



## SOUTH MACKENZIE CORRECTIONAL CENTRE

Chapter:	7.00 – Contingency Planning
Standing Order:	7.02.03
Subject:	Epidemics and Outbreaks
Authority:	Directive 7.02 – Contingency Planning & Response Model

### 1.0 **STATEMENT OF POLICY**

This policy is a continuation of Directive 7.02 – Contingency Planning & Response Model and describes the contingency measures to be taken in the event that an outbreak of a contagious disease occurs at SMCC. The facility will need to work closely with the Department of Health and Social Services, Office of the Chief Public Health Officer should this contingency be enacted. In the event of an epidemic/outbreak at SMCC a lockdown may be initiated for the duration of the situation.

### 2.0 **AUTHORITIES**

Public Health Act (NWT) (2008)  
Corrections Service Regulations (NWT)  
Director of Corrections

### 3.0 **ADDITIONAL DEFINITIONS**


- 3.1 **Epidemic**: a disease that spreads at a rate far in excess of the expected rate.
- 3.2 **Influenza-like illness outbreak**: a viral infection that attacks the respiratory system; nose, throat and lungs. Influenza, commonly called the flu, is not the same as the stomach "flu" viruses that cause diarrhea and vomiting.
- 3.3 **Facility Lockdown**: when the facility confines all inmates to his/her cell/room (or specified location within the building) for the purpose of verifying count and gaining control of a major incident.
- 3.4 **Shift supervisor**: for the purpose of contingency policies this terminology is used for the "Officer in charge" or supervisor on shift (e.g. Corrections Supervisor, Deputy Warden of Operations in charge of the shift).

### 4.0 **PROVISIONS**

- 4.1 Authorized persons shall ensure that all essential services are delivered in the event of a medical epidemic and that inmates displaying symptoms of a communicable disease are dealt with according to this standing order.

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- 4.2 All provisions detailed in Directive 7.02 – Contingency Planning & Response Model shall be applied based on the nature of the emergency, location and time of the major incident. The roles and responsibilities of the Shift Supervisor shall be defined using the chart in Appendix A.

### PREVENTION

- 4.3 Authorized persons shall ensure that no inmate will be admitted who appears to be in need of immediate medical attention unless accompanied by a medical certificate of treatment signed subsequent to a medical examination (9.01 – Admission).
- 4.4 All inmates on admission to the facility shall be checked for influenza-like illness (ILI), that is, fever and cough, shortness of breath or symptoms of influenza. Inmates with ILI symptoms should be placed directly into medical holding or designated area for holding symptomatic inmates.
- 4.5 All inmates transferred from other facilities shall be seen by the nurse to confirm medical clearance prior to placement in general population with other medically cleared inmates. No inmate who is showing signs of Influenza type illness shall be transferred to another correctional facility until cleared by medical.
- 4.6 Admitting staff shall ensure that all admitted inmates are searched and placed into a holding cell separate from all other inmates. Each inmate must have a health screening questionnaire completed upon admission to a facility (Appendix B). Inmates shall not be placed in general population until this questionnaire is completed and there does not appear to be any signs of communicable disease.
- 4.7 Staff shall immediately inform medical services of any inmate with medical symptoms for illnesses/diseases (e.g. draining wounds, fever, cough, shortness of breath, sweating, bleeding, boils, injuries, and any stated illness). If an inmate is showing any symptoms of cough, shortness of breath, fever or sweating they will immediately be given a mask, gown and gloves to wear by intake staff. Inmates will wear this for the duration of the intake process until they are cleared by medical services. Officers will also wear PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) for the duration of the intake process on that specific inmate. Once the inmate is taken to medical for clearance the officers shall use an antiviral/antimicrobial wipe/solution to clean the intake area where inmate was assessed, and the officers will dispose of their PPE into a biohazard bag. This bag will be given to medical to dispose of when full.



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- 4.8 Admitting staff shall ensure that all potentially contaminated clothing is sealed in a water soluble bio-hazard bag and washed in hot water with detergent. The admitting officer shall tape the inmate's name and number and label the laundry bag as "Use Infection Precautions". Staff shall ensure that PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) is worn when handling potentially contaminated clothing.
- 4.9 Admitting staff must ensure that all inmates are showered and use a delousing lotion over the entire body, concentrating on hair covered areas. The inmate will be supervised by an officer of the same sex as the inmate to ensure proper usage of the product, secondary officer to witness.
- 4.10 Once the intake procedure has been completed, the inmate(s) shall be secured in a designated area until medically cleared by the medical staff. Medical staff shall advise the inmate(s) of the symptoms of the possible contagious disease and the precautions he should use to contain the spread of the illness. Once cleared, the inmate(s) will be moved to general population. If an inmate is symptomatic of a communicable disease, he will be housed in a separate area.
- 4.11 Admitting staff must ensure that all surfaces are cleaned and sanitized after each admission. Areas that shall be cleaned include: desk/counter surfaces, keyboards, telephones, shower and washroom areas, and any other area in which the inmate has been in contact.

### **SUSPECTED OUTBREAK**

- 4.12 Staff who have reasonable grounds to believe that a larger than expected number of inmates are ill and exhibit the same or similar symptoms such as those associated with an influenza-like illness will inform the Shift Supervisor.
- 4.13 The Shift Supervisor shall notify the Warden or designate who will consult with the Institutional Nurse. Inmate shall be placed on contact and droplet precautions by DWO until Institutional Nurse or other medical can be consulted.
- 4.14 Authorized persons will advise the Department of Health and Social Services, Office of the Chief Public Health Officer.
- 4.15 The Department of Health and Social Services, Office of the Chief Public Health Officer will determine if there is an outbreak and advise accordingly.

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- 4.16 Based on advice and recommendations of the Department of Health and Social Services, Office of the Chief Public Health Officer and until risks of disease spread to others are clear, authorized persons may quarantine individuals, limit movements and establish additional precautions to limit the spread of outbreak.
- 4.17 Authorized persons shall ensure that all precautions remain in place until the Department of Health and Social Services, Office of the Chief Public Health Officer advises that they are no longer required.
- 4.18 Authorized persons shall contact the Director of Corrections as soon as possible regarding any epidemics. A detailed report shall be submitted to the Director of Corrections within 24 hours of the incident and not more than five (5) days from the time of the incident if circumstances exist preventing earlier reporting.

### **SEPARATION – CONTROLLED MOVEMENTS**

- 4.19 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic, authorized persons shall assign areas to separate these inmates from non-symptomatic inmates preferably in an area with a separate ventilation system.
- 4.20 Medical staff shall ensure that all inmates are assessed for symptoms and that all suspected infectious individuals are isolated until the individual has been symptom free for at least twenty-four (24) hours and medical has determined that the inmate can be removed from isolation and precautions.
- 4.21 In accordance with section 16 of the Corrections Service Regulations (NWT) those inmates that are due for discharge, but are suffering from symptoms, will not be discharged until cleared by the Chief Medical Officer (9.05 – Discharge).
- 4.22 During an outbreak staff shall minimize movement inside the facility wherever possible. Pending extent of the outbreak it may result in the facility not being in a position to have inmates admitted to the facility for a period of time. If this is the case the RCMP will be notified and alternate arrangements confirmed with other facilities.



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4.23 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic the areas listed below will be used to separate these inmates from non-symptomatic inmates. Should larger numbers of inmates be symptomatic then other areas will be designated for the purpose of quarantine. Potential locations include:

- a. Medical holding cell;
- b. Secure Cells;
- c. Remand unit;
- e. other area as directed by authorized persons

4.24 During an outbreak all staff shall:

- a) Ensure signage is used directing proper PPE and precautions to be used by staff, visitors, and inmates. This shall be clearly posted at cell where inmate is housed.
- b) Ensure that all inmates/staff use hand sanitizers regularly or wash their hands with soap and water frequently. Ensure visitors (if approved for entrance) use hand sanitizer before entering the building;
- c) Ensure that all common areas are cleaned and surfaces are sanitized three (3) times per day using approved solution;
- d) Ensure that inmates sanitize the use of phones with approved solution before and after use;
- e) Wear PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) provided at all times when working in areas that house symptomatic inmates and other areas as directed;
- f) Ensure that mattresses are sanitized when passed from inmate to inmate and mattresses are not to be moved from dorms or areas housing symptomatic inmates;
- g) Ensure all cells are sanitized using approved solution when they are vacated and assigned to a different inmate;
- h) Ensure that food service gloves are worn by staff and inmates at all times while serving meals; and
- i) Ensure that laundry is washed in hot water each evening.



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4.25 Symptomatic inmates will be locked down 23 hours per day. They will be offered use of daily showers and fresh air in the exercise yard; however, they must wear PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) when leaving his/her cell. Lockdown beyond 23 hours a day may occur only after authorized persons consult with the Office of the Chief Public Health Officer.

4.26 Authorized persons may cancel all programs and visits as required during an outbreak situation. Special visits (held in a secure visiting area) will only be allowed at the discretion of Wardens or designates.

### **MEDICAL PROVISIONS**

4.27 Medical staff shall arrange for staff and inmate orientations on symptoms and preventative measures for contagious diseases. In addition to orientations, information pamphlets will be circulated to all staff and inmates on potential contagious diseases.

4.28 Medical staff shall arrange for appropriate inoculations for all staff (when available).

4.29 Issuance of PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) shall remain contingent on the level of need. Use will commence first in the areas below:

- a) Intake;
- b) Medical Holding and Isolation;
- c) Areas designated to hold symptomatic inmates and
- d) Kitchen

4.30 Medical staff shall ensure that arrangements are completed for filling prescriptions. Medication stockpiling will be necessary as there could be a supply chain interruption. All prescriptions are to be prepared in bubble packs that will allow for controlled dispensing by operational staff if this is required due to medical staff shortages.

4.31 Medical staff shall inform the Warden or designate of need for casual nursing staff.



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- 4.32 Authorized persons shall ensure that adequate supplies of PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) are available. Hand sanitizer or “Anti-Microbe” are readily available for facility use. Non-alcoholic hand sanitizers will be used in inmate living areas. Staff and inmates shall be encouraged to wash their hands with soap and water often, as opposed to using hand sanitizers. Visitors (if approved) shall be requested by staff to use the hand sanitizer provided by the facility.

### MEAL PROVISIONS

- 4.33 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.34 The Food Services Supervisor shall ensure that a sufficient number of staff are orientated in the use of kitchen equipment in the event that cooks are not available.
- 4.35 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.
- 4.36 The Food Services Supervisor shall contact local providers for readymade meals as required. In-flight Services requires twenty-four (24) hour notice to deliver the meals while other suppliers require one (1) week.
- 4.37 Ensuring additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.38 Disposable plates and utensils will be used to serve inmates in units holding symptomatic inmates. Food Carts shall be sanitized before leaving a unit that is housing symptomatic inmates.
- 4.39 Inmates who are symptomatic will be given extra fluids as directed by health care staff.

### STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN

- 4.40 s 20(1)1(e), (k) [REDACTED] Authorized persons shall implement a staffing strategy that will meet the needs of maintaining Facility standards.



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4.41 It may be necessary to ~~cancel vacation~~ or other leave if there is insufficient healthy staff to provide essential services.

4.42 If there are insufficient SMCC staff members available to maintain essential operations, a  
s 20(1)1(e), (k)

4.43 Staff shall not communicate with the media in any way unless approval has been granted by the Director. All media inquiries shall be referred to the Department of Justice Communication Advisor.

