

**Pages 1 to / à 16
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Information for Offenders

Health Services
February 2020

New Coronavirus

A new Coronavirus was detected in Wuhan, China in December 2019. As of January 2020, it has been found in several other countries, including a few cases in Canada. The Public Health Agency of Canada has assessed the public health risk as low for Canada.

How is the virus transmitted from person to person?

Coronaviruses cause infection of the nose, throat and lungs. An infected person can spread the virus to others through:

- Coughing and sneezing without covering their mouth or nose
- Touching common surfaces like door knobs and table tops with unwashed hands

Outside of China, there has been limited spread of the new coronavirus from person to person.

Is there a vaccine to protect against this virus? How serious is it?

No, there is currently no vaccine to protect against the coronavirus infection. Most cases experience mild symptoms and recover on their own. Serious illness occurs in some people, specifically older people or individuals with other medical issues.

To protect yourself against all cold and flu-like illness:

- **Wash your hands often with soap and water**
- Avoid touching your eyes, nose or mouth with unwashed hands
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and **wash your hands**
- If you do not have a tissue, sneeze in your elbow or sleeve
- Go to Health Services if you have a cough, fever, sore throat, runny nose, weakness or a headache
- Ask your visitors to stay home if they are not feeling well and to visit you when they are better!



**Pages 18 to / à 33
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Page 34
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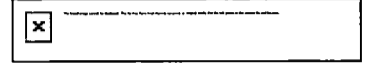
**Pages 35 to / à 36
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**Pages 37 to / à 50
are not relevant
sont non pertinentes**

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: February 19, 2020 6:06 AM
To: 523-All Staff
Subject: TakeYourBreak: Stretch at your desk

Stretch at your desk



How to take this break

Some of the activities you can do in your workspace include:

1. Adjusting your space so you can stretch and move as you work
2. Doing arm raises with a heavy stapler or paperweight
3. Sitting at your desk raising your legs

Some workplaces also provide walking desks so that you can walk while working. A walking desk is a piece of equipment that encompasses a treadmill, a computer on a desk, a phone, etc.

Why this counts - Energizing

Paying attention to our energy levels at work is important because it impacts our ability to stay focused, productive and positive.

Go to [Workplace Strategies for Mental Health](#) for more ideas, tools and resources to help with the prevention, intervention and management of workplace mental health issues.

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: February 7, 2020 7:28 AM
To: 523-All Staff
Subject: Mental Health Awareness - How did you reach out for help?

How did you reach out for help?



In this video, a variety of individuals share their experiences of reaching out for help with their mental health and who they reached out to.

[View video now!](#)

About Workplace Strategies

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: February 4, 2020 3:18 PM
To: 523-All Staff; Friesen Sheryl (PRA)
Subject: RE: Message from Health Canada: Information about the coronavirus

Additional information from Health (thanks Sheryl!):

Coronavirus Resources webpage (<https://ipac-canada.org/resources.php>).

There you will find current information, statements and advisories from WHO, PHAC, the CDC, and other organizations all on one page.

The link to a world-wide coronavirus 'dashboard' from Johns Hopkins University is among the resources on the page.

This resource page is publicly accessible; please feel free to share it with colleagues and others.

Rachel

From: Parker Rachel (PRA)
Sent: February 4, 2020 2:23 PM
To: 523-All Staff ; Friesen Sheryl (PRA)
Subject: Message from Health Canada: Information about the coronavirus

Message from Health Canada: Information about the coronavirus

Please read the following message from Health Canada about the coronavirus. CSC strongly encourages all employees to take the precautions mentioned below.

The 2019 novel coronavirus (referred to as 2019-nCoV) was first identified in Wuhan, China, in late December 2019. Since then, the Public Health Agency of Canada has been working with international partners, including the World Health Organization, provincial and territorial counterparts, and other federal departments and agencies to monitor and respond to this evolving situation.

As you know, Canada has identified cases of coronavirus. This was not unexpected and reflects that our health systems are on alert and taking appropriate steps to limit the spread of the novel coronavirus in Canada. Our healthcare system is well prepared to handle the virus and the risk to Canadians continues to be low.

Health Canada's Public Service Occupational Health Program (PSOHP) advises employees to continue to take general precautions to reduce their risk of infection, such as washing their hands often with soap and water, coughing or sneezing into their arm or tissue, avoiding touching their eyes, nose or mouth with unwashed hands, and avoiding close contact with people who are sick.

The PSOHP continues to work with federal departments and agencies to provide occupational health advice for federal employees working at points of entry (e.g., airports) and other key workplace settings.

Since this is an evolving situation, visit Canada.ca/coronavirus for the latest information. You can also follow Canada's Chief Public Health Officer, Dr. Theresa Tam, on [Twitter](https://twitter.com/theresa_tam) for up-to-date information.

Date modified:
2020-01-29

Rachel Parker
Positive Space Champion | Championne de l'Espace positif
Kikawinaw
Okimaw Ohci Healing Lodge

Box 1929
Maple Creek, Saskatchewan S0N 1N0
Telephone / Téléphone - 306-662- 4701
Cellular- 306-661-0584
Facsimile / Facsimilé - 306-662-3555
Government of Canada | Gouvernement du Canada
Correctional Service Canada | Service correctionnel du Canada
"SEE IT....HEAR IT.....REPORT IT!!"



Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 31, 2020 7:45 AM
To: 523-All Staff
Subject: Mental Health Awareness - What's going on?

What's going on?

