retardée si la recrue est malade.

Vous trouverez la liste des procédures d'isolement de Slemon Park à l'annexe B.

ÉTAPE DEUX (RESTE DE LA FORMATION, APRÈS L'ISOLEMENT DE 14 JOURS)

Lorsque les recrues se trouvent dans la province depuis 14 jours et ne présentent pas de symptômes, elles sont soumises à des restrictions de l'AFSN en plus de celles qui sont imposées au grand public de l'Î.-P.-É. Cela est dû au fait que la formation et les conditions de vie peuvent conduire à une transmission rapide de la COVID-19. Ces mesures supplémentaires sont mises en place pour assurer la sécurité de toutes les recrues. Les recrues auront une plus grande liberté de déplacement dans la propriété de Slemon Park. Elles pourront courir ou marcher à l'extérieur, mais devront toujours respecter l'éloignement physique.

À l'heure actuelle, ce qui suit n'est PAS permis :

- Voyage de fin de semaine à l'intérieur ou à l'extérieur de la bulle de l'Atlantique. Les recrues doivent rester dans les logements fournis pendant toute la formation.
- Visite de restaurants et de magasins partout. Les recrues doivent porter un masque lorsqu'elles entrent dans un édifice.
- Voyages de la famille et d'amis à l'Î.-P.-É. pour rendre visite aux recrues.

À l'heure actuelle, ce qui suit est permis :

- Ramassage en bordure de trottoir, commandes à emporter, ramassage au volant et de commandes (comme le fait Walmart).
- Activités de plein air comme aller à la plage, faire une randonnée sur le Sentier de la Confédération, etc. Si les recrues quittent la propriété en voiture, elles ne pourront voyager qu'avec leur partenaire de bulle. Tout autre déplacement à l'extérieur de la propriété dépendra des directives de l'autorité sanitaire provinciale, comme communiquées par le directeur de l'académie. Ces directives peuvent varier selon la situation relative à la COVID-19 dans la province.

Les circonstances exceptionnelles peuvent être traitées au cas par cas.

Au cours de la deuxième étape, les recrues commenceront leur formation à l'AFSN. Un éloignement physique d'au moins deux mètres (six pieds) sera respecté en tout temps. Les recrues recevront deux masques réutilisables et des lunettes de sécurité qu'elles devront porter en permanence. La seule exception au port du masque et des lunettes est lors de la formation en classe, lorsque toutes les recrues sont assises à leur propre table et se trouvent au-delà de la distance requise de deux mètres (six pieds). Dans ces cas, les recrues, à la discrétion du formateur, seront autorisées à retirer leurs masques et leurs lunettes jusqu'à ce qu'elles aient besoin de quitter leur table. Les recrues doivent également se laver les mains régulièrement, en s'efforçant de le faire toutes les 45 minutes dans la mesure du possible.

Pour les repas pendant la deuxième étape, les recrues commenceront à se rendre à la salle à manger (Anson) pour tous les repas. Les recrues sont priées d'obéir aux instructions du personnel d'Anson quant à l'endroit et au moment où il souhaite que vous mangiez. Respectez toujours l'éloignement physique et suivez les marques au sol. Les recrues doivent arriver pour leur repas aux heures prévues et en groupe. Cela est important afin qu'elles puissent limiter les contacts avec d'autres groupes. Vous trouverez la marche à suivre pour les repas à la salle à manger Anson à l'annexe C.

Chaque matin, avant de quitter leur dortoir, les recrues doivent faire une auto-évaluation pour s'assurer qu'elles ne ressentent aucun symptôme de la COVID-19. Si elle ne se sent pas bien, une recrue et la recrue avec laquelle elle partage son logement doivent immédiatement s'isoler dans leur chambre et contacter leur formateur principal. Chaque matin, lorsque les recrues arrivent à l'AFSN pour le cours, elles signent une attestation disant qu'elles ne présentent aucun symptôme de la COVID-19 ou de toute autre maladie.

Avant que les recrues quittent leur lieu d'hébergement chaque matin pour aller déjeuner, la recrue de service enregistrera la température de toutes les recrues du PFC à l'aide d'un thermomètre à infrarouge. Toute personne dont la température se trouve hors de la plage normale (36,1 °C/97 °F - 37,2 °C/99 °F) retournera dans sa chambre pour s'isoler et contactera immédiatement un formateur, ce que fera également son « partenaire de bulle ».

Pour tout déplacement dans les couloirs de l'AFSN, ou en provenance et à destination de l'AFSN, ou tout déplacement vers la zone de repas ou d'autres zones, les recrues porteront le masque et les lunettes fournis par le SCC. Les recrues qui ont des lunettes sur ordonnance peuvent les porter au lieu des lunettes fournies par le SCC.

Il y a des flèches directionnelles sur le plancher de l'AFSN. Ces flèches sont placées à deux mètres (six pieds) l'une de l'autre, de sorte que les recrues doivent garder un écart d'au moins une flèche entre elles et la personne qui se trouve devant elles. Les formateurs coordonneront les déplacements des groupes du PFC avec ceux des autres groupes afin qu'il n'y ait pas plus d'un groupe du PFC qui se déplace dans les couloirs de l'AFSN à la fois.

Le gymnase/dojo de l'AFSN sera mis à la disposition des recrues qui souhaitent l'utiliser pour s'entraîner et s'exercer. Afin de respecter l'éloignement physique et de limiter le nombre de personnes dans le gymnase, une feuille d'inscription sera utilisée et supervisée par une recrue de service. **Une bonne hygiène et un bon nettoyage de la zone d'entraînement seront essentiels. L'éloignement physique devra être respecté en tout temps.**

Voici un aperçu de la manière dont chaque type de formation se déroulera.

Compétences physiques

Trois formateurs au maximum seront présents dans le gymnase pour chacun des groupes du PFC pour l'exercice des compétences physiques. Chaque duo de recrues se verra assigner un espace dans le gymnase et sur les tapis d'entraînement, le tout clairement marqué et mesuré, afin d'assurer un maximum d'éloignement physique lors des exercices de compétences physiques. Toutes les recrues porteront l'uniforme du PFC fourni ainsi qu'un masque non médical. Le participant peut également porter un foulard personnel ou un autre masque similaire en plus du masque s'il le souhaite. Les menottes et le matériel de contrainte seront nettoyés avant et après chaque utilisation à une station de nettoyage prévue à cet effet. Les recrues laveront leurs mains avant chaque changement de rôle. Les recrues qui auront servi de modèles pour enseigner les points de pression devront aussi laver leur visage avant de changer de rôle (p. ex., écrasement du nerf nasal, dépression de la trachée, série des nerfs du cou). Les sacs de frappe seront désinfectés entre les exercices. Quant au maniement de la matraque, un éloignement physique plus grand sera maintenu et les recrues seront tournées dans la même direction afin de diminuer le risque de transmission par gouttelettes en donnant les commandes.

Les formateurs porteront un masque en tout temps.