### 5.0 RELATED POLICIES & DIRECTIVES

- 7.02 – Contingency Planning & Response Model
- 9.01 – Admission
- 9.05 – Discharge
- Contingency Manual

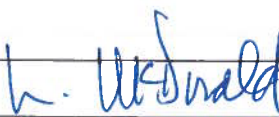
### 6.0 ATTACHMENTS

#### **Appendices Document Title**

- A Command Post Roles & Responsibilities
- B Health Screening Questionnaire

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### APPENDIX A Command Post Roles & Responsibilities

Role	General Description of Responsibilities
<b>Crisis Manager</b>	This role would normally be placed upon the Warden/Manager or designate. The shift supervisor may be required to act in this role until the designate arrives on the scene to assume control. This person in charge takes full responsibility of and remains in command of the situation unless relieved.
<b>Assistant Crisis Manager</b>	A senior officer appointed by the Crisis Manager to record events as they occur and to communicate with the Director and others as directed by the Crisis Manager (e.g. families of hostages). This person would relieve the Crisis Manager as required.
<b>Recorder or Scribe</b>	A person appointed by the Crisis Manager to document the entire situation in chronological order.
<b>Primary Negotiator</b>	A person trained in negotiations designated to communicate directly with the aggressor(s) of the incident (e.g. hostage takers) and reports directly to the Crisis Manager. RCMP contacts and divisional trained negotiators shall be listed in facility standing orders.
<b>Secondary Negotiator</b>	A person trained in negotiations that takes direction from the Primary Negotiator, records all pertinent information during the negotiations and replaces the Primary Negotiator if required.
<b>Communications Officer</b>	A senior officer who reports to the Crisis Manager that is responsible for all communications equipment, communications between the Command Post and other areas, logging all communications to and from the Command Post and briefing the Crisis Manager on all reports received.
<b>RCMP</b>	A designated RCMP Officer who shall liaison between the facility personnel and the RCMP negotiator(s) and/or RCMP Emergency Response Team.

*Note: All command post roles are not required to be filled for each incident. The crisis manager shall staff the command post with any personnel that he/she sees fit to assist in resolving the situation.*

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## APPENDIX B Health Screening Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to process new inmates shall complete the following screening procedures immediately when admitting an inmate. All newly admitted inmates must remain separate from all medically cleared inmates until cleared by medical staff.

The following questions must be answered by each inmate upon admission. Once completed this form must be signed by the staff and the inmate. The form is to immediately be forwarded to Medical staff for further assessment.

Inmate Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

		Circle One
1.	Are you experiencing any flu-like symptoms? (e.g. fever, new or worsening cough, shortness of breath, generally feeling unwell, muscle aches, fatigue, sore throat, runny nose, headache, diarrhea, vomiting, loss of sense smell/taste, loss of appetite)	Yes/No
2.	Do you know or have you been in contact with anyone with flu-like symptoms? Symptoms described in question #1.	Yes / No
3.	Have you recently travelled out of the Northwest Territories within the last 14 days or come into contact with someone who has? If so where did you/they travel?	Yes / No
4.	Have you had close contact with a confirmed case or case under investigation of COVID-19?	Yes/No
5.	Are you taking any medications that we should be immediately aware of?	Yes/ No
6.	Do you have any allergies that you are aware of?	Yes/ No
	Temperature taking is required prior to any entrance of SMCC. Any temperature that has been taken that is 38 Celsius or higher will require the individual to be placed Droplet Precautions and PPE will be required for staff and the inmate until assessed by medical staff.	Temp is: _____

Admitting Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX C**

### **Temperature Taking Protocol**

All individuals that require access to South Mackenzie Correctional Centre (SMCC) are required to comply with temperature taking. Temperature screening will be conducted during the screening assessments for all inmates, staff and visitors/contractors that require access to SMCC. The purpose of the temperature screening is to help ensure that we manage any potential concerns related to the symptoms of the COVID-19.

- The following protocol is mandatory for all staff

#### **Inmate Assessments**

##### **Adult Services**

1. Staff completing the Inmate Health Screening Questionnaire shall complete the assessment and temperature screening at the RCMP cells and/or courthouse.
2. Prior to completing the assessment and temperature screening staff shall don a surgical mask and gloves. PPE shall be worn at all time when conducting assessments at the RCMP and/or Courthouse.
3. Staff shall point the temperature device at the right temporal region of the inmate from a distance of approximately 3 cm – 5 cm and press the button.
4. If an inmate has a temperature reading of 38 degrees Celsius or higher they must don PPE for contact and droplet precautions until assessed by medical staff.
5. Inmates that have a negative assessment must be isolated from other inmates until assessed by medical staff.

#### **Staff Assessments**

1. Staff delegated for completing the Essential Services - Occupational Questionnaire shall complete the assessment and temperature screening at the staff entrance hallway. Under no circumstances shall any staff member enter any door of SMCC without being assessed and cleared for duty.
2. The staff member completing the assessment shall be required don a cloth mask, gloves and the staff member being assessed shall also don a cloth mask for the assessment process.
3. In the event that the staff member being assessed does not have a cloth mask the assessor shall don a surgical mask to complete the temperature screening. Staff without a cloth mask shall be advised to see the supervisor to address the need of a cloth mask.

4. If a staff member has a temperature reading of 38 degrees Celsius or higher they must be directed to leave SMCC and contact public health. The staff member shall also be advised that a manager from SMCC will be in contact with them to make arrangements for the return to work processes. The staff member that has completed the assessment shall fill out the Denied Entry Tracking Form and submit the form to the Warden.

### **Visitor and Contractor Assessments**

1. Staff completing the Visitor and Contractor Questionnaire shall complete the assessment and temperature screening at the front entrance to the building, through the first door. Under no circumstances shall any visitor or contractor enter SMCC without being assessed and cleared for access.
2. Staff shall point the temperature device at the right temporal region of the visitor/contractor with the visitor/contractor facing to their left so the temperature device can be aimed at the appropriate area and press the button.
3. For the duration of the assessment area both the visitor/contractor and the assessor shall don cloth masks, in the event that cloth mask is not being worn by the visitor/contractor a surgical mask will be required for the assessment process.
4. If a visitor/contractor has a temperature reading 38 degrees Celsius or higher they must be directed to leave SMCC and contact public health.



# Coronavirus Disease (COVID-19)

## Self-Isolation Information Sheet

Updated: March 10, 2020

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

**Your next steps are:**

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

### What is Self-Isolation?



#### Stay home

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

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

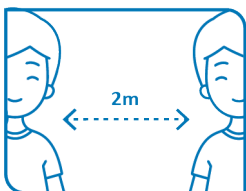
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



#### Avoid having visitors

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

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



#### Keep your distance

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

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



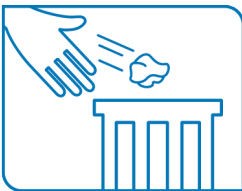
## Cover your coughs and sneezes

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



## Wash your hands

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



## Be careful when touching garbage

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

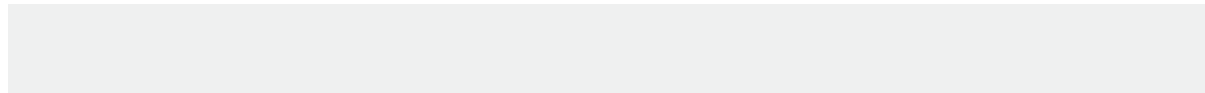


## Clean and disinfect

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

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

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



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

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



# Coronavirus Disease (COVID-19)

## Self-Monitoring Information Sheet

Updated: March 11, 2020

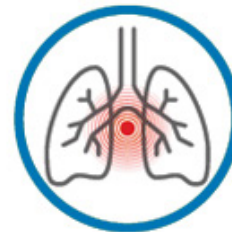
Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH



DIFFICULTY  
BREATHING

### How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

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

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

If you develop symptoms:

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

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

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

For more information on self-isolation visit:

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

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

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



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

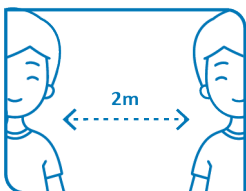
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



#### Avoid having visitors

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

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



#### Keep your distance

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

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



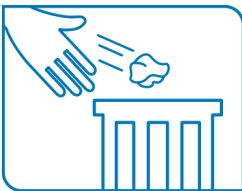
## Cover your coughs and sneezes

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



## Wash your hands

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



## Be careful when touching garbage

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

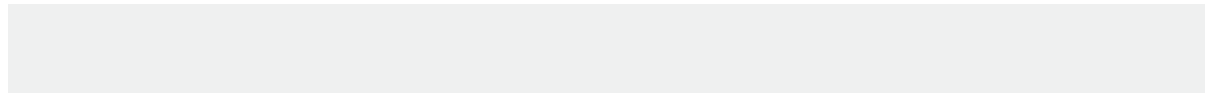


## Clean and disinfect

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

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

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



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

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



# Coronavirus Disease (COVID-19)

## Information for GNWT Employees

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

### What is COVID-19?

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

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

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

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

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

#### Severe cases may have:

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

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

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

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

## How does COVID-19 spread?

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

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

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

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

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

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

We advise practicing health respiratory practices. See:

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

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

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

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

Let your healthcare provider know:

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

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

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

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

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

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

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

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

Take the appropriate preventive measures, such as:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Will planned duty travel be cancelled or limited?

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

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

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

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

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

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

### Will annual leave be canceled or restricted?

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

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

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

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

For further reference:



# Coronavirus Disease (COVID-19)

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

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

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

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

## What are the symptoms of COVID-19?

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

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

## What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks. Health officials are working with their federal and provincial/territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents. This includes providing information directly to travellers from affected areas at major airports.

The NWT Office of the Chief Public Health Officer is regularly updating health care providers across the territory with the latest information so that they can provide quality care. All health facilities have protections and protocols in place to keep both patients and workers safe from COVID-19.

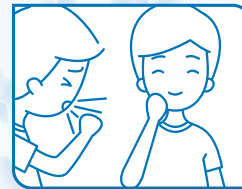
## What can you do?

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



### Stay home if you are sick

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



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



### Turn and cover

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



### Throw used tissues in the garbage

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



### Wash your hands

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



### Clean/Disinfect

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

**For more information and for updates on COVID-19, please visit [www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus).**

## KNOW THE FACTS

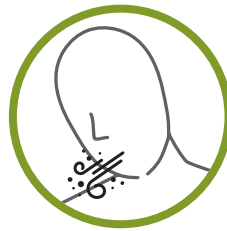
# ABOUT CORONAVIRUS DISEASE (COVID-19)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

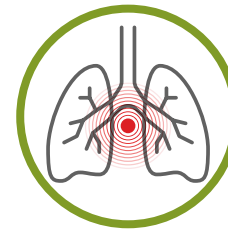
Symptoms of human coronaviruses may be very mild or more serious, such as:



**FEVER**



**COUGH**



**DIFFICULTY BREATHING**

Symptoms may take up to 14 days to appear after exposure to the virus.

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ 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

These viruses are not known to spread through ventilation systems or through water.

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds;
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands;
- ▶ avoid close contact with people who are sick;
- ▶ cough and sneeze into your sleeve and not your hands; and
- ▶ stay home if you are sick to avoid spreading illness to others.

