

## Memorandum

**FROM:** Joanne Panasiuk, Executive Director  
Adult Centre Operations Branch

**OUR FILE REFERENCE:**

Shawn Rainault, Acting Executive Director  
Young Offender Branch

**YOUR FILE REFERENCE:**

**TO:** Adult Centre Staff  
Young Offender Centre Staff

**DATE:** April 2, 2020

**TELEPHONE:** 780-427-4703

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**SUBJECT: COVID Self-Reporting Protocol Prior to Reporting for Duty**

Commencing April 3, 2020 at 06:45, all personnel entering correctional facilities must review the attached self screening questionnaire (which will be posted at all facility entrances), and follow the instructions on the document accordingly. It is not necessary to physically fill-in the form, the checklist is provided only to guide your self-assessment.

During times of significant staff ingress into the building (e.g., prior to a shift coming on), a manager or designate will be stationed at the staff entrance to confirm that staff have completed the self-assessment and to assist with any questions that may arise. When an employee is entering the facility for their work shift and it is during a time when a manager or designate is not present, it is incumbent upon the employee to still review and complete the self-assessment and follow its direction.

The formalization of this process, which many of us have informally adopted, will serve as an additional measure to aid us in preventing the introduction of the COVID-19 virus into our facilities. Your cooperation with this process will mitigate the virus' entry into our facilities, protect your fellow co-workers and the inmate population from exposure, should an employee become infected.

As a reminder, as soon as practical after entering the facility, please wash your hands thoroughly with soap and water for at least 20 seconds.

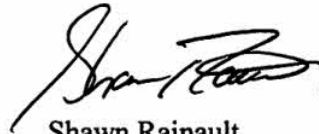
If staff develop a fever, cough, or sore throat while at work:

- Immediately put on a face mask,
- Inform your supervisor,
- Leave the facility, and
- Follow AHS directions for persons who are ill with COVID-19 symptoms.

Please continue to have patience, and work with us and your centre management teams to adopt and adapt to this ever-changing landscape of operating our facilities safely during this pandemic.



Joanne Panasiuk



Shawn Rainault

Attachment

# COVID-19



## READ THIS CAREFULLY

Alberta Correctional Services is currently taking measures to ensure your safety, the safety of our staff and inmates, and limit the risk of infection. To help us prevent the spread of COVID-19, we ask you to read this carefully and answer the questions below. Please act accordingly following the screening questions.

**1** Do you have a fever or new cough (within 14 days) or sore throat, or difficulty breathing?  Yes  No

If yes, then:

Return home and contact 811, Health Link, or your health care professional for further instructions.

Contact your manager.

If no, then:

**2** Have you travelled outside Canada in the past 14 days?  Yes  No

**3** Have you had close contact with someone who has been tested for COVID-19 in the past 14 days?  Yes  No

**4** Have you been in close contact with a person with acute respiratory illness who has travelled outside Canada?  Yes  No

If yes to one of more, then:

Do not enter the building.

Return home and contact 811, Health Link, or your health care professional for further instructions.

Do not return without clearance from the Health Link's COVID-19 Self-Assessment at: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Contact your manager.

### Reduce your risk of infection by:

- frequently washing your hands with soap and water for at least 20 seconds upon entry into the facility and thereafter.
- coughing or sneezing into your arm or tissue.
- avoiding touching your eyes, nose or mouth with unwashed hands.
- avoiding close contact with people who are sick to avoid spreading the illness to others.

For more information on COVID-19, please visit:

<https://www.albertahealthservices.ca/topics/Page16944.aspx>