Vaporisateur de poivre

L'exposition au gaz poivré sera suspendue jusqu'à nouvel ordre. Les recrues porteront des masques appropriés tout au long de la formation sur le vaporisateur de poivre. Lors des exercices de simulation où les recrues dégainent de l'étui, il faudra respecter l'éloignement social.

Sécurité incendie

Les recrues devront nettoyer les pièces faciales, les harnais, dont le régulateur de deuxième étage, et les cylindres avant et après l'utilisation. Les extincteurs seront désinfectés après chaque utilisation lors des manipulations et des évaluations de liste de vérification. La désinfection des fixations de tuyaux (c'est-à-dire les embouts) sera effectuée après chaque utilisation et pendant les manipulations, et des évaluations par liste de vérification seront requises.

Bouclier

Les recrues nettoieront et désinfecteront leur bouclier après utilisation et avant de le remettre. Les recrues devront porter un couvre-visage approprié lorsqu'elles se trouvent à proximité immédiate des autres recrues lors de l'entraînement pendant cette séance (p. ex., formations avec utilisation du bouclier).

Formation sur la prise de décisions sous forme de mises en situation

Tous les participants et formateurs qui se voient attribuer des rôles dans lesquels ils risquent de ne pas pouvoir maintenir une distance sécuritaire de deux mètres (six pieds) devront porter un masque ou une autre protection appropriée. Tout l'équipement et les lieux seront nettoyés et désinfectés après chaque mise en situation (c.-à-d. radios, matériel de contrainte, poignées de porte, surfaces des tables). Les scénarios incluant des détenus ou des jeux de rôle ne comprendront aucun crachement ni cri vers une autre personne à proximité immédiate. Tous les exercices qui risquent de provoquer des gouttelettes seront suspendus. Toute personne devant entrer en contact avec une autre lors de ces exercices devra porter des gants en latex et les jeter immédiatement après utilisation. Les scénarios devraient être préparés de manière à ce que les participants aient des contacts physiques uniquement avec leur partenaire.

Fouille et saisie

Les recrues devront porter un masque ou une protection faciale adéquate lorsqu'elles effectuent des fouilles et qu'une distance de deux mètres (six pieds) ne peut être respectée (c.-à-d. fouille de cellule, fouille sommaire). Les recrues effectueront des fouilles uniquement sur leur partenaire de formation.

Patrouille motorisée

Les recrues devront porter un masque ainsi que des gants en latex lorsqu'elles conduisent des véhicules, puisqu'elles seront à proximité immédiate des formateurs, qui prendront aussi place dans le véhicule et porteront aussi un masque et des gants. Les gants seront immédiatement jetés et changés entre chaque participant. Le véhicule et l'équipement seront nettoyés et désinfectés après chaque utilisation. Les recrues se laveront les mains à leur sortie du véhicule.

Armes à feu

Les recrues porteront un masque lors de ces exercices. La personne qui place les armes à feu, les munitions et les chargeurs dans des boîtes pour le transport devra porter des gants et un masque. Quiconque remet les armes à feu, les munitions et les chargeurs aux recrues devra porter des gants et un masque. Les armes à feu seront nettoyées

après utilisation à l'aide de la solution nettoyante approuvée fournie. Tout l'EPI sera fourni aux participants et ces derniers le conserveront jusqu'à la fin de la formation. Tout l'équipement de sécurité utilisé par les recrues sera nettoyé et désinfecté après chaque utilisation (c.-à-d. protection auditive, lunettes de sécurité). S'il n'est pas possible pour les formateurs de maintenir la distance minimale de deux mètres (six pieds) lorsqu'ils enseignent, ils devront porter un masque. Les recrues porteront des gants en latex et un masque lorsqu'elles prépareront ou démonteront l'installation de tir et nettoieront le laiton et les fausses cartouches. Pour la partie de la formation sur les armes à feu, les recrues devront être transportées de l'AFSN aux installations de tir, situées à deux kilomètres, par navette. Le transport à destination et en provenance des installations de tir continuera à être effectué dans des fourgonnettes de 15 passagers. Les fourgonnettes seront désinfectées avant et après chaque transport de recrues. Les sièges seront répartis de manière à assurer un maximum d'espace entre les personnes afin de respecter l'éloignement physique. Le chauffeur et toutes les recrues porteront un masque en tout temps pendant le transport. Toutes les zones des installations de tir seront désinfectées au début et à la fin de chaque journée de formation.

INSPECTION DES DORTOIRS

Des inspections limitées des dortoirs auront lieu après la période d'isolement, afin de s'assurer que les normes d'hygiène et de conduite sont respectées. Lors de ces inspections, le formateur et les recrues respecteront les règles d'éloignement physique ainsi que les protocoles de lavage des mains entre chaque inspection et porteront un EPI.

ÉDIFICE DE L'APA

Jusqu'à nouvel ordre, les recrues ne seront pas autorisées à entrer dans l'édifice de l'Atlantic Police Academy (APA), sauf pour la formation officielle et sous la direction d'un formateur. Lorsque vous entrez dans l'édifice, vous devez suivre les règles de l'APA, notamment ce qui suit :

- Les recrues porteront une protection oculaire et un masque ou un couvre-visage en tout temps lorsqu'elles circulent dans l'APA.
- Les recrues entreront dans l'APA par la porte désignée (près du bureau de service) et se déplaceront en file indienne dans les couloirs, du côté droit, en tout temps (flèches). Toutes les recrues sortiront par la porte désignée (près du salon des étudiants) lorsqu'elles quitteront l'édifice.
- Certains couloirs seront des couloirs où il faut céder le passage, car ils ne sont pas assez larges pour permettre une circulation dans les deux sens. Faites preuve de jugement. Si quelqu'un s'approche de vous, reculez jusqu'à un point où il y a une distance minimale de deux mètres (six pieds) pour que la ou les personnes puissent passer.
- Les recrues maintiendront un éloignement physique avec l'ensemble du personnel de l'APA.
- Les recrues vaporiseront toutes les surfaces des bureaux de l'APA avec le nettoyeur fourni après chaque cours.
- Les recrues n'utiliseront que les toilettes qui leur sont attribuées. Une seule personne pourra utiliser les toilettes à la fois.

RENSEIGNEMENTS IMPORTANTS

Pendant toutes les étapes, si les instructions ne sont pas respectées, le SCC signalera le comportement des recrues aux autorités compétentes. Cela sera également considéré comme étant contraire aux valeurs et à l'éthique du SCC et pourrait entraîner la libération des recrues du PFC.

CONCLUSION

Ces restrictions sont importantes et peuvent causer des désagréments pour les recrues. Néanmoins, il est extrêmement important que chacun s'assure qu'il fait de son mieux pour respecter ces lignes directrices et fasse preuve de discernement. Les recrues sont priées de garder à l'esprit qu'il existe un risque réel de mettre en danger les membres du PFC, le personnel de l'Académie et la population de l'Île-du-Prince-Édouard si le personnel et les recrues ne restent pas vigilants. Nos institutions ont grandement besoin de personnel nouvellement formé et nous ne pouvons mettre en péril le Programme de formation correctionnelle. Nous devons éviter autant que possible la propagation du virus. Veuillez noter que si quelqu'un contractait le coronavirus/la COVID-19, cette personne serait médicalement libérée du PFC et cela pourrait entraîner la libération de toute autre personne ayant été considérée comme un contact proche. Si une personne est libérée en raison d'une absence médicale autorisée, on pourrait lui demander de refaire le PFC au complet. Ces directives ont donc été mises en place pour atténuer le risque d'exposition pour l'ensemble du personnel, les recrues et les partenaires du Holland College.