Sometimes when we are struggling, it can be difficult to take a step back and assess what is really going on. Use the What's Going On checklist to help you gain a better understanding of your situation.

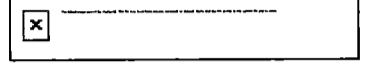
[View checklist now!](#)

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Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 29, 2020 6:52 AM
To: 523-All Staff
Subject: TakeYourBreak: Call a friend

Call a friend



How to take this break

Use your break time to reach out to someone you can count on to make you feel better by meeting for coffee, sending an email or making a phone call.

Why this counts - Calming

Talking to someone whose opinion you value may help you to see your situation from a more objective perspective. This can also help reduce your feelings of stress.

Go to [Workplace Strategies for Mental Health](#) for more ideas, tools and resources to help with the prevention, intervention and management of workplace mental health issues.

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 27, 2020 2:36 PM
To: 523-All Staff
Subject: ◦ Respect and good communication go hand-in-hand! No need to file

Respect and good communication go hand-in-hand!

The way we communicate with our colleagues has a direct influence on creating positive relationships and a respectful workplace.

In recognition of CSC Respect Day, the Office of Conflict Management (OCM) encourages you to check out the five communication tips below and assess yourself.

You can demonstrate respect with simple, yet powerful actions. Use these tips to help you improve how you communicate and avoid unintended disrespect with others at work.

Key tips for respectful communication

1. Actively listen

Give your full attention to the person who is talking during a meeting or speaking to you directly. Avoid staring at your phone or Blackberry. Provide feedback and ask clarifying questions to better understand their message. Show that you are hearing them and give encouraging non-verbal cues (examples: nodding and eye contact without staring).

staring at your phone or Blackberry. Provide feedback and ask clarifying questions to better understand their message. Show that you are hearing them and give encouraging non-verbal cues (examples: nodding and eye contact without staring).

2. Encourage others to express ideas and points of views

Demonstrate that you are interested in the ideas and value feedback from others. The best way to do this is by asking them for their opinions! Avoid only pushing forward your ideas. Hear and consider what others have to say before expressing your views. Never speak over, shut down or cut off another person.

3. Be aware of your body language, make others feel at ease

Be mindful that your body language gives messages even if you do not intent it to. Adopt an open body posture that will make others feel comfortable. Work on being relaxed; try to make eye contact for a few seconds at a time to show that you are engaged. Avoid rolling your eyes or having your arms tightly crossed.

4. Give recognition and praise more frequently

Avoid criticism and judgements towards others. Encourage and inspire them to do their best. Show appreciation for other's efforts. Positive feedback is motivating to the receiver; a balance with what could be improved is needed in order to promote growth and job satisfaction.

5. Talk with the other person(s) and not about them to others

If an issue or situation arises, do not let it stew. Alleviating frustration by complaining about another person behind his or her back to others is destructive. Resolve the situation directly with the other person(s) by engaging in a constructive and respectful dialogue._____

Respectful communication builds trust, minimizes conflict and fosters a healthy workplace.

Need some help to build up your communication skills? Have you thought of consulting the OCM?

The OCM offers individual conflict coaching sessions, as well as training and awareness sessions to help you increase your conflict resolution skill level and apply effective communication strategies.

Are you dealing with a difficult situation at work? Contact your regional OCM and get help navigating through it using a respectful, collaborative problem solving approach.

For more information on the OCM, please consult the Hub page: [Informal conflict management](#)

The OCM is there to help and work with you to build an inclusive and respectful workplace.

Take good care,
Rachel

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Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 22, 2020 3:23 PM
To: 100-WOMWAR
Cc: MacInnis-Meagher Adele (ATL)
Subject: Bell Let's Talk Day is coming soon – Organize a conversation about mental health|La Journée Bell Cause pour la cause approche – Organisez une conversation sur la santé mentale
Attachments: Bell Let's Talk Day 2020_Speaking points_EN.docx; Bell Let's Talk Day 2020_Speaking points_FR.docx
Importance: High

Dear colleagues,

You'll find below a message in order to share the Bell Let's Talk Day Toolkit as well as the speaking points. On behalf of the Respectful Workplace Campaign Working Group, I **ask you to share it with your management team, managers, supervisors, administrative and/or operational personnel**, so we can all have THAT talk on January 29!

Every unit is free to organize a formal event/discussion, team micro conversation, whatever they feel comfortable with. No matter what is being done, small steps taken on every team will eventually make a huge difference.

Thank you so much again for your support! 😊

Rachel

Bell Let's Talk Day is coming soon – Organize a conversation about mental health

The next Bell Let's Talk Day will be held on January 29, 2020. Want to help end the stigma, but not sure how? We have some suggestions for you.

The Respectful Workplace Campaign working group invites all teams, units and sectors to organize a discussion on mental health, mental illness and stigma reduction. After all, in a respectful workplace, we must speak openly!

Regardless of your group and level, and whether you are an employee, a manager or a director, you can gather your colleagues and organize a formal or informal session. This can be in the form of a lunch or coffee break that leads to a conversation on these important topics.

To support your efforts, we invite you to consult and use the very complete Bell Let's Talk Day toolkit that includes a conversation guide, helpful tips for the workplace as well as shareable images for you to use to show your support.

We have also prepared speaking points (attached) in case you want to take a more informal approach to this very important day.

Who's in? The small steps taken on every team can make the biggest differences!

On January 29, it is up to each and every one of us to have THAT conversation!