### For more information on coronavirus:

1-833-784-4397

[canada.ca/coronavirus](https://canada.ca/coronavirus)

[phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)



# BE PREPARED (COVID-19)

## PLAN AHEAD



There are simple, practical things you can do to prepare in case you or someone in your household becomes ill or if COVID-19 becomes common in your community.

### Make a plan that includes:

- ▶ **Essential supplies** (a few weeks' worth) on hand so you will not need to leave your home if you become ill.
  - Avoid panic buying. Add a few extra items to your cart every time you shop. This places less of a burden on suppliers, and can help ease financial burden on you as well.
  - Renew and refill your prescription medications.
- ▶ **Alternative arrangements** in case you become ill or if you need to care for a sick family member. For example:
  - Have backup childcare in case you or your usual care provider become ill.
  - If you care for dependents, have a backup caregiver in place.
  - Talk to your employer about working from home if possible.
- ▶ **Reducing your exposure** to crowded places if COVID-19 becomes common in your community. For example:
  - Shop and use public transit during off-peak hours
  - Exercise outdoors instead of in an indoor fitness club

## COMMUNICATE



- ▶ Share your plan with your family, friends and neighbours.
- ▶ Set up a buddy system to check in on each other by phone, email or text during times of need.

## STAY INFORMED



- ▶ Learn about the symptoms of COVID-19, how it spreads and how to prevent illness.
- ▶ Get your information from reliable sources such as the Public Health Agency of Canada, and provincial, territorial and municipal public health authorities.
- ▶ If the news media is making you feel anxious, take a break from it.



## SHOPPING LIST

### FOOD

- dried pasta and rice
- pasta sauces
- canned soups, vegetables and beans
- pet food

### HYGIENE

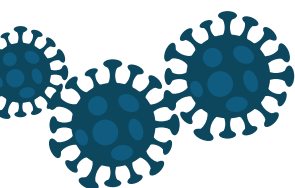
- toilet paper
- feminine hygiene products
- diapers
- facial tissue
- soap
- alcohol-based hand sanitizer

### HEALTH CARE

- thermometer
- fever-reducing medications (acetaminophen or ibuprofen for adults and children)

### CLEANING

- paper towels
- plastic garbage bags
- dish soap
- laundry detergent
- household bleach
- household cleaning products



## FOR MORE INFORMATION ON CORONAVIRUS:

 1-833-784-4397

 [canada.ca/coronavirus](https://canada.ca/coronavirus)

 [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada



# Coronavirus Disease (COVID-19)

## Self-Monitoring Information Sheet

Updated: March 14, 2020

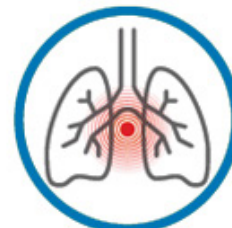
Self-monitoring means you do not need to stay at home, but you should watch for the following symptoms:



FEVER



COUGH



DIFFICULTY  
BREATHING

### How long should I self-monitor?

Individuals should self-monitor for symptoms for **14 days** upon arrival from outside the NWT. See page 2 for a daily monitoring sheet you can use.

### What should I do while I self-monitor?

While self-monitoring please avoid large crowds and visiting at-risk individuals during the 14 day period, especially those residing in long-term care facilities. At-risk individuals include those over 60 years of age, those with chronic conditions (diabetes, heart disease, lung disease, etc.) and those with weakened immune systems (ie. cancer).

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

If you develop **symptoms**, continue to isolate yourself and call:

Yellowknife: 867-767-9120

Inuvik: 867-490-2225 or 867-777-7246

Fort Smith: 867-872-6219 or 867-872-6221

Hay River: 867-874-7201

All Other Communities call your local health centres: [www.hss.gov.nt.ca/health-centres](http://www.hss.gov.nt.ca/health-centres)

**If your symptoms are severe call 9-1-1.**

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

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

Here is a sheet to help you keep track of your daily symptoms while self-monitoring.

# COVID-19 Daily Self-Monitoring Form

Let your healthcare provider know if you develop symptoms.

Name: \_\_\_\_\_

Date of Symptom Onset: \_\_\_\_\_

Monitoring End Date: \_\_\_\_\_

Individuals should self-monitor for symptoms for 14 days upon arrival from outside the NWT

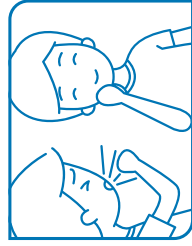
Date each day, check your temperature and then check any of the symptoms.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	If symptoms continue past this point call your healthcare provider	
Date																
No Symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Symptoms :</b> Let a health care provider know if you develop symptoms.																
Temperature (specify: °C)																
Chills/Feverish																
Difficulty breathing																
Cough																
Runny Nose																
Nausea/Vomiting/ Diarrhea																
Sore throat																
Other, specify																

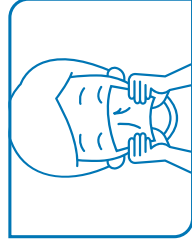
## Healthy Respiratory Practices Everyone Can Use to Protect Yourself & Your Community



Stay home if you are sick



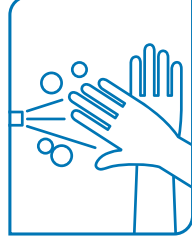
If you are sick, avoid close contact with others



Turn and cover your mouth and nose



Throw used tissues in the garbage



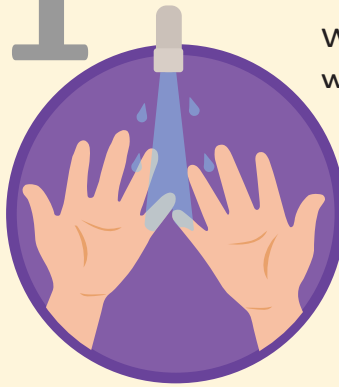
Wash your hands



Clean/Disinfect

# HANDWASHING

1



Wet hands under warm running water.

2



Rub hands together with soap.

Rub soap between fingers.

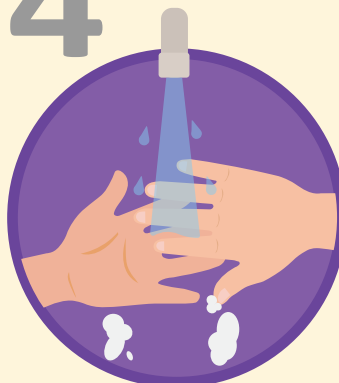


3



Rinse hands well under warm running water.

4



Dry hands with paper towel.

5



Turn off running water with paper towel.

6





# Healthy Respiratory Practices

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

6

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



## Stay home if you are sick

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

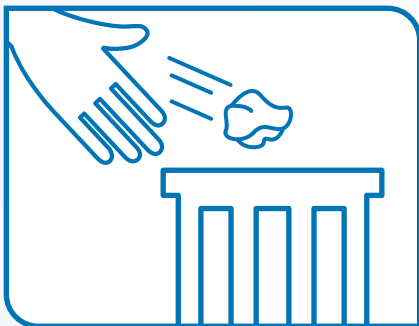


## If you are sick, avoid close contact with others



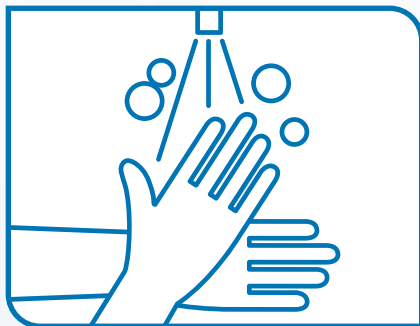
## Turn & Cover

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



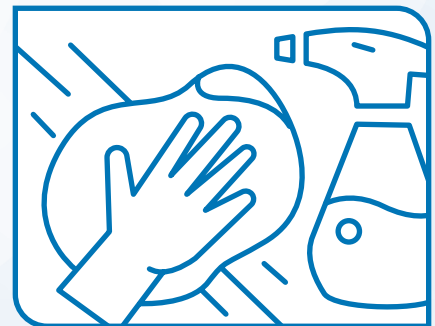
## Throw used tissues in the garbage

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



## Wash your hands

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



## Clean/Disinfect

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



# **Coronavirus Disease (COVID-19) Frequently Asked Questions**

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

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

The new coronavirus disease (COVID-19) is caused by a virus producing mild to severe respiratory infections. At this time, most infections are among people who live in Hubei Province in China however there are over 87 countries are reporting confirmed cases of COVID-19 of which some are reporting community transmission. Therefore the risk of transmission is no longer just in China. It is important that we prepare for the possibility that the virus could spread further.

## What are the symptoms of COVID-19?

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

- Fever, or
- Cough.

### Severe cases may have:

- Difficulty breathing, and/or
- Pneumonia

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

Risk of severe disease may be higher for:

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

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

If you are experiencing symptoms such as fever, cough, or shortness of breath contact your health care provider ([www.hss.gov.nt.ca/en/hospitals-and-health-centres](http://www.hss.gov.nt.ca/en/hospitals-and-health-centres)). Describe your symptoms over the phone before your appointment so the clinic can arrange to see you without exposing others. Let them know if you have travelled in the last 14 days or been exposed to someone that has travelled during that time.

**If your symptoms become severe call 9-1-1.**

## **Are there other respiratory illnesses I should worry about?**

There are a number of respiratory infections currently circulating in the Northwest Territories, which can also produce similar symptoms, including:

- Pertussis ([www.hss.gov.nt.ca/en/services/pertussis-whooping-cough](http://www.hss.gov.nt.ca/en/services/pertussis-whooping-cough))
- Influenza ([www.hss.gov.nt.ca/en/services/influenza-flu](http://www.hss.gov.nt.ca/en/services/influenza-flu))
- Common cold ([www.canada.ca/en/public-health/services/publications/diseases-conditions/cold-flu-know-difference-fact-sheet.html](http://www.canada.ca/en/public-health/services/publications/diseases-conditions/cold-flu-know-difference-fact-sheet.html))

## **Is there a treatment for COVID-19?**

Right now, there is no specific treatment for most people with COVID-19. Your health care provider may recommend steps you can take to relieve symptoms or provide other care.

## **Are antibiotics and antivirals effective in preventing or treating COVID-19?**

Antibiotics work on infections caused by bacteria. COVID-19 is caused by a virus, so antibiotics will not help. Antibiotics help in other bacterial lung infections and antivirals may improve influenza infections but are not effective for COVID-19. Both Antibiotics and antivirals should only be used as directed by a health care professional.

## **Is there a vaccine to protect against COVID-19?**

There is currently no vaccine to protect against COVID-19.

## **Will this year's flu vaccine protect me from COVID-19?**

The flu vaccine does not protect against COVID-19. However, influenza is still in the NWT. The influenza vaccine is safe and effective. We recommend getting your vaccination to prevent the spread of influenza and reduce your chance of being hospitalized.

## **How does COVID-19 spread?**

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

- Respiratory droplets that spread when you cough or sneeze,
- Close, personal contact,

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

### Can COVID-19 be transmitted when a person is not having symptoms?

This question is currently under investigation. Experts believe that, by far, most spread occurs when a person has symptoms.