Une évaluation de l'efficacité de chaque protocole et mesure mis en place sera effectuée de manière continue. Service correctionnel Canada croit que la santé et la sécurité de tout son personnel, des recrues et de la population sont primordiales. Si à un moment ou à un autre la santé ou la sécurité d'une recrue ou d'un membre du personnel est en danger, la formation sera immédiatement suspendue jusqu'à ce qu'une évaluation plus poussée soit faite et qu'une solution efficace soit trouvée.

Annexe A

Liste de contrôle pour la séance d'information pour les recrues à leur arrivée à l'AFSN

Fournir ce qui suit à chaque recrue :

- clé de la chambre
- deux masques
- désinfectant pour les mains

Présentez les procédures suivantes :

- procédure de livraison des repas
- procédure d'air frais
- procédure pour fumer
- déplacements dans les zones d'hébergement
- lessive
- élimination des déchets
- nettoyage des chambres
- procédure en cas de réparation requise pendant l'isolement
- coordonnées du formateur principal
- procédure si une recrue tombe malade pendant l'isolement

Annexe B



Procédures d'hébergement – Recrues du SCC

Les procédures suivantes ont été mises en place en réponse à la pandémie de COVID-19. Notre objectif est de faire en sorte qu'à leur arrivée, nos invités soient installés dans leur chambre de manière sûre afin d'entamer le processus d'auto-isolement.

1. Avant l'enregistrement

- Le nettoyage en profondeur des chambres est terminé et les chambres sont prêtes à être occupées. Chaque recrue ou chambre reçoit les fournitures suivantes pour 14 jours :

- | | | |
|--------------------------------|-------------------------------------|-----------------------------|
| • deux draps (plat et housse) | deux taies d'oreiller | trois serviettes de bain |
| • deux petites serviettes | quatre débarbouillettes | un tapis de bain |
| • quatre pains de savon | un désinfectant de surface | deux chiffons en microfibre |
| • quinze petits sacs à déchets | trois rouleaux de papier hygiénique | deux boîtes de Kleenex |
| • café, sucre, colorant à café | | |

2. Processus d'enregistrement

- La réception de l'hôtel aura réservé des chambres pour les recrues et les cartes ou clés d'accès seront prêtes à être récupérées par le personnel du SCC avant l'arrivée des recrues.
- À leur arrivée à Slemon Park, les recrues se rendront à l'Académie de formation du SCC ou à un autre endroit désigné où le personnel du SCC leur remettra les cartes ou clés. Les recrues doivent se rendre directement à la chambre qui leur a été attribuée pour l'isolement.

3. Isolation dans les chambres

- 14 jours d'auto-isolement sur place
- La recrue ne doit pas quitter la chambre désignée, sauf pour aller chercher ses repas, pour faire une pause désignée ou pour la période de lessive désignée.
- Trois repas par jour seront fournis par les services d'alimentation dans des contenants jetables, livrés dans l'espace commun du rez-de-chaussée du dortoir Malpeque. L'horaire des repas est le suivant – du lundi au dimanche :
 - Déjeuner 8 h
 - Dîner 12 h
 - Souper 17 h
- À la livraison des repas, les recrues seront informées qu'elles doivent aller chercher leur repas. Ce processus sera coordonné avec le SCC afin de respecter l'éloignement physique.
- La recrue placera les déchets alimentaires dans un sac à déchets (fourni) et les déposera, pendant sa période de pause, dans la grande poubelle située à l'extérieur du dortoir Malpeque (voir carte).
 - Les recrues ne doivent laisser entrer personne (y compris les autres recrues) dans leur chambre, sauf si le superviseur du SCC le demande.
 - Les recrues pourront aller dans un endroit désigné pour les pauses quotidiennes prévues. Ces pauses quotidiennes prévues auront lieu sur la pelouse entre l'académie et le dortoir Malpeque ainsi que dans le pavillon pour les fumeurs (voir carte). Il ne faut en aucun cas se rendre à ces

endroits en dehors des pauses prévues. Les recrues doivent respecter l'éloignement physique pendant les pauses prévues.

- Les recrues doivent entrer dans le dortoir Malpeque par l'entrée indiquée et suivre les flèches au sol pour en sortir (voir la carte ci-jointe).

4. Services d'entretien ménager

- Les recrues doivent céder le passage à tout le personnel d'entretien ménager dans les couloirs – en maintenant une distance de deux mètres (six pieds).
- Aucun service d'entretien ménager ne sera fourni dans les chambres pendant l'isolement des recrues.
- Les recrues devront nettoyer leur propre chambre. Des produits de nettoyage et de désinfection sont fournis dans la chambre.
- Veillez à ce que le personnel de l'hôtel n'entre PAS dans les chambres d'isolement à moins d'y être autorisé par le SCC et le superviseur de la SPC.
- Au bout de 14 jours, les services d'entretien ménager seront assurés une fois par semaine. Les recrues doivent toujours garder leur chambre propre et faire leur lit.

5. Service de lessive

- Les recrues ne peuvent pas utiliser les laveuses et sècheuses des zones communes du dortoir pendant les six ou sept premiers jours d'auto-isolement. Au bout de six ou sept jours, le SCC coordonnera un horaire afin que deux recrues puissent utiliser les installations de lessive. Pendant la période d'auto-isolement de 14 jours seulement, l'hôtel fournira des capsules de détergent à lessive et des feuilles assouplissantes.

6. Réparation requise/clé perdue

- Appelez la réception de l'hôtel (902 432-1780) pour signaler un problème de clé de chambre ou une réparation requise. Si une réparation est nécessaire, une heure sera fixée avec la recrue pour accéder à sa chambre ou sa maison. Si la recrue est dans la chambre ou la maison, elle sera placée dans une chambre de quarantaine pendant la réparation. La recrue devra se couvrir le visage lorsqu'elle se rend à la chambre de quarantaine. Une fois la réparation terminée, l'employé du service d'entretien placera un nettoyant désinfectant et des chiffons devant la porte, puis on demandera à la recrue de retourner dans sa chambre et de désinfecter la zone.
- Les réparations peuvent être retardées si la recrue est malade.

7. Maladie

- Si la recrue du SCC isolée se sent malade, elle doit contacter son coordonnateur de cours.
- Si la recrue du SCC isolée a besoin de soins médicaux, le transport aller-retour au rendez-vous médical sera assuré par le SCC ou l'APA.

8. Nettoyage des espaces communs de l'édifice Malpeque – Nettoyage par Slemon Park

- Slemon Park assurera le nettoyage et la désinfection quotidiens de toutes les zones et surfaces communes.
- Le plancher et les murs doivent être visiblement propres; il ne doit pas y avoir de déversements, de poussière ou de débris.
- Videz et nettoyez régulièrement les poubelles dans les lieux publics.