La Journée Bell Cause pour la cause approche – Organisez une conversation sur la santé mentale

La prochaine journée Bell Cause pour la cause aura lieu le 29 janvier 2020. Vous voulez aider à mettre fin à la stigmatisation, mais vous ne savez pas trop comment vous y prendre? Nous avons quelques suggestions pour vous.

Le groupe de la Campagne pour un milieu de travail respectueux invite toutes les équipes, unités et secteurs à organiser une discussion sur la santé mentale, la maladie mentale et la réduction de la stigmatisation. Après tout, dans un milieu de travail respectueux, nous devons nous parler ouvertement!

Quels que soient votre groupe et votre niveau, et que vous soyez employé, gestionnaire ou directeur; vous pouvez réunir vos collègues et organiser une séance officielle ou informelle. Par exemple, ce pourrait être un dîner ou une pause-café qui mènerait à une conversation sur cet important sujet qu'est la santé mentale.

Pour appuyer vos efforts, nous vous invitons à consulter et à utiliser la très complète trousse de Bell Cause pour la cause qui comprend un guide de conversation, des modèles pratiques à utiliser dans vos lieux de travail, ainsi que des images téléchargeables à partager que vous pouvez utiliser pour démontrer votre soutien.

Nous avons également préparé des notes d'allocation (ci-jointes) au cas où vous souhaiteriez adopter une approche plus informelle pour cette importante journée.

Vous serez des nôtres? Les initiatives prises par chaque équipe, mêmes petites, peuvent faire toute la différence!

Le 29 janvier, il ne tient qu'à nous d'avoir LA conversation!

CSC Respectful Workplace Campaign

#respect

Bell Let's Talk Day – January 29, 2020

Speaking notes for conversations about mental health

- Want to help end the stigma, but not sure how? To help us spread the word about mental illness, Bell Let's Talk initiative has created a toolkit that includes a conversation guide, helpful tips for the workplace as well as shareable images for us to use to show our support.
- Bell Let's Talk is a multi-year charitable program dedicated to the promotion and support of mental health initiatives and awareness across Canada. Since 2010, Bell has donated to over \$100 million to support a wide range of mental health organizations, large and small, from coast to coast focusing on anti-stigma, care and access, workplace mental health and research.
- Their goal is to help keep the conversation going all year long and make every day a day that it is okay to talk about mental health.
- By learning more about mental health, we can take steps to help ourselves and others improve mental health and reduce the risk and stigma of mental illness.
- We come from different places and have different experiences and connections to this topic, some more personal than others. We may choose not to share our personal stories here today, and that is okay. It is all about opening a respectful dialogue on a topic that can be uncomfortable for many.
- Having conversations about mental health and illness may invite us to challenge our understanding and attitudes about these important topics. It may also help us to reflect on how we have encountered these issues in our own lives.
- Good mental health is the willingness to think about and deal with everyday challenges. These could involve:
 - making choices and decisions;
 - adapting to and coping with difficult situations;
 - talking about one's needs and desires;
 - maintaining meaningful relationships.
- Other examples?
- Everyone has good and bad days, with or without a mental illness. We all feel sad, worried, scared or suspicious sometimes. However, these feelings may become a problem if they get in the way of our daily lives over a long period of time.
- When there are changes in a person's thinking, mood or behaviour, and these changes cause a lot of distress and make it difficult to do daily tasks, that person may be dealing with a mental illness.
- Stigma is an attitude that causes someone to think less of another because they are dealing with a mental illness. This can lead to discrimination. It can make people feel unwanted and ashamed for something that is not their choice or fault and adds to the suffering caused by mental illness.

SPEAK UP. TAKE ACTION. STOP HARASSMENT.

#respect

CSC Respectful Workplace Campaign

#respect

- The small changes made in every team can make all the difference! These changes may start slowly, with a single decision or action, but eventually visible changes take effect and make a positive impact.
- Thank you for joining the conversation today.
- What is one thing you are taking away from today's discussion?
- What is one thing you are going to do to keep the conversation going?
- Every team is invited to customize their message!

SPEAK UP. TAKE ACTION. STOP HARASSMENT.

#respect

Campagne du SCC pour un milieu de travail respectueux

#respect

La Journée Bell Cause pour la cause – le 29 janvier 2020

Notes pour la conversation sur la santé mentale

- Vous voulez aider à mettre fin à la stigmatisation, mais vous ne savez pas trop comment vous y prendre? Pour vous aider à passer le mot sur la santé mentale, l'initiative Bell Cause pour la cause a créé une trousse qui comprend un guide de conversation, des conseils pratiques pour le milieu de travail ainsi que des images que nous pouvons utiliser pour montrer notre soutien.
- Bell Cause pour la cause est un programme pluriannuel de bienfaisance destiné à la promotion et au soutien des initiatives concernant la santé mentale et à la sensibilisation, à l'échelle du Canada. Depuis 2010, Bell s'est engagé à verser 100 millions de dollars pour soutenir une multitude d'organismes de santé mentale, petits et grands, d'un bout à l'autre du pays, qui mettent l'accent sur la lutte contre la stigmatisation, l'accès aux soins, la santé mentale au travail et la recherche.
- Leur objectif est d'aider à alimenter la conversation sur la santé mentale tout au long de l'année et d'en faire un sujet de conversation au quotidien.
- En nous informant davantage sur la santé mentale, nous pouvons prendre des mesures pour nous aider et pour aider les autres à la renforcer et à réduire les risques de maladie mentale ainsi que la stigmatisation qui l'entoure.
- Nous sommes issus de milieux différents, nous avons chacun une expérience et un rapport particuliers avec ce sujet, certains plus personnels que d'autres, et nous avons le droit de ne pas nous dévoiler aujourd'hui. Ce que nous voulons, c'est entamer un dialogue respectueux sur un sujet dont il peut être difficile de parler.
- Cette conversation sur la santé mentale et la maladie mentale peut nous amener à remettre en question notre compréhension de ces sujets importants et notre attitude à leur égard. Elle peut aussi nous aider à réfléchir à notre propre expérience de ces questions.
- Pour avoir une bonne santé mentale, il faut être prêt à réfléchir aux difficultés quotidiennes et à y faire face. Pour y arriver, on peut être appelé à :
 - faire des choix et prendre des décisions;
 - s'adapter aux situations difficiles et les affronter;
 - exprimer ses besoins et ses aspirations;
 - maintenir des relations saines.
- Vous avez d'autres exemples?