### How can I protect myself and my community from COVID-19?

We can reduce the spread of respiratory infections (this includes COVID-19), in our communities by practicing healthy respiratory practices ([www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf](http://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf)). This means you and your family should:

1. **STAY HOME** if you are sick
  - Wear a mask if you are sick and must go out especially if you are in a waiting room or in places with large crowds.
  - If you need to see your healthcare provider ask for a mask when you get there
2. **Avoid close contact** with others if you are sick
3. **Turn and cover your nose/mouth** with a disposable tissue for every cough/sneeze
  - If a tissue is not available cough/sneeze into your elbow
4. **Throw used tissues in the garbage**
  - If there is no garbage, carry a small plastic bag to put used tissues in and throw out later
5. **Wash your hands** ([www.hss.gov.nt.ca/sites/hss/files/resources/handwashinginfographicbig-web.pdf](http://www.hss.gov.nt.ca/sites/hss/files/resources/handwashinginfographicbig-web.pdf)) for at least 20 seconds after coughing, sneezing or blowing your nose

- Use alcohol-based sanitizer if no soap is immediately available
6. **Clean/Disinfect any surfaces or objects** you or someone else might have touched while sick

*Here is a video from the World Health Organization on practices to protect your health:*

- [www.youtube.com/watch?v=bPITHEiFWLc](https://www.youtube.com/watch?v=bPITHEiFWLc)

## **Should I be preparing in case I or a close family member gets sick?**

The global situation is changing rapidly. The risk of acquiring COVID-19 in NWT remains low at present. It is important to prepare in case you or a family member get sick. This may include establishing supplies of food or medications. Below are some recommendations from the Public Health Agency of Canada:

### **1. Make a plan**

If COVID-19 becomes common in your community, you should plan on ways to reduce the risk of infection.

Your plan should include how you can change your regular habits to reduce your exposure to crowded places. For example, you may:

- do your grocery shopping at off-peak hours
- commute by public transit outside of the busy rush hour
- spend time outdoors or on the land if possible

Your plan should also include what you will do if you become sick. If you are a caregiver of children or other dependents, you will want to have backup caregivers.

You should also think about what you will do if a member of your family becomes sick and needs care. Talk to your employer about working from home if you are needed to care for a family member at home. If you, yourself, become ill, stay home until you are no longer showing symptoms.

Your plan should include shopping for supplies that you should have on hand at all times. This will ensure you do not need to leave your home while you are sick or busy caring for an ill family member.

Your plan should build on the kits you have prepared for other potential emergencies. For more information on how to prepare yourself and your family in the event of an emergency, please visit [www.getprepared.ca](https://www.getprepared.ca).

### **2. Fill your prescriptions**

Refill your prescriptions now so that you do not have to go to a busy pharmacy if you do become sick. Consider seeing your health care provider to renew your prescriptions ahead of time.

### 3. Stock up on essentials but avoid panic buying

At this time, it makes sense to fill your cupboards with non-perishable food items, so that you do not need to go shopping if you become sick.

It is easier on the supply chain if people gradually build up their household stores instead of making large-scale purchases all at once. To do this, you can add a few extra items to your grocery cart every time you shop. Good options are easy-to-prepare foods like:

- dried pasta and sauce
- prepared canned soups
- canned vegetables and beans

It is also a good idea to have extra stores of:

- pet food
- toilet paper
- facial tissue
- feminine hygiene products
- diapers (if you have children who use them)

The reason for storing extra items is not necessarily because you will need to self-isolate. Having these supplies on hand will ensure you do not need to leave your home at the peak of the outbreak or if you become ill.

For more information on being prepared, see:

- [www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html) (Government of Canada)

### What does self-isolation mean?

A healthcare provider may advise you to self-isolate. Self-isolation means **limiting your contact with others**. In some situations even if you are feeling well. While on self-isolation you must self-monitor for signs and symptoms of illness such as cough, fever or shortness of breath.

### Is there anything I should NOT be doing?

The following measures **ARE NOT** effective against COVID-2019:

- Wearing multiple masks (especially if you are not sick)
- Taking self-medication such as antibiotics

Smoking is harmful. Even decreasing the amount you smoke lowers the risk and reduces the severity of respiratory infections. If you would like help to quit smoking, visit:

- [www.nwtquitline.ca](http://www.nwtquitline.ca)

## Should I wear a mask to protect myself from COVID-19?

If you are a healthy individual the use of a mask is not needed. Wearing a mask when you are not ill and are not at high risk for developing symptoms may give a false sense of security.

Masks act as a barrier and help stop the tiny droplets from spreading around you when you cough or sneeze. Wearing a mask is appropriate if:

- you have symptoms of an illness that spreads through the air. Wearing a mask can help stop the spread of the infection to others.
- your health provider may recommend you wear a mask while you are seeking or waiting for care. In this case, masks are an appropriate part of infection prevention and control measures that are put in place so that people with an infectious respiratory illness do not spread the infection to others.
- you are caring for a sick person or you are in direct contact with an ill person. In this situation wearing a mask can help protect you from catching COVID-19, however, it will not fully eliminate the risk of illness.

***Here is a video from the World Health Organization explaining when to wear a mask:***

## How do I wear a mask properly?

When wearing a mask, make sure to:

- properly cover your mouth and nose
- avoid touching the mask once it's on your face
- properly discard the mask after each use
- wash your hands after removing the mask

Masks can easily become contaminated and need to be changed frequently and fitted properly for them to provide adequate protection.

***This video demonstrates the proper use of a mask:***

- [www.youtube.com/watch?v=Ded\\_AxFfJoQ](http://www.youtube.com/watch?v=Ded_AxFfJoQ)

## **Information for Travellers**

If you or your family member have travelled outside of NWT within the last 14 days, the NWT Chief Public Health Officer advises that you:

- **Follow the healthy respiratory practices** outlined above.
- **Monitor yourself for symptoms.** If you develop fever, cough or difficulty breathing contact a local healthcare provider ([www.hss.gov.nt.ca/en/hospitals-and-health-centres](http://www.hss.gov.nt.ca/en/hospitals-and-health-centres)). If your symptoms are severe call 911. It is best to call in advance and tell the local healthcare provider of any recent travel or contact with travellers.
- **If you feel unwell avoid close contact with others.**

## **Information for International Travellers or Returning Canadians who travel from Hubei Province or Iran**

In collaboration with federal and provincial partners, the NWT Chief Public Health Officer advises that, if you visited **China's Hubei province or Iran** within the last 14 days you should isolate yourself for 14 days upon your return. This is precautionary and we advise self-isolation even if you are feeling well. If you develop fever, cough or difficulty breathing, contact the local healthcare provider ([www.hss.gov.nt.ca/en/hospitals-and-health-centres](http://www.hss.gov.nt.ca/en/hospitals-and-health-centres)). If your symptoms are severe call 9-1-1. It is best to call in advance and tell the local healthcare provider of your recent travel. See above for more information on self-isolation.

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

If you have been travelling in the past 14 days and you are sick you should tell a health care provider ([www.hss.gov.nt.ca/en/hospitals-and-health-centres](http://www.hss.gov.nt.ca/en/hospitals-and-health-centres)). You should also tell a health care provider if you become ill after contact with someone who has travelled (particularly if that person has been ill). If you seek health care, wear a mask or ask for one when you get there.

Let your healthcare provider know:

- Your symptoms and when they started;
- Where you have been travelling or living;
- If you became sick while travelling or have become sick since returning home;

- If you have been in close contact with someone who is sick and was travelling; and
- If you have other exposures that concern you (e.g. laboratory or animal exposures)

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

Stay up-to-date with the Government of Canada travel alerts (<https://travel.gc.ca/travelling/advisories>).

Take the appropriate preventive measures, such as:

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

## What is the test for COVID-19?

Currently, the test for COVID-19 is the same sample collection test used for other respiratory viruses such as influenza. It is called a nasopharyngeal swab. The health care provider has the patient put their head back and inserts a flexible flocked swab into the back of the nose to collect the specimen. The tip of the swab is placed in a special liquid for transport and then sent to the laboratory for testing. Here is a picture of the collection kit:



## Where is the test for COVID-19 done?

In the NWT COVID-19 swabs, are sent to ProvLab-Alberta Precision Laboratories (ProvLab-APL) in Edmonton, Alberta. ProvLab-APL follows federal guidance regarding the new coronavirus by submitting the specimen for confirmatory testing to the Public Health Agency of Canada's National Microbiology Laboratory in Winnipeg.

## **How long does it take to get the results of a COVID-19 test?**

The ProVLab-APL has informed us that they can usually provide the health care provider a presumptive or preliminary result within 4 days, and it will likely take an additional 3 days (7 days in total) to get the confirmatory result from the National Microbiology Laboratory.

## **What is the procedure if someone tests positive for COVID-19 in the NWT?**

NWT health care providers would follow direction of the Office of the Chief Public Health Officer if someone tests positive for COVID-19. This direction adopts the latest national public health management guidance from the Public Health Agency of Canada.

## **What is the Government of Canada/NWT doing to prevent the spread?**

The Government of Canada and the provinces and territories have multiple systems in place to identify, prevent and control the spread of serious infectious diseases into and within Canada.

These systems are on alert to ensure that Canada maintains continual preparedness for public health emergencies, taking precautions to prevent the introduction into and spread of communicable diseases in and out of Canada. These precautions include:

- Actively monitoring the situation with COVID-19, together with national and international groups, to be ready for identifying and caring for those who have COVID-19 and to prevent its spread;
- Routine infection and prevention control precautions in all Canadian hospitals;
- Routine traveller screening procedures at Canada's ports of entry; and
- Public health laboratory capacity that is well equipped to rapidly detect serious infectious diseases.

The Public Health Agency of Canada is continuing to collaborate with partners internationally. It is also sharing information and working with federal, provincial and territorial partners and public health authorities to maintain Canada's preparedness to rapidly identify, treat and prevent the spread of this emerging disease should it present in Canada.

## **Is the Chief Public Health Officer recommending cancelation of large gatherings or events?**

At this time the Chief Public Health Officer is advising NWT organizers of events and gatherings to assess and include planning for COVID-19 in their preparations. The situation is evolving, and the CPHO may direct actions to protect the health and safety of NWT residents that could include the cancellation or modification of events and gatherings. The CPHO also recommends those hosting gatherings to clean

and disinfect all regularly touched surfaces and make hand washing and respiratory supplies readily available.

### **Why did the name change from novel coronavirus (nCoV-2019) to coronavirus disease (COVID-19)?**

The decision was based on guidelines agreed between World Health Organization (WHO), the World Organization for Animal Health and the Food and Agriculture Organization of the United Nation. The illness is called COVID-19 and the virus causing COVID-19 is called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

### **Where can I find the most up-to-date information on this outbreak?**

The global situation is changing rapidly. The risk of acquiring COVID-19 in NWT remains low at present. For the most up-to-date information about COVID-19 see the Government of Canada website ([www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html](http://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html)). This is an evolving situation, and we will provide NWT residents with new information as it becomes available.