Annexe C



SLEMON PARK

Informations pour les cadets ou recrues – Procédures pour la salle à manger

Centre de conférence Slemon Park

Les services d'alimentation de Slemon Park ont établi les directives et la carte d'orientation suivantes en prévision du service de trois repas par jour dans leur salle à manger. Ces directives ont été établies pour créer un environnement sûr tout en respectant les directives liées à la COVID-19, y compris l'éloignement physique et le lavage ou la désinfection des mains. Il est important de les suivre.

1. Les cadets ou recrues entreront dans l'édifice par l'entrée principale, en respectant l'éloignement physique à l'extérieur.
2. Les cadets ou recrues doivent porter un masque de protection jusqu'à ce qu'ils aient reçu leur repas et se soient assis à leur table.
3. À l'entrée, les cadets ou recrues utiliseront du désinfectant pour les mains puis se dirigeront vers la gauche en suivant les flèches au sol menant à la salle Argus pour obtenir leur repas à la cafétéria Lancaster.
4. Les cadets ou recrues respecteront l'éloignement physique (espace de deux mètres ou six pieds) en suivant les flèches au sol; ils avanceront d'une place à mesure que la file avance.
5. Les cadets ou recrues qui doivent aller aux toilettes avant d'entrer ou de sortir de la salle à manger doivent porter leur masque de protection et être conscients des zones où il faut céder le passage (couloirs, files d'attente, etc.). Il est important de respecter l'éloignement physique et de communiquer avec les cadets, recrues ou employés dans ces zones.
6. Le personnel des services d'alimentation portera un EPI et servira le repas dans la cafétéria.
7. Tous les aliments et boissons vous seront servis. Si vous voulez un café à emporter, veuillez en informer le serveur et le café sera préparé dans un contenant jetable pour le ramassage.
8. Après avoir obtenu de la nourriture, suivez les flèches au sol qui mènent à la salle Lancaster pour vous asseoir. Des groupes de tables seront réservés à l'APA et au SCC.
9. Les tables de l'APA et du SCC dans la salle Lancaster ont été installées pour permettre un éloignement physique avec quatre personnes par table. Des couverts et des serviettes de table individuels seront placés sur la table.
10. Après le repas, les cadets ou recrues doivent placer leur plateau sur l'étagère à plateaux avant de sortir de la salle à manger. Le personnel des services d'alimentation désinfectera la table et la chaise et remplacera les couverts après le départ de chaque cadet ou recrue.
11. Les cadets ou recrues suivront les flèches au sol pour quitter la salle Lancaster vers la sortie, en respectant toujours les principes de l'éloignement physique. Les cadets sont priés d'utiliser du désinfectant pour les mains avant de sortir de l'édifice.

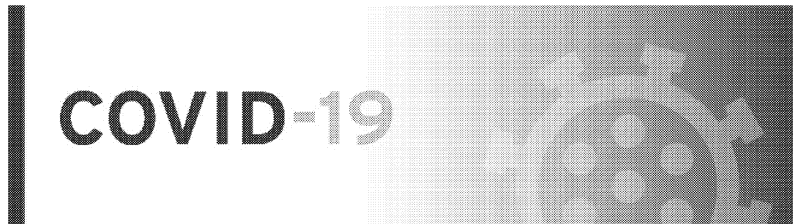
Comme nous fonctionnons selon une « nouvelle norme » de vie avec la COVID-19, nous prévoyons apporter des modifications à ce protocole tout en assurant votre sécurité et celle du personnel de Slemon Park.

Nous vous remercions de votre coopération et de votre compréhension en cette période d'incertitude.
Eric et Lori – Services d'alimentation du SCC



Correctional Service
Canada

Service correctionnel
Canada



NATIONAL SATELLITE TRAINING ACADEMY PEI07 AND PEI08 TRAINING PLAN

April 14, 2020

Hello Recruits from PEI07 and PEI08,

We continue to assess the situation on a week-by-week basis and at this time, we are unable to schedule a date to re-open the National Training Academy in Kingston or the Satellite Training Academy in PEI.

I have had my team look at various options to allow you to complete your training, and have you working in the institutions as soon as safely possible. The following plan will begin with candidates from NSTA CTP PEI-07, and PEI-08. You have been identified because as per our records, you live near the institution that is indicated, on your Conditional Letter of Offer (CLO). Please note that we continue to look at other options for the remainder of CTP recruits. We will be in contact with the remainder of recruits from your CTP later in the week, however we wanted to be in contact with you as soon as possible.

You have been selected because you have met the conditions of employment (i.e. you have a valid CPR and valid Health Canada Medical Assessment), you only have approximately two weeks of training remaining, and additionally, you live near the institution identified in your CLO. We are offering you the opportunity to take the remainder of your training at an identified training site near your work institution and qualify as a Correctional Officer (i.e. training site will be communicated shortly). At this time, the training start date would be April 30th for a period of approximately 2 to 3 weeks (i.e. depending of you training situation). During that time, you will continue to receive CORA. If you successfully complete all training and assessments, you will be provided an indeterminate letter of offer at the CX-01 group and level, as per your CLO.

Prior to arriving for training, you will have an individualised Learning and Assessment Plan (ILAP) prepared for you, which will include all mandatory sessions and testing that you have not completed in CTP. Time will be identified for you to refresh on content, additionally, training manuals will be identified and sent to you prior to you arriving at the training site.

Please be aware that opting to participate in this is voluntary. If you do not wish to participate in this process, you will still have the option of going back to finish your CTP in PEI once normal operations resume. You will also continue to receive CORA, as we have previously indicated.

Candidates that agree to participate to this qualification process need to be aware that if you are unsuccessful, you would be considered to have failed the assessment process and will be eliminated from the selection

process. Thus, you would not be permitted to return to PEI-07 or PEI-08 CTPs. Eliminated recruits may re-apply to a different selection process.

Please be aware that we are taking measures to protect your health and the health of others, and to reduce the risk of contamination of COVID-19. Our protocol was reviewed and approved by our Health Clinical Services, and includes the following:

- If you agree, we will ask you to self-isolate from **April 15 to April 29 inclusively**. During that time, you must stay in isolation. During this period of time if you have symptoms or are in contact with anyone that has symptoms of COVID-19, you must let us know.
- Once you report to the training site, we will ask you to change your clothing each day when you arrive and when you leave the site.
- We will provide you with mask, gloves and cleaning solutions. Hand washing will be required on a regular basis, (approximately every 45 minutes). You will also wear your firearms safety glasses.

Please reply to this email by **2:00 pm (your time zone) tomorrow, April 15th**. If you do not reply by noon, we will understand that you are turning down this offer and plan to continue your CTP in PEI, when the NSTA opens again.

Once we have confirmation from you, NSTA staff will be in contact with you regarding the shipment of your uniforms, training material and other items that were left behind in PEI.