Nous avons tous des bons jours et des mauvais jours, que nous soyons ou non touchés par la maladie mentale. Il nous arrive à tous d'être tristes, inquiets, effrayés ou méfiants. Cependant, ces sentiments peuvent devenir un problème s'ils nuisent à nos vies quotidiennes pendant une longue période.

- Lorsque des changements surviennent dans la manière de penser d'une personne, dans son humeur ou dans son comportement et que ceux-ci entraînent un grand désarroi et rendent difficile l'accomplissement des tâches quotidiennes, il se peut que cette personne soit aux prises avec une maladie mentale.

PARLONS. AGISSONS. CESSONS LE HARCÈLEMENT.

#respect

Campagne du SCC pour un milieu de travail respectueux

#respect

- La stigmatisation est une attitude qui amène à moins apprécier une personne à cause de sa maladie mentale. Elle peut entraîner de la discrimination. Elle peut faire en sorte que les gens ne se sentent pas les bienvenus ou qu'ils aient honte d'une situation sur laquelle ils n'ont aucun contrôle et qui n'est pas de leur faute et elle empire la souffrance causée par la maladie mentale.
- Les petits changements apportés dans chaque équipe peuvent faire toute la différence! Ces changements peuvent commencer lentement, avec une simple décision ou mesure, mais celle-ci finira par produire des changements visibles et un effet positif.
- Merci d'avoir participé à la conversation aujourd'hui.
- Y a-t-il une chose que vous allez retenir de notre séance d'aujourd'hui?
- Y a-t-il une chose que vous allez faire pour poursuivre la conversation?
- Chaque équipe est invitée à adapter son message!

PARLONS. AGISSONS. CESSONS LE HARCÈLEMENT.

#respect

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 17, 2020 7:44 AM
To: 523-All Staff
Subject: Your Wellbeing - Resource list

Good morning all,
Please ensure you seek out resources available on the HUB to assist you when needed.

Your wellbeing

Find information on how to deal with interpersonal conflict and what to do if you are suffering from an injury or illness. This section includes information on conflict management, how to report a wrongdoing or fraud, and duty to accommodate.



Topics

[The Critical Incident Stress Management Program](#)

Discover how to get support and follow-up services when you experience a critical incident. Information on how to become a peer support member is also included in this section.

[The Employee Assistance Program](#)

Learn how to get help dealing with personal or work-related problems. You can also get information about becoming a referral agent in this section.

[Employment equity and diversity](#)

Access information and resources about employment equity and diversity at CSC.

[Respectful workplace campaign](#)

Creating and maintaining a respectful workplace is essential for employees to effectively carry out their duties. Here you will find information and resources to help employees foster a respectful workplace.

[Employee Protection Protocol](#)

This protocol identifies, protects and supports employees threatened with violence. It includes the EPP guidelines and pre-assessment tool.

[Return to work](#)

When you are ready to return to work after an injury or illness, you can request accommodation. If you manage an employee who is returning to work, you have a duty to accommodate. Find out how the Return to Work Program can help you in this situation.

[How to report a fraud](#)

Find out what fraud is, what to do if you suspect fraud, how you can protect your identity and how you can report suspected fraud anonymously.

Harassment prevention

CSC wants to provide a workplace that is free of harassment and discriminatory behaviour. Learn what to do when you believe you are being harassed and how to file a complaint.

Ethical dilemmas and conflicts of interest

Find out how to respond to ethical dilemmas and conflicts of interest. Learn what political activities you can participate in and how to mitigate ethical risk.

Duty to accommodate

Duty to accommodate in the workplace is the legal requirement for employers to identify and change any rules, practices, expectations or procedures that have, or may have, a discriminatory impact on an individual or group.

Report a wrongdoing

Have you witnessed wrongdoing at work that you feel needs to be reported? Read about how to make a disclosure and your rights and responsibilities.

Mental health at work

At CSC, we see all kinds of difficult situations unfold. It's important to take care of your mental health just as you do your physical health. CSC has programs set up to help you prepare for stressful situations, to help you recover if you are injured, and get back to work quickly and smoothly.

Informal conflict management

Conflict is a struggle between two or more people that arises when there is a difference in interests or values. The Office of Conflict Management (OCM) helps employees at all levels manage and resolve conflict. Here you will find information on the OCM and on how to prevent, manage, and resolve conflicts in the workplace.

Office ergonomics

Learn how to set up your workstation properly and identify ergonomic-related hazards.