**ALL STAFF ARE REQUIRED TO WIPE**  
**DOWN ALL DOOR HANDLES**  
**TOUCHED UPON ENTRY**

**USE CLOTH FROM BUCKET AND THEN PROCEED TO WASH YOUR HANDS FOR 20  
SECONDS**

Date : 3/12/2020 3:19:34 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Alvina Sibbeston" Alvina\_Sibbeston@gov.nt.ca, "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca

Subject : Coronavirus (COVID-19) Information for Employees  
Attachment : Coronavirus (COVID-19) - Information for GNWT Employees-200311.pdf;handwashinginfographicbig-web.pdf;healthy-respiratory-practices.pdf;2020\_HSS\_Coronavirus\_Monitoring Handout\_email.pdf;2020\_HSS\_Coronavirus\_Isolation Handout\_email.pdf;

To all staff,

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

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

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

Thank you,

Lorraine

---

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

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

**Blair Van Metre**  
**Director, Corrections Service**  
Department of Justice  
Government of the Northwest Territories  
5<sup>th</sup> floor, 4903-49<sup>th</sup> Street  
Box 1320, Yellowknife, NT X1A2L9  
☎ 1.867.767.9263 ext. 82248 | 📠 1.867.873.0299 |  
🌐 <http://www.justice.gov.nt.ca/>

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---

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

Good morning,

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

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

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

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

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

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

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

Thank you,

Sandy Kalgutkar  
Deputy Minister, Department of Finance



# Coronavirus Disease (COVID-19)

## Information for GNWT Employees

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

### What is COVID-19?

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

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

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

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

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

#### Severe cases may have:

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

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

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

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

## How does COVID-19 spread?

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

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

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

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

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

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

We advise practicing health respiratory practices. See:

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

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

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

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

Let your healthcare provider know:

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

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

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

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

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

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

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

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

Take the appropriate preventive measures, such as:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Will planned duty travel be cancelled or limited?

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

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

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

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

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

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

### Will annual leave be canceled or restricted?

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

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

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

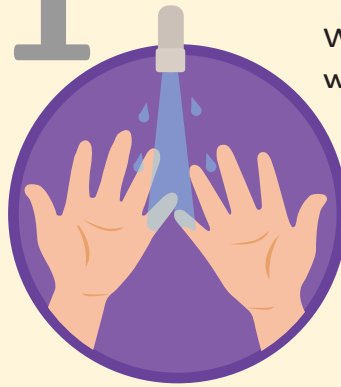
**The global situation is changing rapidly. The risk of acquiring COVID-19 in NWT remains low at present. For the most up-to-date information about COVID-19 see the [Government of Canada website](#). This is an evolving situation, and we will provide updates with new information as it becomes available.**

For further reference:

# HANDWASHING

*Food Safety is in Your Hands!*

1



Wet hands under warm running water.

2



Rub hands together with soap.

Rub soap between fingers.



3



Rinse hands well under warm running water.

4



Dry hands with paper towel.

5



Turn off running water with paper towel.

6





# Healthy Respiratory Practices

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

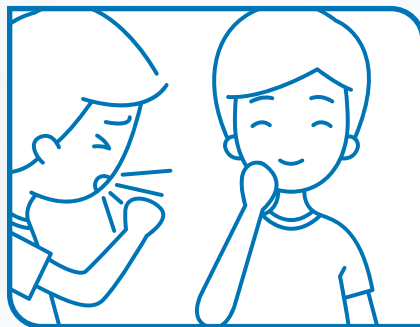
6

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



## Stay home if you are sick

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

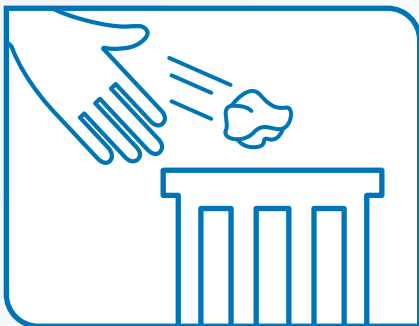


## If you are sick, avoid close contact with others



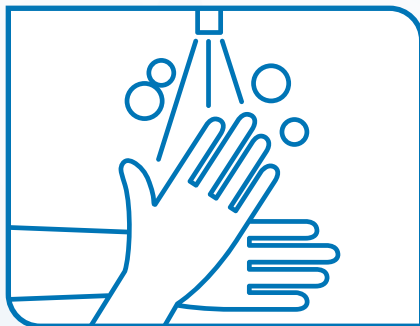
## Turn & Cover

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



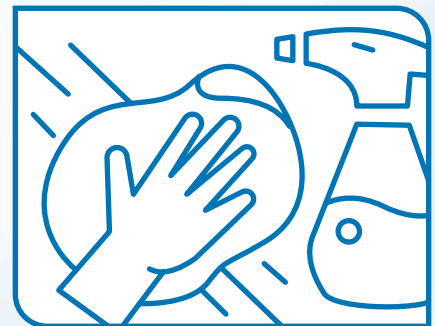
## Throw used tissues in the garbage

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



## Wash your hands

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



## Clean/Disinfect

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



# Coronavirus Disease (COVID-19)

## Self-Monitoring Information Sheet

Updated: March 11, 2020

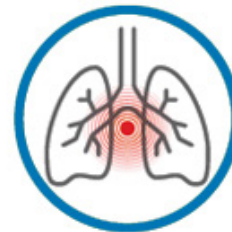
Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH



DIFFICULTY  
BREATHING

### How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

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

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

If you develop symptoms:

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

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

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

For more information on self-isolation visit:

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

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

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



# Coronavirus Disease (COVID-19)

## Self-Isolation Information Sheet

Updated: March 10, 2020

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

**Your next steps are:**

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

### What is Self-Isolation?



#### Stay home

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

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

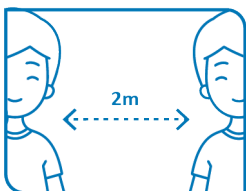
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



#### Avoid having visitors

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

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



#### Keep your distance

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

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



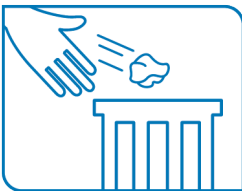
## Cover your coughs and sneezes

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



## Wash your hands

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



## Be careful when touching garbage

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

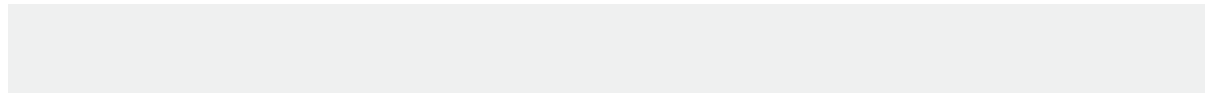


## Clean and disinfect

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

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

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



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

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

**Date : 3/13/2020 3:53:48 PM**

**From : "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca**

**To : "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck"**

**Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca,**

**"Brian Morin" Brian\_Morin@gov.nt.ca, "Daniel Beck"**

**Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca,**

**"Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Kristy Cooper"**

**Kristy\_Cooper@gov.nt.ca, "Leslie Beck" Leslie\_Beck@gov.nt.ca, "Lorraine**

**McDonald" Lorraine\_McDonald@gov.nt.ca, "Luke Campbell"**

**Luke\_Campbell@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Vince**

**Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher"**

**Warren\_Durocher@gov.nt.ca**

**Subject : Notice**

Hi Everyone

I have put up a sign at main entrance door alerting everyone entering SMCC to PLEASE NOT VISIT WHEN SICK.

The sign asks all those entering SMCC to use hand sanitizer before entering. This includes everyone staff, inmates, other government workers and visitors. The hand sanitizer at the main entrance is non-alcohol. When visitors stop at control please provide hand sanitizer which is alcohol based and CONTROLLED within SMCC.

There are signs throughout the facility on HEALTHY RESPIRATORY PRACTICES, PROPER HANDWASHING AND Coronavirus Virus information. Please review.

Please let me know if you have questions.

Michelle Smith RN

Date : 3/15/2020 9:41:39 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Alvina Sibbeston" Alvina\_Sibbeston@gov.nt.ca, "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garrett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca  
Subject : Interior Facility Sanitization - Effective Immediately  
Attachment : VIREX.PNG;

**To all staff,**

In addition to cleaning all staff and inmate common areas and surfaces, telephones, door knobs and entrance ways: all key boards, office telephones and office chairs at a **minimum of once per day and for each shift as it applies to location.**

Staff are to ensure that VIREX is used correctly. This is to include pre-cleaning heavily soiled areas first with STRIDE and then apply VIREX

solution to hard, non-porous environmental surfaces. **All surfaces must remain wet with VIREX for 10 minutes. After 10 minutes, wipe surfaces and let air dry.**

Kitchen staff are to ensure that inmate kitchen workers are cleaning the tables and benches prior to and after each meal using this method.

Thanking you in advance,

Lorraine

---

**From:** Lorraine McDonald  
**Sent:** March 11, 2020 4:36 PM  
**To:** Don Mabbitt; Anthony Beck; Robert Haley; Vince McKay; Brian Morin; Daniel Beck; David Sanguéz; Jacqueline Carriere; Luke Campbell; Warren Durocher  
**Cc:** Kristy Cooper; Brent Townend  
**Subject:** Interior Facility Sanitization

Hello Supervisors,

You are to ensure that all common areas are cleaned and surfaces are sanitized at a minimum of once per shift (dayshift, afternoon shift, nightshift) using approved solution (virex, sani-cloth). This is to include wiping down door knobs, telephones and entrance ways.

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT, Canada X0E0R6  
Phone 867-874-2774 or 867-874-2798  
Fax 867-874-2953  
[www.gov.nt.ca](http://www.gov.nt.ca)

**This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this**

**communication in error, please delete it immediately and notify us by telephone. Thank you.**

This product is a one-step **germicidal** disinfectant cleaner and deodorant designed for general cleaning, disinfecting, deodorizing, **and killing mold and mildew** on hard, non-porous environmental surfaces. It cleans quickly by removing dirt, grime, mold, mildew, body oils and **other organic matter commonly found in:** hospitals, nursing homes, medical offices, hotels, motels, public areas, restrooms, schools and colleges, and foodservice establishments.

It is designed for use on the following hard, non-porous environmental surfaces: ceilings, chairs, countertops, fixtures, sinks, tables, telephones, toilets, urinals, walls, and other items made of aluminum, brass, chrome, copper, glass, glazed ceramic, glazed porcelain, glazed tile, laminated surfaces and baked enamel surfaces associated with floors, painted surfaces, plastic, stainless steel, vinyl – any hard, non-porous washable surface where disinfection is required. This products non-dulling formula eliminates the time and labor normally required for rinsing. A potable water rinse is required for food contact surfaces. Do not use on glasses, dishes and utensils.

#### **DIRECTIONS FOR USE:**

It is a violation of Federal Law to use this product in a manner inconsistent with its labeling.

When used as directed at a 1:256 dilution (1/2 oz. per gallon of water), this product contains 660 ppm of active quaternary germicide making it highly effective against a wide variety of pathogenic microorganisms.