Given the uncertainty and perhaps anxiety that we may be feeling at this time, I would like to remind you of the availability of the Employee Assistance Program (EAP) and Employee Assistance Services (EAS) should you require assistance of a mental health professional. If you need support and would like to speak with a mental health professional, I encourage you to reach out and contact EAP and EAS by telephoning 1-800-268-7708, which is a 24/7 number. The TTY number is 1-800-567-5803.

If you have any questions or concerns during this time, I invite you to contact my team by clicking on one of the following links:

[CSC National Training Academy in Kingston, ON
GEN-NHQCTP-PFC@CSC-SCC.GC.CA](mailto:GEN-NHQCTP-PFC@CSC-SCC.GC.CA)

[CSC National Satellite Training Academy in Summerside, PEI
GEN-NHQNTA-ANF@CSC-SCC.GC.CA](mailto:GEN-NHQNTA-ANF@CSC-SCC.GC.CA)

I sincerely thank you for your understanding. Take all steps to take care of yourself and your family.

Sylvain J. Mongrain, Ph.D.
A/Director General
Learning and Development Branch
Correctional Service of Canada

Relevant information regarding COVID-19

- For up-to-date information, visit Canada.ca/coronavirus.
- The symptoms of COVID-19 have included fever, coughing and difficulty breathing.
- The virus is spread from an infected person through:
 - ✓ respiratory droplets when one coughs or sneezes
 - ✓ close personal contact, such as touching or shaking hands

- ✓ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.
- The virus is not known to spread through ventilation systems or through water.
- Like with any infectious disease, the best way to prevent the spread is to:
 - ✓ wash your hands often with soap and water for at least 20 seconds, or when water isn't available, use an alcohol-based hand sanitizer that contains 60-95% alcohol;
 - ✓ avoid touching your eyes, nose or mouth, especially with unwashed hands (we know it's difficult to do – resist the temptation);
 - ✓ avoid close contact with people who are sick;
 - ✓ cough and sneeze into your elbow, sleeve, or a tissue, and not into your hands; and
 - ✓ stay home if you are sick to avoid spreading the illness to others.

Resources

Canada.ca/coronavirus: this is the public-facing website dedicated to updating and informing Canadians on COVID-19, including guidance on travel.

On Twitter:

Dr. Theresa Tam, the Chief Public Health Officer ([@CPHO_Canada](https://twitter.com/CPHO_Canada) / [@ACSP_Canada](https://twitter.com/ACSP_Canada))
Health Canada ([@GovCanHealth](https://twitter.com/GovCanHealth) / [@GouvCanSante](https://twitter.com/GouvCanSante))

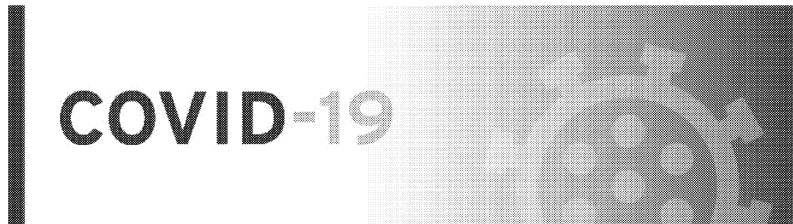
On Facebook:

Health Canada ([@HealthyCdns](https://www.facebook.com/HealthyCdns) / [@CANenSante](https://www.facebook.com/CANenSante))



Correctional Service
Canada

Service correctionnel
Canada



NATIONAL SATELLITE TRAINING ACADEMY PEI09 TRAINING PLAN

June 1, 2020

Hello Recruits from PEI09,

I would like to take this opportunity to invite you to resume your CTP training in PEI. The training start date will be approximately June 15, 2020 for a period of approximately 4 weeks. You will be provided permission from the province of PEI to enter the province, and we will arrange your travel to PEI. Please be advised that the start date and location of training can change depending on the evolution of the COVID situation and decisions by National and Provincial Public Health Authorities.

Once you arrive in PEI, we will follow the instruction from the local government on how to proceed in regards to COVID-19 isolation or testing. We are expecting to receive direction shortly. You may be required to isolate for an additional 14 days, or you may be required to take a COVID-19 test, and isolate only until you receive a negative test result. No matter which direction is provided from the government, we will ensure that you have your meals and a safe place to reside during the isolation. During the remainder of your training, you will continue to receive CORA. If you successfully complete all training and assessments, you will be provided an indeterminate letter of offer at the group and level (CX01 or CX02), for the site identified in your CLO. Once you receive your indeterminate letter of offer, you will be given 30 days to relocate to your site identified in your CLO. More details with regards to relocation will be provided to you in your indeterminate letter of offer once you successfully fulfill your remaining training obligations.

Prior to arriving for training, you will have an individualised Learning and Assessment Plan (ILAP) prepared for you, which will include all mandatory sessions and testing that you have not completed in CTP. Time will be identified for you to refresh on content.

Please be aware that opting to participate in this is voluntary. If you are unable to participate and continue your CTP in PEI at this time, please advise us the reasons as soon as possible. If you do turn this training down, be advised that CORA payments may cease depending on your situation, as we are providing you the opportunity to complete your training.

Candidates that agree to participate in this qualification process need to be aware that if you are unsuccessful, you would be considered to have failed the assessment process and will be eliminated from the selection process. Eliminated recruits may re-apply to a different selection process.

Please be aware that we are taking measures to protect your health and the health of others, and to reduce the risk of contamination of COVID-19. Our protocol was reviewed and approved by our Health Clinical Services, and includes the following:

- If you agree, we will ask you to self-isolate starting immediately until travel day to PEI. Travel day will be communicated shortly. During this time, you must stay in isolation. During this period of time if you have symptoms or are in contact with anyone that has symptoms of COVID-19, you must let us know.
- We will provide you with mask, gloves and cleaning solutions. Hand washing will be required on a regular basis, (approximately every 45 minutes). You will also wear your firearms safety glasses.

Please reply to this email by 8am, **June 2, 2020**, with your decision. If you are not intending on attending the training, please indicate the reason why in your response.

Once you have confirmed your return to this training in PEI at the academy, NSTA staff will be in contact you to discuss travel arrangements and final details. When you do travel you will be required to follow the industry guideline at all times. Please see link below under the “Relevant Information Regarding COVID-19” or “Resources” heading for details.

Given the uncertainty and perhaps anxiety that we may be feeling at this time, I would like to remind you of the availability of the Employee Assistance Program (EAP) and Employee Assistance Services (EAS) should you require assistance of a mental health professional. If you need support and would like to speak with a mental health professional, I encourage you to reach out and contact EAP and EAS by telephoning 1-800-268-7708, which is a 24/7 number. The TTY number is 1-800-567-5803.

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I sincerely thank you for your understanding. Take all steps to take care of yourself and your family.