National Attendance Management Program

Find information about the National Attendance Management Program, designed to ensure consistent and fair management of employee attendance.

Resource list



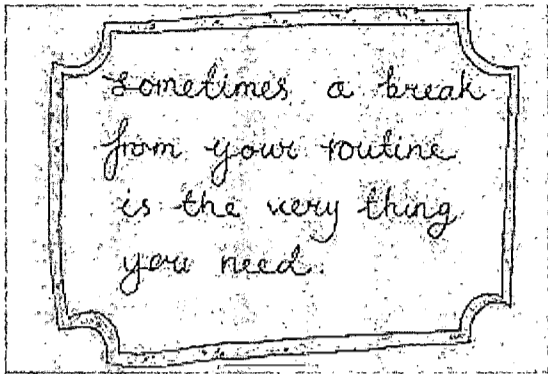
In this short video, Mary Ann Baynton, Program Director, Workplace Strategies for Mental Health, shares that finding resources at a time of crisis is significantly more difficult than identifying them before the need arises.

[View video now!](#)

[About Workplace Strategies](#)

Mosquito Judy (PRA)

From: Parker Rachel (PRA)
Sent: January 8, 2020 7:43 AM
To: 523-All Staff
Subject: TakeYourBreak: Brainstorm while you walk or wheel



Brainstorm while you walk or wheel

How to take this break

When you're really busy at work you can combine the need to talk about issues or share or create ideas with a walk or wheel in the fresh air or a designated indoor walking route.

Why this counts - Energizing

Everything is better with a clear head. Briskly walking or wheeling increases blood flow and may actually help generate ideas. You can even carry a recorder to catch it all.

Go to [*Workplace Strategies for Mental Health*](#) for more ideas, tools and resources to help with the prevention, intervention and management of workplace mental health issues.

**Pages 69 to / à 70
are not relevant
sont non pertinentes**

Simpson Sheila (PRA)

From: Emann Darcy (PRA)
Sent: March 13, 2020 9:24 PM
To: Sorokan Lesia (PRA); Chopty Grace (PRA); Wandler Tarrah (PRA); Martin Penny (PRA); Krause Tim (PRA); Ouellet Marc (PRA)
Subject: FW: Information for Inmates and Health Information / Information pour les détenus et information des services de santé
Attachments: COVID-19_Fact sheet for inmates Final 2.docx; COVID19 Fact sheet for inmates Final FR.docx; Copy of Questions for sites about coronavirus preparedness- Questions pour les sites sur la préparation aux coronavirus.xlsx; COVID-19 Formulaire d'évaluation pour utilisation des Services de la santé 13 mars 2020.pdf; COVID-19 Screening Form For Use By Healthcare MAR 13 2020.pdf; DÉTENUS Formulaire d'évaluation COVID-19 pour utilisation par les opérations 13 mars 2020 (003).pdf; INMATES Screening Form COVID-19 For Use By Operations March 13 2020 (002).pdf; VISITEURS Formulaire d'évaluation COVID-19 pour utilisation par les opérations 13 mars 2020 (002).pdf; COVID-19 memo March-mars 2020.pdf; VISITORS Screening Form COVID-19 For Use By Operations March 13 2020.pdf

The attached documents include a fact sheet for inmates, health care screening form, inmate screening form for operations use, visitor screening form, national contact/info listing....

I will be forwarding the message with only the following documents to all CM's for reference and use: fact sheet for inmates, inmate screening form for operations and visitor screening questions which can be used by visitor security and others in screening visitors.

As a first step I will ask CM's to place any inmate screening forms in a Health Services file/mail and notify management of any "positive" screenings for the weekend and we can determine other processes monday. If Tarrah would like forms managed differently she can advise the desk tomorrow.

I will follow up with desk tonight and would appreciate any assistance you might provide to the CM's in the next 2 days. Thanks

Darcy

----- Original message -----

From: "Gratton France (PRA)"
Date: 2020-03-13 5:08 p.m. (GMT-06:00)
To: "Bonney Robert (PRA)", "Gee Cindy (PRA)", "Parker Rachel (PRA)", "Emann Darcy (PRA)", "Michael Eric (NHQ-AC)", "Bird Shawn (PRA)", "Bailey Paul (PRA)", "Sears Gary (PRA)", "Mielke Meredy (PRA)", "Bouchard Brigitte (PRA)", "Rutten Justin (PRA)", "LaPointe Clovis (PRA)", "Farmer Tracey (PRA)", "Hartigan Lawrence (PRA)"
Cc: "Hope Jason (PRA)", "Krafchuk Pattie (PRA)", "Di Placido Chantal (PRA)", "Hills Christine (PRA)"
Subject: FW: Information for Inmates and Health Information / Information pour les détenus et information des services de santé

As discussed for your immediate action

Thank you,

France Gratton

Deputy Commissioner, Prairie Region
Sous-commissaire, Région des Prairies

----- Original message -----

From: "Kelly Anne (NHQ-AC)"

Date: 2020-03-13 6:40 p.m. (GMT-05:00)
To: 100-RDC , 100-SectorHeads-SDC
Cc: 100-RDC Admin , 100-SectorHeads-SDC Admin
Subject: Information for Inmates and Health Information / Information pour les détenus et information des services de santé

Hello,

Attached is a one-pager (Fact Sheet) that can be used for discussions with inmates on the suspension of visits. It is important to deliver this message in a way that reassures inmates we are doing this for their health and safety, as a precaution. We recognize that this global health situation presents some inconveniences for our inmates and we will reassess the situation in 10 days.