**Using AOAC test methods under Good Laboratory Practices, in the presence of 400 ppm hard water, 5% soil and 10 minute contact time, this product kills the following on hard non-porous inanimate surfaces:**

**\*Viruses –** \*Adenovirus Type 2.

**Fungi:** *Aspergillus niger*, *Trichophyton mentagrophytes* (athlete's foot fungus).

**Yeast:** *Candida albicans*.

**Using AOAC test methods under Good Laboratory Practices, 5% soil and 10 minute contact time, this product kills the following on hard non-porous inanimate surfaces:**

**Bacteria –** *Pseudomonas aeruginosa*, *Staphylococcus aureus*, *Salmonella enterica* formerly known as *Salmonella choleraesuis*, *Acinetobacter baumannii*, *Acinetobacter calcoaceticus*, *Enterococcus faecalis* formerly known as *Streptococcus faecalis*, *Escherichia coli*, *Escherichia coli* O157:H7, *Klebsiella pneumoniae*, *Listeria monocytogenes*, *Proteus mirabilis*, *Proteus vulgaris*, *Salmonella enteritidis*, *Salmonella typhi*, *Serratia marcescens*, *Shigella dysenteriae*, *Staphylococcus epidermidis*, *Streptococcus agalactiae*, *Streptococcus pyogenes* ("Strep A" - Flesh Eating Strain)

**Antibiotic-Resistant Bacteria –** *Enterococcus faecalis*, Resistant to Vancomycin (VRE); *Staphylococcus aureus*, Intermediate Vancomycin Resistance (VISA); *Staphylococcus aureus*, Resistant to Methicillin (MRSA) Gentamicin (GRSA); *Staphylococcus epidermidis*, Resistant to Methicillin (MRSE); *Streptococcus pneumoniae*, Resistant to Penicillin (PRSP).

**\*Viruses –** \*Cytomegalovirus, \*Herpes Simplex virus Type 1, \*Herpes Simplex virus Type 2, \*Human Coronavirus, \*Influenza virus Type A2 (Hong Kong), \*Parinfluenza virus Type 3, \*Respiratory syncytial virus, \*Rotavirus, \*Vaccinia virus. Kills \*HIV-1 (AIDS virus) when used as directed on hard, non-porous inanimate surfaces with a 1 minute contact time. Kills \*HBV & \*HCV when used as directed on hard, non-porous inanimate surfaces with a 5 minute contact time.

\*Kills Pandemic 2009 H1N1 Influenza A virus

**Fungi/Yeast –** *Geotrichum candidum*, *Saccharomyces cerevisiae*.

**Bactericidal Stability of Use-Dilution –** When diluted, it should remain effective against *Pseudomonas aeruginosa*, *Staphylococcus aureus* and *Salmonella enterica* for up to 1 year in storage as long as it remains sealed. If product becomes visibly dirty or contaminated, the use-dilution must be discarded and fresh product prepared. Always use clean, dry containers when diluting this product.

This product can be applied by mop, sponge, cloth, disposable cloth, disposable wipe, paper towel, microfiber, coarse trigger sprayer, auto-scrubber or foam gun. Change cloth, sponges, wipes or towels frequently to avoid redeposition of soil. For disinfection, surfaces must remain wet for 10 minutes.

This product is not to be used as a terminal sterilant/high level disinfectant on any surface or instrument that (1) is introduced directly into the human body, either into or in contact with the blood stream or normally sterile areas of the body, or (2) contacts intact mucous membranes but which does not ordinarily penetrate the blood barrier or otherwise enter normally sterile areas of the body. This product may be used to pre-clean or decontaminate critical or semi-critical medical devices prior to sterilization or high level disinfection.

**To Prepare Use Solution:** Add the product at 1/2 oz. per gallon of water (1:256).

**For Use as a One-Step Cleaner/Disinfectant:** Pre-clean heavily soiled areas. Apply Use Solution to hard, non-porous environmental surfaces. All surfaces must remain wet for 10 minutes. Wipe surfaces and let air dry.

Rinsing is not necessary unless floors are to be coated with finish or restorer. All food contact surfaces such as appliances and kitchen countertops must be rinsed with potable water. Do not use on glassware, utensils, or dishes.

**To Kill Fungi, Mold and Mildew:** Pre-clean heavily soiled areas. Apply Use Solution to hard, non-porous environmental surfaces. Allow surface to remain wet for 10 minutes. Wipe surfaces and let air dry.

**\*Kills HBV, HCV and HIV-1 on pre-cleaned environmental surfaces/objects previously soiled with blood/body fluids** in health care settings (Hospitals, Nursing Homes) and other settings in which there is an expected likelihood of soiling of inanimate surfaces/objects with blood or body fluids, and in which the surfaces/objects likely to be soiled with blood or body fluids can be associated with the potential for transmission of Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus Type 1 (HIV-1) (associated with AIDS).

#### **SPECIAL INSTRUCTIONS FOR CLEANING AND DECONTAMINATION AGAINST HBV, HCV and HIV-1 ON SURFACES/OBJECTS SOILED WITH BLOOD/BODY FLUIDS.**

**Personal Protection:** Disposable latex or vinyl gloves, gowns, face masks, and eye coverings as appropriate, must be worn during all cleaning of body fluids, blood, and decontamination procedures.

**Cleaning Procedures:** Blood and body fluids must be thoroughly cleaned from surfaces and objects before application of this product.

**Contact Time:** Allow surface to remain wet for 1 minute to kill HIV-1, 5 minutes to kill HBV and HCV, and for 10 minutes to kill all other organisms cited on the label.

**Disposal of Infectious Material:** Blood and other body fluids must be autoclaved and disposed of according to Federal, State, and local regulations for infectious waste disposal.

#### **For use as a Non-Acid Bowl Cleaner/Disinfectant in Toilet Bowls from**

**Concentrate:** Pre-clean heavily soiled areas. Add 3/8 oz. into toilet bowl for a 1:256 dilution. Swab entire surface area especially under the rim. Allow entire surface to remain wet for 10 minutes. Flush toilet and rinse swab applicator thoroughly.

#### **For Use as a Non-Acid Bowl Cleaner/Disinfectant in Toilet Bowls and Urinals**

**from Use-Dilution:** Pre-clean heavily soiled areas. Empty toilet bowls by forcing water through the trap. Apply Use Solution to exposed surfaces in toilet bowls and urinals. Swab entire surface area especially under the rim. Allow entire surface to remain wet for 10 minutes. Flush toilet or urinal and rinse swab applicator thoroughly.

#### **To Clean and Disinfect Shower Rooms, Locker Rooms and Other Large, Open Areas with Floor Drains:**

Pre-clean heavily soiled areas. Apply Use Solution to floors, walls and ceilings making sure not to over spray. To disinfect, all surfaces must remain wet for 10 minutes. *Instructions for foam guns: Pour concentrate into foam gun bottle and attach bottle to spray nozzle and ensure gun is attached to hose. See foam gun instructions for more information. Make sure setting is set for a 1:256 dilution. Once in place, squeeze the handle to dispense foam solution.* Scrub using a deck brush or other coarse material as necessary. Rinse surfaces thoroughly and let air dry.

NOTE: When cleaning floors position wet-floor signs around area to be cleaned. Floors will be slippery when wet or contaminated with foreign materials. Promptly clean up spills and foreign materials.

**To Control Mold and Mildew:** Apply Use Solution to pre-cleaned hard, non-porous environmental surfaces. Allow to air dry. Repeat application weekly or when growth reappears.

**For Use as a Cleaner and Deodorizer:** Apply Use Solution to hard, non-porous surfaces. Wipe surfaces and let air dry.



Date : 3/16/2020 11:14:02 AM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Alvina Sibbeston" Alvina\_Sibbeston@gov.nt.ca, "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca  
Subject : RE: Interior Facility Sanitization - Effective Immediately

Staff are to continue to use the sani-cloths in the appropriate areas such as key boards and door knobs.

---

**From:** Lorraine McDonald

**Sent:** March 15, 2020 9:42 PM

**To:** Alvina Sibbeston; Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; 'Trenna Corrigan'; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka;

Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince Mckay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** Interior Facility Sanitization - Effective Immediately

**Importance:** High

## To all staff,

In addition to cleaning all staff and inmate common areas and surfaces, telephones, door knobs and entrance ways: all key boards, office telephones and office chairs at a **minimum of once per day and for each shift as it applies to location.**

Staff are to ensure that VIREX is used correctly. This is to include pre-cleaning heavily soiled areas first with STRIDE and then apply VIREX solution to hard, non-porous environmental surfaces. **All surfaces must remain wet with VIREX for 10 minutes. After 10 minutes, wipe surfaces and let air dry.**

Kitchen staff are to ensure that inmate kitchen workers are cleaning the tables and benches prior to and after each meal using this method.

Thanking you in advance,

Lorraine

---

**From:** Lorraine McDonald

**Sent:** March 11, 2020 4:36 PM

**To:** Don Mabbitt; Anthony Beck; Robert Haley; Vince Mckay; Brian Morin; Daniel Beck; David Sanguiez; Jacqueline Carriere; Luke Campbell; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** Interior Facility Sanitization

Hello Supervisors,

You are to ensure that all common areas are cleaned and surfaces are sanitized at a minimum of once per shift (dayshift, afternoon shift, nightshift) using approved solution (virex, sani-cloth). This is to include wiping down door knobs, telephones and entrance ways.

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

Lorraine McDonald  
Warden  
Corrections

Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT, Canada X0E0R6  
Phone 867-874-2774 or 867-874-2798  
Fax 867-874-2953  
[www.gov.nt.ca](http://www.gov.nt.ca)

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**Date : 3/18/2020 7:04:27 PM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**

**To : "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley"**

**Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Brian**

**Morin" Brian\_Morin@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca,**

**"David Sanguéz" David\_Sanguéz@gov.nt.ca, "Jacqueline Carriere"**

**Jacqueline\_Carriere@gov.nt.ca, "Luke Campbell"**

**Luke\_Campbell@gov.nt.ca, "Warren Durocher"**

**Warren\_Durocher@gov.nt.ca**

**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"**

**Brent\_Townend@gov.nt.ca**

**Subject : Relief Corrections Officers - COVID 19 Operational Plan**

Hello supervisors,

You are to ensure that all relief corrections officers that have not been on duty since precautions have been put in place in response to COVID-19, are given an overview of primary changes before they begin their shift. There have been many emails to catch up to.

They must be informed and complete hand sanitization and hand washing before entering into the general population.

Appreciated,

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

Lorraine McDonald  
Warden  
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Date : 3/19/2020 4:57:10 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Angela Hamilton"  
Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca,  
"Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute"  
Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca,  
"Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen"  
Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca,  
"Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt"  
Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca,  
"Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan"  
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"Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl  
Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck"  
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"Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker"  
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Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack  
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Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca,  
"Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan  
Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer"  
Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Luke  
Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski"  
Marek\_Napiorkowski@gov.nt.ca  
Cc : "Brent Townend" Brent\_Townend@gov.nt.ca  
Subject : Laundry - Operational Plan

Thank you Kristy. This was implemented as a proactive and precautionary approach to address any Health & Safety Concerns in response to the COVID19.

---

**From:** Kristy Cooper  
**Sent:** March 19, 2020 4:23 PM  
**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trenna Corrigan; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski  
**Cc:** Brent Townend; Lorraine McDonald  
**Subject:** Laundry  
**Importance:** High

To all Staff,

Effective immediately all inmates must launder their own clothing, staff must supervise inmates at all times in the laundry room.

The laundry schedule is on the white board by control and on the laundry room door.

Laundry is to be washed in hot water and laundry detergent.

At no time shall an inmate take extra clothing off the shelves, they have been issued the allotted number of items. If there is a need to exchange an item that will be permitted.

I/M Ross will launder the kitchen laundry on their usual schedule.

Thank you

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

Kristy Cooper  
Deputy Warden  
South Mackenzie Correctional Centre  
Department of Justice  
Government of the Northwest Territories

34 Studney Drive  
Hay River, NT  
X0E 0R6  
867-874-2591

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**Date : 3/19/2020 5:48:58 PM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguéz" David\_Sanguéz@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : Update to Inmate Population - Operational Plan to COVID 19**

Hello everyone,

We met with the inmate population today to update them on the most recent precautions that are being implemented to support them throughout the "new temporary norm" in response to the COVID19 pandemic and to keep everyone safe and healthy.