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A/Director General
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- ✓ wash your hands often with soap and water for at least 20 seconds, or when water isn't available, use an alcohol-based hand sanitizer that contains 60-95% alcohol;
- ✓ avoid touching your eyes, nose or mouth, especially with unwashed hands (we know it's difficult to do – resist the temptation);
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- ✓ cough and sneeze into your elbow, sleeve, or a tissue, and not into your hands; and
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Resources

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On Facebook:

Health Canada ([@HealthyCdns](https://www.facebook.com/HealthyCdns) / [@CANenSante](https://www.facebook.com/CANenSante))



**Briefing Note to the
 Commissioner**

**Note d'information
 à la Commissaire**

Subject / Objet

**PROPOSAL FOR THE CORRECTIONAL TRAINING PROGRAM IN PORT CARTIER /
 PROPOSITION POUR LE PROGRAMME DE FORMATION CORRECTIONNELLE À PORT
 CARTIER**

Issue:

To seek your approval for amendments to the Correctional Training Program (CTP) in Port Cartier, Quebec.

Background:

As a result of the COVID 19 pandemic, a number of adjustments have been necessary to the planned Quebec CTP (QUE-01). They are as follows:

- The start date of the CTP was originally planned for November 18, 2020 in Laval, Quebec. On October 6, 2020, as a result of the high number of positive cases in Laval, the CTP was moved to Port Cartier, Quebec.
- On October 14, 2020 a decision was made to postpone the start date to December 1, 2020 given additional challenges with the change of location (i.e. securing accommodations and logistical at new training site).
- On October 29, 2020 recruits were provided with conditional letters of offer and informed of self-isolation requirements for the period of November 14 to 28, 2020, with a travel date to Port Cartier on November 29, 2020.
- On November 13, 2020 a decision was made to postpone the CTP to after the holidays to allow recruits to spend time with their families.

It should be noted that this Quebec CTP is the only training program that will take place inside a federal institution. As such, a higher degree of caution is being applied given the current COVID 19 situation in Quebec.

With the changes to COVID rules in Quebec, concerns were raised regarding allowing recruits to return home for the holidays and the Quebec government's announcement that Quebec residents will be allowed to gather in multiple groups of 10 people to celebrate the holidays from December 24 to 27, 2020. Therefore, to mitigate the risk of recruits returning to their residents over the holidays and then returning to Port Cartier possibly infected, the decision was made on November 13, 2020, to postpone the CTP to after the holidays. The new quarantine period will begin on December 28, 2020 which a CTP start date of January 12, 2020.

Recruits were notified of the postponement; however given the late date of this postponement, a number of recruits advised that they had already left their employment due to the self-isolation requirements for the CTP and were concerned about the financial impact resulting from the postponement. It should be noted that recruits were informed that as a result of the current COVID 19 situation changes to the start date, possibly cancellation of the CTP, could occur.

<p>Resource person- Personne ressource Sylvain Mongrain A/Director General, L&D</p> <p>Telephone – Téléphone (613) 943-1651</p>	<p>Date</p> <p>December 04, 2020</p>	<p>Approved by- Approuvé par Nick Fabiano Assistant Commissioner, Human Resources</p> <p><i>[Signature]</i> Tony Matson Assistant Commissioner, Corporate Services</p>
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From a legal liability perspective, given the wording in the letter of offers provided, we are comfortable that we would be successful in any claims that may be brought by the recruits with respect to monetary damages. Nevertheless, we are recommending that CSC provide four additional weeks of the Correctional Officer Recruit Allowance (CORA) to compensate recruits for lost wages and accommodation changes. Although not required, it is felt that this good will gesture will avoid any future issues from arising and ensure that these new employees start their careers with CSC on a positive note.

Financials Considerations:

In order to compensate the affected recruits, L&D is proposing that four weeks of additional CORA be provided to the recruits prior to the start date at a cost of \$25,600 (16 recruits x \$400/week: \$6,400 x 4 weeks). The supplementary CORA will assist recruits to cover some of their expenses due to CSC's decision to postpone the start of the program. Although this represents an additional cost to CSC, the funds are currently available in the budget.

Additionally, L&D will cover the cost (at \$130) of First Aid/CPR recertification training for one recruit, whose certification will have expired as a result of the delay of the start date of the CTP.

CTP QUE-01 Dates:

The following schedule provides the dates for CTP QUE-01:

QUE-01	CORA Start Date	Self-isolation Dates	Start Date - Day 1	Graduation Date
Port Cartier	December 14, 2020	December 28, 2020 to January 10, 2021	January 12, 2021	April 13, 2021

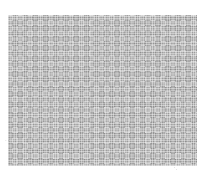
Recommendation:

It is recommended that CSC begin paying the CORA four weeks prior to the start date (January 12, 2021) to recruits of the QUE-01 CTP. It is also recommended that CSC cover the First Aid/CPR training for one recruit. Additionally, L&D will extend the Stage 1 theory test to ten recruits in order for the test to remain valid until the revised start date.

Commissioner's Response:

I approve

I do not approve

 2020/12/09
 Anne Kelly

Gen-Communiqué

(Le français suit)

Please post this communiqué in designated locations at sites where employees do not have regular access to computers/e-mail.

Learning and Development: Resuming Critical Training

I am pleased to update you on the status of our National Training Standards (NTS), which resumed September 21, 2020, as well as our other Learning and Development initiatives.

As you know, we suspended all training in March with the onset of the COVID-19 pandemic. On April 3, we extended the NTS requalification period by 180 days. We worked over the summer to adjust all training programs to meet our infection and prevention control measures, so we could restart programming. On September 21, 2020, 17 critical training programs resumed and their requalification periods were also extended an additional two months. All other NTS requalification periods have been extended an additional six months. This will soon be reflected in HRMS.

Although each region has resumed a number of training programs, not all programs have been fully implemented across the country yet. As you can imagine, returning to in-class training in the middle of a pandemic has had its challenges. These are unusual circumstances for all of us, and we continue to work closely with public health and adopt their prevention measures to ensure everyone involved in the training stays safe.

By now, you are familiar with the infection and prevention control measures that have been put in place, and are set out in the Integrated Risk Management Framework. With this in mind, we have reduced class sizes to accommodate the two-metre physical distancing. All participants have assigned seating and/or training space, and will not be sharing equipment. Strict cleaning and disinfecting protocols are in place for frequently touched areas in the training locations, and for all equipment, weapons, and gear before and after use. Hand cleaning is essential, and we're making sure soap or hand sanitizer is available. Instructors and participants will wear masks at all times when they are indoors, as well as when they are outside within two metres of others.

Transmission levels differ in communities across the country, and we are closely monitoring that. Travel restrictions between regions may also pose complications for participants. For the Correctional Training Program, all trainers and participants are asked to isolate for 14 days after arriving in the region and before attending the training.

We understand the toll all this can take on the engagement, motivation, and mental health of everyone involved. I want to emphasize that we appreciate your cooperation.

For more details about the training programs, please consult the [Integrated Risk Management Framework](#).

To help us deliver training programs during this new normal, we are undertaking a number of new initiatives that I wanted to tell you about. The third week of October, the Ontario Region held a pilot of the virtual **New Employee Orientation Program (NEOP)**. The pilot was a success and the new format has been adapted so that it can be delivered online using MS Teams. We are very proud to announce that all NEOP will be delivered in virtual format by end of December 2020.