Please have conversations with inmates as soon as possible. The unions have been briefed and this information will be in the public domain shortly.

We have also attached important screening and health information.

Thank you for your collaboration.

Anne

.....
Bonjour,

Vous trouverez-ci-joint un document (fiche d'information) qui peut être utilisé pour discuter de la suspension des visites avec les détenu(e)s. Il est important de transmettre ce message en rassurant les détenu(e)s que nous prenons cette précaution pour leur santé et leur sécurité. Nous reconnaissons que la situation de santé à l'échelle mondiale présente certains inconvénients pour nos détenu(e)s et nous réévaluerons la situation dans 10 jours.

Veillez s'il vous plaît avoir ces conversations avec les détenus dès que possible. Les syndicats ont été informés et cette information sera bientôt partagée publiquement.

Veillez aussi trouver, ci-joint, des formulaires d'évaluation ainsi que de l'information des services de la santé.

Merci de votre collaboration.

Anne

Anne Kelly
Commissioner / Commissaire
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"Every job is a self-portrait of the person who does it. Autograph your work with excellence."

"Toute tâche est le reflet de la personne qui l'accomplit. Marquez votre travail du sceau de l'excellence."

Simpson Sheila (PRA)

From: Emann Darcy (PRA) <Darcy.Emann@CSC-SCC.GC.CA>
Sent: March 13, 2020 10:19 PM
To: 504-Correctional Managers
Cc: Sorokan Lesia (PRA); Wandler Tarrah (PRA); Chopty Grace (PRA); Krause Tim (PRA); Martin Penny (PRA)
Subject: FW: Information for Inmates and Health Information / Information pour les détenus et information des services de santé
Attachments: COVID-19_Fact sheet for inmates Final 2.docx; COVID19 Fact sheet for inmates Final FR.docx; DÉTENUS Formulaire d'évaluation COVID-19 pour utilisation par les opérations 13 mars 2020 (003).pdf; INMATES Screening Form COVID-19 For Use By Operations March 13 2020 (002).pdf; VISITEURS Formulaire d'évaluation COVID-19 pour utilisation par les opérations 13 mars 2020 (002).pdf; COVID-19 memo March-mars 2020.pdf; VISITORS Screening Form COVID-19 For Use By Operations March 13 2020.pdf
Importance: High

Attached please find a fact sheet for inmates that can be used by all staff, supervisors and others when speaking with patients on the unit.

There is also an inmate screening form that will need to be used by operations staff to determine if an inmate should be provided with a mask and accommodated in a single cell until they can be assessed by health services and any next step decisions made.

Once completed (for cases screened with yes) the inmate screening form will need to be shared with a health services professional immediately. Unit operations staff should also advise the CM desk. Notification of health services assessments will be provided by health services staff to Tarrah for immediate reporting.

A visitor screening form provides questions for screening contractors or other visitors as well as direction when specific answers are provided. This screening tool will be used by visitor security staff and others. When visitors answer "yes", they will not be granted entry to RPC, asked to return home and potentially, asked not to return for 14 days, without clearance from public health.

For visitors being advised they will not be granted entry we may want to consider support by presence of a second staff member or CM similar to denial of entry to a visitor in other situations, though these are case by case scenarios. Visitor numbers will also be significantly reduced effect immediately.

If you have any questions please don't hesitate to contact me or another senior manager. As this is a dynamic process we may make adjustments as things change. I appreciate all of your time as we work through this.
Thanks

Darcy

----- Original message -----

From: "Gratton France (PRA)"
Date: 2020-03-13 5:08 p.m. (GMT-06:00)
To: "Bonney Robert (PRA)", "Gee Cindy (PRA)", "Parker Rachel (PRA)", "Emann Darcy (PRA)", "Michael Eric (NHQ-AC)", "Bird Shawn (PRA)", "Bailey Paul (PRA)", "Sears Gary (PRA)", "Mielke Meredy (PRA)", "Bouchard Brigitte (PRA)", "Rutten Justin (PRA)", "LaPointe Clovis (PRA)", "Farmer Tracey (PRA)", "Hartigan Lawrence (PRA)"
Cc: "Hope Jason (PRA)", "Krafchuk Pattie (PRA)", "Di Placido Chantal (PRA)", "Hills Christine (PRA)"
Subject: FW: Information for Inmates and Health Information / Information pour les détenus et information des services de santé

As discussed for your immediate action

Thank you,

France Gratton

Deputy Commissioner, Prairie Region
Sous-commissaire, Région des Prairies

----- Original message -----

From: "Kelly Anne (NHQ-AC)"

Date: 2020-03-13 6:40 p.m. (GMT-05:00)

To: 100-RDC , 100-SectorHeads-SDC

Cc: 100-RDC Admin , 100-SectorHeads-SDC Admin

Subject: Information for Inmates and Health Information / Information pour les détenus et information des services de santé

Hello,

Attached is a one-pager (Fact Sheet) that can be used for discussions with inmates on the suspension of visits. It is important to deliver this message in a way that reassures inmates we are doing this for their health and safety, as a precaution. We recognize that this global health situation presents some inconveniences for our inmates and we will reassess the situation in 10 days.

Please have conversations with inmates as soon as possible. The unions have been briefed and this information will be in the public domain shortly.

We have also attached important screening and health information.

Thank you for your collaboration.

Anne

.....