As recommended by the Chief Public Health Officer, Social distancing is recommended (2 metres). Therefore, moving forward all meetings

and/or appointment with inmates (case management, program staff, psychologist, nurse and correctional officers) will take place in the old remand unit, which has been set up to support the social distancing.

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

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

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

We are working the best to adjust to the “new temporary norm” to keep daily routines and ensuring activity, work and business as usual at this time. They were informed that this may mean an adjustment of work duties, which is to ensure that all inmates are given an opportunity to earn an allowance and keep active. All inmates will continue to earn an allowance at the same rate they were earning previously, despite being assigned to different duties when required.

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

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

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

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

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

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

Lorraine McDonald  
Warden  
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Department of Justice  
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Date : 3/19/2020 5:57:07 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
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Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : SMCC Control Area - Operational Plan

To all staff,

The only corrections staff permitted to make entries on the Control log are corrections officers. Administration staff inform corrections staff upon arrival and departure, whom will then make entries.

Only corrections officers on duty who are performing duties on computer are to be permitted in Control.

Corrections staff, please be proactive and ensure that all staff entering the facility are using the hand sanitizer, before hand washing before entering into the facility and/or common areas (coffee room).

In addition, supervisors are to ensure that radios are wiped down with a sani-cloth prior to next shift.

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

Lorraine McDonald  
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Date : 3/19/2020 6:00:19 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
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Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski"  
Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka"  
Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena  
Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy"  
Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin  
Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : Handwashing vs. Hand Sanitizers

To all staff,

Please review email from Institutional Nurse, Michelle Smith on Handwashing vs. Hand Sanitizers. Ensure that you are practicing the hand washing after the initial use of hand sanitizer and throughout your shift.

Thank you,  
Lorraine

---

**From:** Michelle J. Smith  
**Sent:** March 18, 2020 2:06 PM  
**To:** Lorraine McDonald  
**Subject:** Handwashing vs. Hand Sanitizers

Hi All

I would like to clarify best practices for use of Handwashing vs. Hand sanitizers.

First line of defense is ALWAYS to use good handwashing practices. Hand washing proves to be MOST EFFECTIVE in removing germs, dirt, grease and other substances on hands by washing them down the drain.

Hand Sanitizer is LESS EFFECTIVE than soap and water but can be used when you are unable to wash your hand. Hand Sanitizers that are at least 60% alcohol works to kill SOME types of germs, but is less effective.

Hand Sanitizers SHOULD NOT REPLACE Handwashing and be used when you are unable to wash your hands.

Thanks  
Michelle

**Date : 3/20/2020 8:44:46 AM**  
**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguez" David\_Sanguiez@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : Morning Meetings**

Hello everyone,

At this time, we will suspend morning meetings as a precautionary measure in recommendation of social distancing. If there are items that we can discuss over phone or communicate information to each through email, we will implement this method of communication.

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT, Canada X0E0R6  
Phone 867-874-2774 or 867-874-2798  
Fax 867-874-2953  
[www.gov.nt.ca](http://www.gov.nt.ca)

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Date : 3/20/2020 6:17:08 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
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"Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley"  
Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : Front Entrance - Visitor Screening

To all Corrections Officers,

You are to screen all visitors at the front door, using the intercom to determine who and what the purpose of visit is for. Prior to entry, approved visitors are to use hand sanitizer at front entrance.

Personal inmate visits have been suspended temporarily and visitor can be advised to contact facility at 874-2798 to speak with supervisor on duty if they have any questions.

At this time, inmate money drop off and mail is approved.

**At no time, are inmates permitted contact with a visitor dropping of an approved item.**

Essential services such as DPW, Food & Supply deliveries are approved for access.

All approved visitors and contractors are to be screened using the 'Visitor and Contractor Questionnaire' at Control.

Staff are to ask the questions, have visitor sign off and then sign off. Please ensure that all approved visitors use alcohol based hand sanitizer at Control.

Completed copy to be forwarded to DW Brent Townend.

Thank You | Mársi | Kinanāskomitin | Merci | Haq' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsi

Lorraine McDonald  
Warden  
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**Date : 3/22/2020 10:23:42 AM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguéz" David\_Sanguéz@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : SMCC Essential Employees Self Distancing Protocal and Sanitization**

To all staff,

All staff are to be practicing social distancing of 2 metres (6 feet) while on duty as operations permit. This is to include social distancing with inmates and other staff members on duty. The inmates have been informed to expect this and explained that this is a precautionary measure for their and our safety.

The old remand common area has been arranged to support social distancing for all appointments/meetings with inmates. This includes :

- Case Management
- Traditional Counselor/Liaison Officer
- Institutional Nurse
- Psychologist
- Corrections supervisor/corrections officers
- Official/authorized visitors with prior approval from Warden

\*\*\*Staff must ensure to wipe down all surfaces, chairs and door knobs after each use. Cleaning supplies/gloves set up in room\*\*\*

Corrections supervisor/officers:

- No card game playing with inmates permitted or other activities that are less than 2 metres
- One (1) corrections supervisor/officer in Control at a time when operations permit
- One (1) assigned corrections officer (to be identified by supervisor) making entries on daily log when operations permit

\*\*\*Supervisors must ensure that radios, phones, key boards, PA system, chairs/arm rests, key boards, front door intercom, security switch board, key cabinet, coffee room surfaces and any common surface area that is touched is wiped down with sani-cloth at the end of each shift, prior to oncoming shift\*\*\*

Kitchen staff:

- One (1) cook in kitchen office when operations permit
- No inmates permitted in kitchen office

\*\*\*Ensure that all keyboards, phones, chairs/arm rests and any common surface area touched is wiped down at the end of each shift\*\*\*

Program and administration staff:

- One (1) staff in office at a time when operations permit, pending space for social distancing

\*\*\*Ensure that your keyboard, phone, chairs/arm rests and any common surface area is wiped down at the end of each work day\*\*\*

**All staff are to practice diligent hand hygiene (regular hand washing and hand sanitization) and healthy respiratory practices throughout your shifts/work day.**

**Your adherence and patience is appreciated as we all work through these daily precautions in response to the current COVID 19 pandemic. This is to ensure the safety of the inmates and all of the staff at SMCC during this time.**

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
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Date : 3/22/2020 4:56:20 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
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"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : RE: SMCC Essential Employees Self Distancing Protocal and  
Sanitization

In addition to corrections supervisor/officers:

Supervisors are to ensure that the staff locker room, phone, common surface areas and chair/arm rest is wiped down.

---

**From:** Lorraine McDonald

**Sent:** March 22, 2020 10:24 AM

**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; 'Trenna Corrigan'; Andy McKay; Anthony Beck; Brent Townend; Brian Morin;

Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince Mckay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** SMCC Essential Employees Self Distancing Protocol and Sanitization

To all staff,

All staff are to be practicing social distancing of 2 metres (6 feet) while on duty as operations permit. This is to include social distancing with inmates and other staff members on duty. The inmates have been informed to expect this and explained that this is a precautionary measure for their and our safety.

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- Psychologist
- Corrections supervisor/corrections officers
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**\*\*\*Staff must ensure to wipe down all surfaces, chairs and door knobs after each use. Cleaning supplies/gloves set up in room\*\*\***

Corrections supervisor/officers:

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Program and administration staff:

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

Lorraine McDonald  
Warden  
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Department of Justice  
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Date : 3/23/2020 7:34:19 AM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
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Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Subject : Employee Safety Links  
Attachment : healthy-respiratory-practices.pdf;WORKPLACE GENERAL  
PRECAUTIONS.pdf;Employee Safety Information.pdf;

Hello everyone,

Please take the time to review information for Employee Safety and below attachments. If you have any concerns, your feedback is welcome.

Appreciated,

Lorraine

---

**From:** Mary Blake-Moore

**Sent:** March 22, 2020 6:41 PM  
**To:** Mary Blake-Moore  
**Subject:** Employee Safety Links

Please find some sources off the GNWT site on Health/WSCC Guidance relating to staff safety. The NWT EMO has been fielding many requests for information related to employee safety and these are the minimum standards Health and WSCC have provided. You're encouraged to share with your staff and your community businesses to extend the knowledge base for approved safety practices.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html#a5>

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

<https://www.wsccl.nt.ca/news/covid-19-and-workplace-general-precautions-and-risk-assessment>

## Related Information

- [Coronavirus \(COVID-19\) – Update for Employers and Workers](#) (Worker's Safety and Compensation Commission)
- [Resources for Canadians businesses](#) (Government of Canada)
- [Coronavirus disease \(COVID-19\) - Employment and Social Development Canada](#)
- [Information for GNWT Employees](#) (Department of Finance)
- [Social Distancing for Long Haul Drivers Travelling In and Out of the NWT](#)



# Healthy Respiratory Practices

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

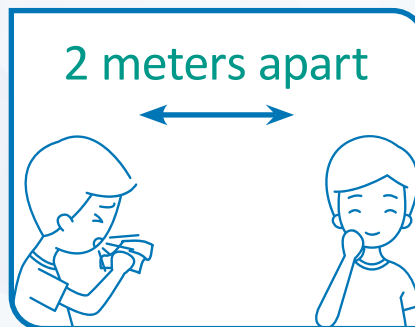
6

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



## Stay home if you are sick

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

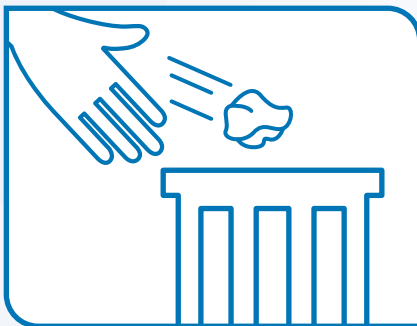


## If you are sick, avoid close contact with others



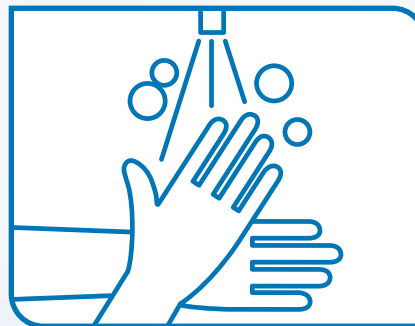
## Turn & Cover

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



## Throw used tissues in the garbage

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



## Wash your hands

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



## Clean/Disinfect

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

## WORKPLACE GENERAL PRECAUTIONS

### **COVID-19 and the Workplace: General Precautions and a Risk Assessment**

The Office of the Chief Public Health Officer for the NWT has recommended that all travellers from outside of the territory self-isolate for 14 days. These efforts will contribute to slow the spread of COVID-19 in our territory.

The continued movement of goods and the ongoing delivery of essential services is important for our communities. Therefore, an exemption to the request to self-isolate for 14 days should be provided to workers who are critical to preserving life, health and basic societal functioning.

Primary prevention is key, so essential service workers should not travel outside the territory unless travel is part of the essential services they provide.

ALL travellers from outside the territory are considered potential carriers of the virus and must self-isolate at home or a similar place in which to stay.

To preserve essential services, it is key to consider the risk that a returning worker could pose by endangering the health of multiple other essential service staff, which could jeopardize the ability to provide essential services.