An alternative delivery model is currently being developed for a virtual **Parole Officer Induction Training**. The 15-day program, traditionally delivered in person, will likely take a blended delivery approach that would be a combination of training days in a virtual environment and face-to-face days. The

Commented [CA1]: Make sure we link to the most recent version.

Gen-Communiqué

training design and development team will soon be offering train-the-trainer sessions, and will launch a pilot project at a later date.

Our **Correctional Training Program** schedule has been reviewed, so we can form as many new correctional officers as possible in the same time frame as before COVID, while following strict health and safety guidelines. These training classes will again be offered across the country. With a 171 graduates to date, we are on track to surpass 450 graduates in 2020, or 82 percent of the pre-pandemic target, which is excellent given the circumstances.

All mid-year review conversations for executives and non-executives should now be complete, as the deadline was October 18. We encourage managers and employees to reinforce their commitment to working on mindsets and behaviours that build a more agile, more inclusive, and better equipped Public Service. We invite you to visit the [Hub](#) for **Performance Management Program** resources that make employees' success and well-being a priority.

As we navigate through these unprecedented times, it is important to take the time to acknowledge and recognize all the hard work our staff is doing. CSC has a **National Recognition Program** that can help recognize employees both formally and informally. Please visit our [Hub page](#) for additional information.

Learning and Development is in the process of setting up a bank of **employment aids** that will allow you to refresh your knowledge and skills when training is not available. These educational supports will be accessible on the Hub and are intended to be concrete, quick, and focus on key knowledge and skills. Tips to optimize your [virtual learning](#) sessions are already available. The first employment aids will be for the training of chemical agents. These aids will enable the key content of this training to be revised.

The **Canada School of Public Service** offers a selection of comprehensive development programs and quick online learning opportunities for both managers and employees. The school continues to create and gather resources to help us continue to work virtually and manage virtual teams. Some of the highlighted online training and resources are available [here](#). I encourage you to take advantage of all these resources.

Accessing a worksite

I would like to take this opportunity to remind you that we have a shared responsibility to ensure that CSC workplaces are healthy and safe. Employees who do not need to be physically at work must continue to telework. It is crucial to notify your manager if you are experiencing symptoms, even on the days you are not working, so that contact tracing can begin quickly.

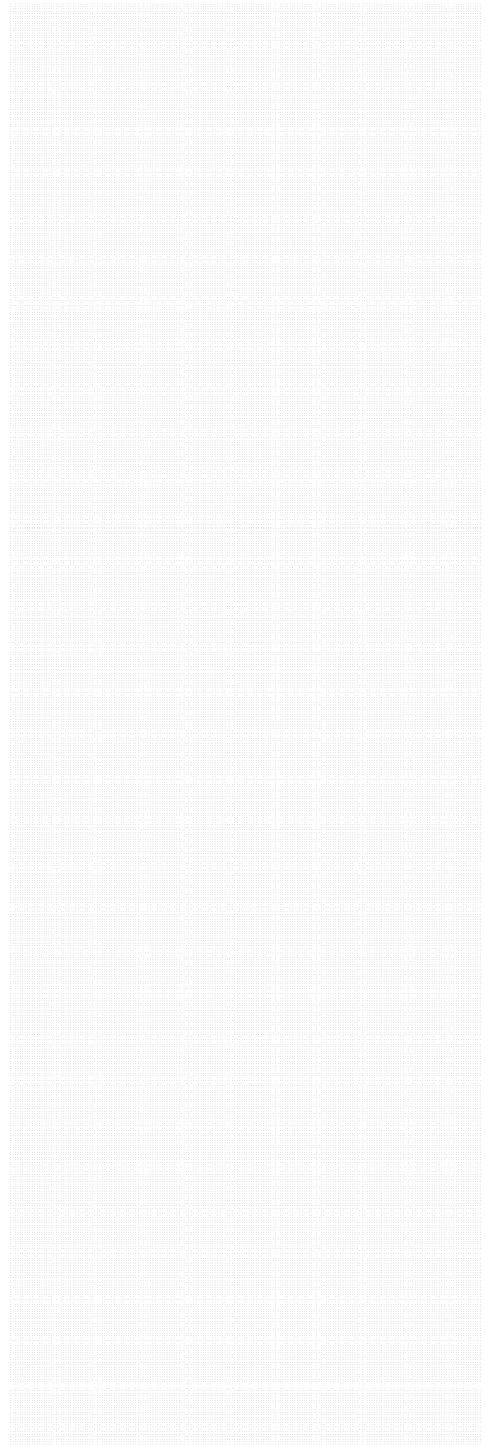
If you need to go to a worksite, please discuss with your manager to determine the appropriate time to go, within capacity limits. Of course, make sure that you respect the infection prevention measures in place, such as wearing a mask when required, frequent hand washing, physical distancing, and following signs. If we all do our part, we can limit the spread of COVID-19.

Thank you for your continued hard work and dedication.

Nick Fabiano
Assistant Commissioner
Human Resource Management

You cannot reply to this email address. If you have comments/questions about this Gen-Comm, please send them to [GEN-NHQ e-Comms](#).

Gen-Communiqué



**Briefing Note to the
 Commissioner**

**Note d'information
 à la Commissaire**

Subject / Objet

**PROPOSAL FOR THE CORRECTIONAL TRAINING PROGRAM IN PORT CARTIER /
 PROPOSITION POUR LE PROGRAMME DE FORMATION CORRECTIONNELLE À PORT
 CARTIER**

Issue:

To seek your approval for amendments to the Correctional Training Program (CTP) in Port Cartier, Quebec.

Background:

Originally, the start date of CTP QUE-01 was planned for November 18, 2020 in Laval, Quebec. On October 6, 2020, as a result of the high number of positive cases in Laval, the CTP was moved to Port Cartier, Quebec. Around October 14, 2020 a decision was made by Senior Management to postpone the start date to December 1, 2020 given difficulties securing accommodations and overall logistical issues. Recruits were informed to self-isolate from November 14 to 28, 2020 with a travel date of November 29, 2020. On November 13, 2020 it was decided to postpone the CTP after January 1, 2021 to allow recruits to spend time with their families over the holidays.

Recruits were notified of the postponement; however, a number advised that they had already left their employment due to the self-isolation requirements for the CTP. It should be noted that recruits we informed that as a result of the current COVID 19 situation changes to the start date, possibly cancellation of the CTP, could occur.

Financials Considerations:

In order to compensate the affected recruits and show a gesture of good will, L&D is proposing that the Correctional Officer Recruit Allowance (CORA) begin on December 14th (4 weeks before the start date) at a cost of \$25,600 (16 recruits x \$400/week: \$6,400 x 4 weeks). The supplementary CORA will help recruits cover some of their expenses due to CSC's decision to postpone the start of the program. Although this represents an additional cost to CSC, the funds are available.

Additionally, L&D will cover the cost (at \$130) of First Aid/CPR recertification training for one recruit, whose certification will have expired as a result of the delay of the start date of the CTP.