Bonjour,

Vous trouverez-ci-joint un document (fiche d'information) qui peut être utilisé pour discuter de la suspension des visites avec les détenu(e)s. Il est important de transmettre ce message en rassurant les détenu(e)s que nous prenons cette précaution pour leur santé et leur sécurité. Nous reconnaissons que la situation de santé à l'échelle mondiale présente certains inconvénients pour nos détenu(e)s et nous réévaluerons la situation dans 10 jours.

Veuillez s'il vous plaît avoir ces conversations avec les détenus dès que possible. Les syndicats ont été informés et cette information sera bientôt partagée publiquement.

Veuillez aussi trouver, ci-joint, des formulaires d'évaluation ainsi que de l'information des services de la santé.

Merci de votre collaboration.

Anne

Anne Kelly

Commissioner / Commissaire

Correctional Service Canada / Service correctionnel du Canada

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Fact sheet for inmates

Update on COVID-19

- The safety of staff, offenders and our institutions is a priority for CSC.
- COVID-19 is a new respiratory illness. It is spread through infected droplets (a sneeze or cough) or by touching an infected surface.
- Symptoms include fever, cough and difficulty breathing.
- If you have any of these symptoms, please see Health Services immediately. You will be assessed and given the necessary health care. You will be asked to self-isolate in your cell/room until health care can see you.
- CSC has robust health services in its institutions and experience caring for patients with infectious diseases and respiratory illnesses.
- We have protocols to deal with COVID-19 (hospital-grade cleaning products, enough food, water, medicine and other supplies).
- Take the following steps to prevent the spread of infection:
 - Wash your hands often with soap and water for at least 20 seconds
 - Avoid touching your eyes, nose and mouth with unwashed hands
 - Avoid contact with people who are sick
 - Cough or sneeze into your sleeve
- We recommend that you get the flu shot. Ask Health Services about it.
- To ensure your ongoing safety, all visits to inmates are being suspended and we will reassess in 10 days. Visits may still occur by telephone or video visitation with approved visitors.



Simpson Sheila (PRA)

From: Emann Darcy (PRA)
Sent: March 16, 2020 9:05 PM
To: Krafchuk Pattie (PRA)
Subject: RE: Site Questions- Covid19

Thanks for getting back to me right away Pattie, things keep evolving we'll all work through it. An update tomorrow will be good.

Darcy

----- Original message -----

From: "Krafchuk Pattie (PRA)"
Date: 2020-03-16 7:23 p.m. (GMT-06:00)
To: "Emann Darcy (PRA)"
Subject: RE: Site Questions- Covid19

Hi Darcy

If staff come back for 14 day isolation right now, we have to do our best for work alternatives for either telework or some type of responsibility prior to just granting 699 leave.

For those staff that plan on travelling out of country now, we need to have discussions of cancelling their annual leave at this time. To grant any upcoming annual leave will need to go through the Warden to get approval from the RDC. Those that have gone knowing they would be isolated when returning, it sounds like LWOP would be given for the 14 day isolation but this will be confirmed.

As far as training all NTS training has been cancelled except firearms and on line. So ERT would be cancelled as well with exception of firearms.

I hope this helps answer some questions but do know we will update more tomorrow as this is ever changing as we speak.

Pattie

----- Original message -----

From: "Emann Darcy (PRA)"
Date: 2020-03-16 6:50 PM (GMT-06:00)
To: "Krafchuk Pattie (PRA)"
Subject: Site Questions- Covid19

Hello Pattie- some key questions that have come up specifically for 699 leave.

For the 14 day self isolation after international travel specifically:

- for those currently travelling and returning in the coming days/weeks, will 699 continue to be provided?
- for those planning to travel in the future, will we be approving 699 paid leave for self isolation? Will these staff be able to utilize sick leave/annual leave for self isolation of 14 days?

I have also received inquiries from staff with autoimmune disease and/or in a high risk group in regard to potential exposure to covid19 for significant period go forward now. We can explore advance of sick leave, leave with income averaging, use of annual leave, potential application for disability....though staff are also raising extended 699. Some assistance and general guidance on this type of case would be beneficial.

A question was also raised for ERT training, I assume firearms related training would proceed though all "in class or group" settings are suspended until further notice? Thanks

Darcy

Simpson Sheila (PRA)

From: Emann Darcy (PRA)
Sent: March 19, 2020 4:27 PM
To: 'LAVERNE SYMAK'
Cc: Barry Stolar
Subject: RE: Inmate contact with staff

Thank you for brining this to my attention Laverne. Consultation has occurred with the Physician and our Infectious Disease Nurse, who was also in attendance at the IWC meeting.

At this time, no additional protocols or measures other than self monitoring are recommended, as is the practice for all staff. I would encourage all staff to bring forward any questions or concerns and we will continue to reach out to provide information wherever possible. RPC has a Health Services Manager on call 24 hours/day who we can seek assistance from, to guide us as these questions arise. I trust that this addresses the concern raised though welcome ongoing dialogue on any issues or questions to ensure staff safety.

Darcy Emann
Warden/Directeur
Correctional Service of Canada | Le Service Correctionnel du Canada Regional Psychiatric Centre | Centre Psychiatrique Régional
P.O. Box 9243, 2520 Central Avenue | CP 9243, 2520 avenue Central
Saskatoon, SK S7K 3X5
Telephone | Téléphone 306-975-5400 ext: 4169
E-mail | Courriel Darcy.Emann@csc-scc.gc.ca
Government of Canada | Gouvernement du Canada

From: LAVERNE SYMAK
Sent: March 19, 2020 2:34 PM
To: Emann Darcy (PRA)
Cc: Barry Stolar
Subject: Inmate contact with staff

Hi Darcy,

I was advised by a couple of the USJE members that they had direct contact with the inmate who is currently quarantined.

Specifically, a CCA spent one on one time with the individual yesterday and several staff attended the IWC meeting with the individual.

The Members had direct contact, have received no direction from health services and the inmate is being tested for COVID19.

Please advise.

Thank you,

Laverne Symak
President
USJE
Local 40170

Simpson Sheila (PRA)

From: Emann Darcy (PRA)
Sent: March 24, 2020 7:36 PM
To: Wandler Tarrah (PRA); Sorokan Lesia (PRA); Chopty Grace (PRA); Martin Penny (PRA)
Cc: Mensink Tom (PRA)
Subject: RE: RPC COVID testing protocols

I agree that it's essential we have clear plans and anticipate some challenges moving back to clinic testing having tested on the unit.

I believe that a number of issues impact management of this process from drive through testing all staff see occurring elsewhere to different messaging, what may be taking place at other institutions and our changing environment.

Darcy

----- Original message -----

From: "Wandler Tarrah (PRA)"
Date: 2020-03-24 4:53 p.m. (GMT-06:00)
To: "Emann Darcy (PRA)", "Sorokan Lesia (PRA)", "Chopty Grace (PRA)", "Martin Penny (PRA)"
Cc: "Mensink Tom (PRA)"
Subject: FW: RPC COVID testing protocols

Hello,

We had some issues with our plan of where to swab patients over the weekend. Initially, in consultation with our institutional physician, direction was provided to complete same in the clinic. Over the weekend, this practice was challenged by CX. As such, in consultation with myself, a decision was made to complete the test on unit. Our physician has again provided his expertise and recommendation to complete all covid swabbing in the clinic. Can we please discuss tomorrow morning and once a decision is solidified, we will send out clear direction.

Thanks,

Tarrah

From: Apica Medical <apicamed@gmail.com>
Sent: March 24, 2020 1:19 PM
To: Mensink Tom (PRA) <Tom.Mensink@CSC-SCC.GC.CA>; Martin Penny (PRA) <Penny.Martin@csc-scc.gc.ca>; 504-Clinic <504-Clinic@CSC-SCC.GC.CA>; 504-Regional Hospital Nurses <504-RegionalHospitalNurses@CSC-SCC.GC.CA>
Subject: RPC COVID testing protocols

Hello all,

I was informed that some of our COVID testing has been taking place on the units.

NP swabs, while not aerosol generating procedures (AGPs) per SHA, are still procedures with inherent risk around disease transmission. As you all know, there are specific protocols around donning and doffing PPE by those performing the test, and there is also a need to adequately clean the area after testing occurs.

I think that we need a single location where this can occur in the institution that accommodates both these needs adequately, and from my understanding, the holding cell for the clinic would be about as ideal as we can manage at RPC. The room can be easily wiped down after a swab, and the individual doing the testing can properly doff their PPE across the hall per protocol.

I have heard that there are some concerns from staff about disease transmission with transporting the patient from his cell to the clinic; however, it needs to be understood that the infection risk is actually higher when performing NP swabs on the unit.

Proper doffing/hand hygiene would be very difficult to achieve on the unit (having to walk across a day room to a sink is not ideal). More importantly, performing NP swabs at the entrance to the cell could potentially spread

droplets throughout the day room as well, without the ability to properly clean the area. This puts both staff and inmates on the unit at risk.

Concerns around transport to the clinic could be easily mitigated by having the symptomatic patient wear a surgical mask and gloves during transport. Staff involved who feel concerned could also be offered surgical masks and gloves, although purely from an infection control standpoint that should not be necessary.

As the need for testing inevitably increases, I think having all staff on the same page in this regard will be necessary.

Please let me know if you have any questions or concerns.

Cheers,
Tim Neumann

Simpson Sheila (PRA)

From: Emann Darcy (PRA)
Sent: March 25, 2020 1:57 PM
To: Carlson Leanne (PRA)
Subject: RE: Checking in

Thanks for touching base Leanne and sharing some possible options for connecting staff with resources that might assist with coping in this current environment. We will certainly reach out and believe providing some time for staff to take care of themselves is very important.

Darcy

----- Original message -----

From: "Carlson Leanne (PRA)"
Date: 2020-03-23 12:38 p.m. (GMT-06:00)
To: "Emann Darcy (PRA)", "Sorokan Lesia (PRA)"
Subject: Checking in

Hi Darcy & Lesia,

I wanted to check in with you and see how things are at the site. It must be so very stressful with the constant influx of information, the uncertainty and the impact that COVID 19 has on everything and everyone.

I am always here to support your management team so let me know if there is something that you need. In person is a bit challenging these days but I am learning that there is a lot out there virtually. I am always accessible and there are also ways to set up sessions so your management team can vent, talk about how they are doing, anxiety and ways to cope with what is going on. I know the Zoom app has been used for sessions with mental health professionals so there are options out there.

Let me know if there is anything I can do, I am always here to help.

Leanne Carlson
A/Regional Manager EAP & CISM, Prairie Region
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Gestionnaire régionale PAE & GSIC par intérim, Région des Prairies
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**Pages 82 to / à 83
are not relevant
sont non pertinentes**

**Pages 84 to / à 85
are not relevant
sont non pertinentes**

Page 86
is not relevant
est non pertinente

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