Resource person- Personne ressource Sylvain Mongrain A/Director General, L&D Telephone – Téléphone (613) 943-1651	Date	Approved by- Approuvé par Nick Fabiano Assistant Commissioner, Human Resource Tony Matson Assistant Commissioner, Corporate Services
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Proposed dates:

L&D recommends the following dates for CTP QUE 01:

QUE 01	CORA Start Date	Self-isolation Dates	Start Date – Day 1	Graduation date
Port Cartier	December 14, 2020	December 28, 2020 to January 10, 2021	January 12, 2021	April 13, 2021

Recommendation:

It is recommended that CSC begin paying the CORA on December 14, 2020, to recruits of the QUE 01 CTP with a revised start date of January 12, 2021. It is also recommended that CSC cover the First Aid/CPR training for one recruit. Additionally, L&D will extend the Stage 1 theory test to ten recruits in order for the test to remain valid until the revised start date.

Commissioner's Response:

I approve

I do not approve

Anne Kelly

Patient Journey: COVID-19
 Asymptomatic Testing for Public Health Surveillance
 (In areas of elevated community transmission, as per
 COVID-19 Testing Strategy)

August 21, 2020 (previous version June 23, 2020)

COVID-19 Testing of an Asymptomatic Inmate for Public Health Surveillance

No medical isolation required while waiting for test results,
 new entry in InfoPoint COVID-19 Linelist

COVID-19 Positive Test

Immediately begin medical isolation¹

- In addition to general medical isolation protocol:
- Twice daily medical isolation wellness assessments (documented in OHIS-EMR measurements) and treatment as required.
 - Begin contact tracing.
 - Notify local public health and NHQ for broader testing and medical isolation recommendations for the range/institution.

No symptoms develop

Continue medical isolation for 14 days, discontinue on day 15²

Symptoms develop

Follow Patient Journey for Symptomatic Inmates and Close Contacts

COVID-19 Negative Test

No medical isolation required

- Updates
- Title: 'Screening changed to 'Public Health Surveillance'.
 - Removed branching for those with positive tests who do not develop symptoms. A footnote was added instead (see #2).
 - Added reminder to fill out Form 1620 for medical isolation.
 - Added consultation with LPH and NHQ for broader testing and medical isolation recommendations once a positive is identified.

1. For all medical isolation:

- Update medical isolation flag in OMS
- Daily medical isolation wellness assessments documented in OHIS-EMR measurements
- Inmates to clean/disinfect all things they touch when outside cell (phone, tables, etc.), wash hands prior to leaving cell and upon returning, wear mask when out of cell, maintain 2m distance from others when out of cell
- Where possible, in a separate physical area or designated medical isolation cell
- Update InfoPoint Linelist as necessary (for example, addition of new symptoms or date of recovery)
- Staff to follow PPE Guidance

2. Complete Form 1620 (Medical Isolation Form)

1. If the institutional clinician (physician or nurse practitioner) suspects a false positive, they may decide to contact the lab to re-assess test results. If the lab also suspects a potential false positive, the institutional clinician will collaborate with local public health to determine if a re-test is necessary. The patient should be treated as positive while investigating.

Notes

Staff should engage with inmates to explain the rationale for medical isolation and provide information about the associated protocols. Inmates should be educated on the importance of other infection prevention and control measures, such as hand hygiene and maintaining a distance of 2m from others. If concerns arise about inmates following any of the recommended measures noted in this algorithm, institutional management should discuss to determine appropriate response.

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



SERVICE CORRECTIONNEL CANADA

TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS.

Date: October 2020
 Issue No. 7

COVID-19 Clinical Corner

Optimization of Patient Safety during COVID-19: Prevention and Treatment of Influenza and Pneumonia

Key Messages: Prevention and Treatment of Influenza and Pneumonia

- Vaccines represent one of the safest and most effective public health tools available to prevent and control infectious diseases such as influenza and pneumococcal disease.
- Optimization of influenza and pneumococcal vaccines uptake at CSC can help reduce complications, mortality, and the incidence of secondary infections.
- One of the most important ways to reduce rates of influenza among high-risk patient populations, e.g., older adults and people living with chronic conditions, is through widespread influenza vaccination and herd immunity, which is when a high enough percentage of the population is vaccinated the chance of becoming infected lowers for everyone.
- Oseltamivir (Tamiflu) and Zanamivir (Relenza) are used for the treatment of influenza as well as prophylaxis of exposed patients. Because oseltamivir is renally cleared, staff can be proactive in having a creatinine clearance on file for patients along with prescriptions prepared in advance in the event of an outbreak. A more recent creatinine clearance for patients would be required if there is a suspected change in renal function.
- Along with engaging in CSC's influenza campaign in the Fall/Winter 2020-2021, staff can print health promotional materials for influenza, vaccines, outbreaks, hand hygiene and COVID-19 to use as tools to educate patients to help them make informed decisions; these are available on the Health Services Health Promotion HUB site (please see Resources).

The risk of severe complications of COVID-19 may be enhanced with co-infection from other viruses or bacteria, especially those that cause inflammation of the respiratory tract (1). Unfortunately, an effective COVID-19 vaccine may be unlikely until 2021 and once a vaccine is available herd immunity can only be achieved if with 55%-82% of the population is vaccinated (2). For example, if the threshold is 82%, this means that greater than 82% of the population has to be immune through either vaccination or prior infection to achieve herd immunity to stop transmission (2). Due to the challenges and delays in reaching

herd immunity for COVID-19, vaccinating our population against preventable diseases may help reduce the risk of COVID-19 mortality due to co-infecting pathogens (1,3).

As such, seasonal influenza and pneumococcal vaccines can significantly reduce morbidity and mortality (1). The importance of reviewing the pneumococcal status and offering pneumococcal vaccines to at-risk patients is paramount, especially when we know patients with COVID-19 experience pneumonia as a complication.

A higher uptake of influenza and pneumococcal vaccination is of heightened importance during the COVID-19 pandemic. Please refer to [CSC National Guidelines for the Immunization of Inmates](#) for further information.

Seasonal Influenza: Background

In Canada, influenza contributes to an average of 12,200 hospitalizations and an average of 3,500 deaths each year (4,5). Influenza and pneumonia are ranked among the top 10 leading causes of death in Canada (4,5).

Despite its severity, population misconceptions regarding the seriousness of influenza persist and contribute to the low vaccine uptake. For example, symptoms may be dismissed as being 'just a cold' or the risk of disease is underestimated. Further, patients and staff may have a distrust in vaccinations. There may be a discrepancy between scientific evidence and the individuals' perception regarding vaccines which makes it crucial to advocate to the population about relevance, safety, and vaccine effectiveness such as reduction in intensive care admissions and duration of hospitalizations.

Please see **Appendix A: Comparison between Seasonal Influenza and SARS-CoV-2.**

Seasonal Influenza Vaccine: Coverage and Effectiveness

The National Advisory Committee on Immunization (NACI) recommends that all individuals aged 6 months and older get vaccinated for seasonal influenza vaccine, especially for populations at increased risk for influenza-related complications or hospitalizations including (6):

- Patients with chronic medical conditions, such as heart conditions, cancer, diabetes, lung/liver diseases and immune disorder
- Adults who are 65 years of age and older