If an essential employee chooses to self-identify as high risk for severe outcomes (age over 60, cardiovascular disease, chronic lung disease, diabetes, cancer, immune suppression), workplaces must have a plan that minimizes exposures for these individuals.

Leadership of essential service should follow the recommended 14 day self-isolation after travel guidance as far as practical and establish thresholds where the delivery of the essential services can no longer be delivered and then, and only then, make decisions to waive individual workers from the self-isolation protocol based on an overall risk assessment of:

- Where the person travelled, recognizing that many areas in Canada and countries in the world are experiencing significant community transmission of the virus.
- Duration and type of activity while away (family visit versus large gathering events)
- Current symptoms of the individual or household. If there are any symptoms demonstrated by the individual or those they live with, they should be assessed by a health professional before returning to work.
- Essential service type and overall risk of reduced or minimal staffing

- Work environment of the individual e.g. whether they work independently, outside or in a group setting.

Essential services must establish a protocol to prevent risk of transmission by an essential service worker with a travel history, support rapid response to an essential service worker with a travel history who develops symptoms while at work and maintain high levels of hygiene. Key elements of such a protocol are:

- Workers who return from travel and critical to the delivery of an essential service may return to work but must take the following additional precautions to reduce the risk to their clients, colleagues, and the public should they become symptomatic:
  - [Self-monitor daily](#) for signs and symptoms of illness
  - There must be active daily monitoring by employer of staff for COVID-19 symptoms (i.e. checking for cough, fever, shortness of breath)
  - Follow infection prevention and control protocols including diligent hand hygiene
  - Reduce close contact with other workers i.e. maintain a two metre separation and avoid shared spaces where possible
  - Avoid close contact with others when travelling to and from work and between shifts
  - Self-isolate at home on days when not required at their workplace
  - Avoid any unnecessary public establishments
  - Implement a company-wide, self-distancing policy for all employees requiring a minimum physical distance of 1 to 2 meters between individuals. This includes avoiding standard greetings that require physical contact such as shaking hands
  - Increase regularly scheduled cleaning with a disinfecting agent such as sanitizing disposable wipes or a bleach solution,
  - Require workers to self-declare to supervisor/dispatch or their health care practitioner, if they have come in contact with anyone who has COVID-19 and self-isolate if instructed by a health practitioner
  - Require workers, if they exhibit symptoms of COVID-19 (e.g., fever, cough, etc.) to call their public health unit or health centre, or their health practitioner, and self-isolate for 14 days unless instructed otherwise by a health practitioner.

Please visit the WSCC website for the COVID-19 and the Workplace: General Precautions and a Risk Assessment.

# EMPLOYEE SAFETY INFORMATION

## GENERAL

- Increase awareness about COVID-19 through communication with staff.
- Evaluate the workplace for areas where people have frequent contact with each other and shared objects.
- Increase the distance between desks and workstations as well as employees and customers (ideally **2 metres**).
  - A physical barrier like a cubicle or Plexiglas window also works to increase distance between people.

## HYGEINE

- Encourage frequent hand hygiene, sneeze and cough etiquette, and **staying home when ill**.
  - Consider providing additional tissues should someone develop symptoms of COVID-19.
  - If COVID-19 symptoms develop, the employee should immediately be isolated from others and sent home without using public transit, if possible.
- Ensure frequent cleaning, with particular attention to high-touch surfaces, such as:
  - bars
  - desks
  - phones
  - kitchens
  - computers
  - cash registers
  - elevator buttons
  - restaurant tables and menus
- Provide access to handwashing areas and place hand sanitizing dispensers in prominent locations throughout the workplace, if possible.

## FLEXIBLE WORK ARRANGEMENTS AND SICK LEAVE

- Where feasible, adjust policies to reduce social contact, such as:
  - flexible hours
  - staggering start times
  - teleworking arrangements
  - using email and teleconferencing
- Relax sick leave policies to support employees in staying home when ill or monitoring symptoms.
  - This includes suspending the need for medical notes to reduce the burden on an already stressed health care system.
- Prepare for increases in absenteeism due to illness among employees and their families or possibly school closures.

- Access your business continuity plan for how to maintain key business functions if faced with high absenteeism.
- Consider the need for cross-training personnel to function in key positions.

### BUSINESS TRAVEL

For business travel, check the latest information on affected areas and any [travel health notices](#). Consider the risks and benefits related to upcoming business travel. It may be better for the health and safety of your employee if they attend meetings virtually.

International business [travellers returning from affected areas](#) should self-isolate and continue to monitor themselves for symptoms. Employees should contact the public health authority in the province or territory where they live.

### CLOSURE

Workplace closures may be considered in an exceptional circumstance and should be based on a risk assessment. This may be the case if many employees must be off to prevent the spread of COVID-19.

**Date :** 3/24/2020 3:21:53 PM  
**From :** "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
**To :** "Brent Townend" Brent\_Townend@gov.nt.ca  
**Cc :** "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca  
**Subject :** FW: Staff Communication  
**Attachment :** Chapter 7 Epidemics and Outbreaks 7.02.03 (3).docx;Precautions - Droplet.pdf;Precautions - Contact.pdf;PPE Putting on and removing.pdf;COVID 19 March 24 2020.docx;

Hello Brent,

Please review list and attachments to be completed and implements ASAP.

Michelle, we will continue as we have already have, meet with staff to answer questions ongoing.

We will review and run through the SOP (standing order Epidemics and Outbreaks) to ensure we are clear on process. Kristy, will implement squad training with supervisor on process when staff on duty.

Thanks,  
Lorraine

---

**From:** Blair VanMetre  
**Sent:** March 24, 2020 2:50 PM  
**To:** Warren Gillis; John Nahanni; Lorraine McDonald  
**Cc:** Parker Kennedy; Jaret Moshenko; Justina Beaverho  
**Subject:** Staff Communication  
**Importance:** High

As per our teleconference this morning please redistribute the attached SOP (Lorraine/Warren location tweaking required) and the revised questionnaires for new intakes and volunteers.

Please also implement the following procedures with staff ASAP:

- Staff sign off sheet acknowledging/understanding the revised SOP (original sent out earlier in March);
- Precautions signage in applicable areas;
- Nursing staff to communicate and answer any questions with staff on an ongoing basis;
- Supervisor check-ins with staff at the start of every shift to access your internal COVID-19 communications folder (if you require assistance setting this up let us know);

- All existing information and revised SOP to be placed in the COVID-19 communications folder;
- Procedures sent out to staff on process for moving symptomatic inmates off of the units;
- Procedures for accepting money e.g. limited hours/no weakened drop off/PPE.

Thank you

**Blair Van Metre**  
**Director, Corrections Service**

Department of Justice  
Government of the Northwest Territories  
5<sup>th</sup> floor, 4903-49<sup>th</sup> Street  
Box 1320, Yellowknife, NT X1A2L9  
☎ 1.867.767.9263 ext. 82248 | 📠 1.867.873.0299 |  
🌐 <http://www.justice.gov.nt.ca/>

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## NORTH SLAVE CORRECTIONAL COMPLEX

<b>Chapter:</b>	<b>7 – Contingency Planning</b>
<b>Standing Order:</b>	<b>7.02.03</b>
<b>Subject:</b>	<b>Epidemics and Outbreaks</b>
<b>Authority:</b>	<b>Directive 7.02 – Contingency Planning &amp; Response Model</b>
<b>Units:</b>	<b>Adult &amp; Youth</b>

### 1.0 **STATEMENT OF POLICY**

This policy is a continuation of Directive 7.02 – Contingency Planning & Response Model and describes the contingency measures to be taken in the event that an outbreak of a contagious disease at the NSCC. The facility will need to work closely with the Department of Health and Social Services, Office of the Chief Public Health Officer should this contingency be enacted. In the event of an epidemic/outbreak at the NSCC a facility wide lockdown may be initiated for the duration of the situation.

### 2.0 **AUTHORITIES**

Public Health Act (NWT) (2008)  
Corrections Service Regulations (NWT)  
Director of Corrections

### 3.0 **ADDITIONAL DEFINITIONS**

- 3.1 **Epidemic**: a disease that spreads at a rate far in excess of the expected rate.
- 3.2 **Influenza-like illness outbreak**: a viral infection that attacks the respiratory system; nose, throat and lungs. Influenza, commonly called the flu, is not the same as the stomach "flu" viruses that cause diarrhea and vomiting.
- 3.3 **Facility Lockdown**: when the facility confines all inmates to his/her cell/room (or specified location within the building) for the purpose of verifying count and gaining control of a major incident.
- 3.4 **Shift supervisor**: for the purpose of contingency policies this terminology is used for the "Officer in charge" or supervisor on shift for the designated area of the complex (e.g. Corrections Supervisor, Deputy Warden of Operations in charge of the shift).

### 4.0 **PROVISIONS**

- 4.1 Authorized persons shall ensure that all essential services are delivered in the event of a medical pandemic and that inmates displaying symptoms of a communicable disease are dealt with according to this standing order.



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- 4.2 All provisions detailed in Directive 7.02 – Contingency Planning & Response Model shall be applied based on the nature of the emergency, location and time of the major incident. The roles and responsibilities of the Adult Unit Shift Supervisor and Youth Unit Shift Supervisor shall be defined using the chart in Appendix A.

### **PREVENTION**

- 4.3 Authorized persons shall ensure that no inmate will be admitted who appears to be in need of immediate medical attention unless accompanied by a medical certificate of treatment signed subsequent to a medical examination (9.01 – Admission).
- 4.4 All inmates on admission to the facility shall be checked for influenza-like illness (ILI), that is, fever and cough, shortness of breath or symptoms of influenza. Inmates with ILI symptoms should be placed directly into a unit designated for symptomatic inmates.
- 4.5 All inmates transferred from other facilities shall be seen by the nurse to confirm medical clearance prior to placement in units with other medically cleared inmates. No inmate who is showing signs of Influenza type illness shall be transferred to another correctional facility until cleared by medical.
- 4.6 Admitting staff shall ensure that all admitted inmates are searched and placed into a holding cell separate from all other inmates. Each inmate must have a health screening questionnaire completed upon admission to a facility (Appendix B). Inmates shall not be placed in general population until this questionnaire is completed and there does not appear to be any signs of communicable disease.
- 4.7 Staff shall immediately inform medical services of any inmate with medical symptoms for illnesses/diseases (e.g. draining wounds, fever, cough, shortness of breath, sweating, bleeding, boils, injuries, and any stated illness). If an inmate is showing any symptoms of cough, shortness of breath, fever or sweating they will immediately be given a mask, gown and gloves to wear by intake staff. Inmates will wear this for the duration of the intake process until they are cleared by nurses. Officers will also wear PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) for the duration of the intake process on that specific inmate. Once the inmate is taken to medical for clearance the officers shall use an antiviral/antimicrobial wipe/solution to clean the intake area where inmate was assessed, and the officers will dispose of their PPE into a sealed biohazard bag. This bag will be given to medical to dispose of.



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- 4.8 Admitting staff shall ensure that all potentially contaminated clothing is sealed in a melt away bag and placed in a laundry bag to be washed in hot water with detergent. The admitting officer shall tape the inmate's name and number and label the laundry bag as "Use Contact Precautions". Staff shall ensure that gloves, masks and gown are worn when handling potentially contaminated clothing.
- 4.9 Admitting staff must ensure that all inmates are showered and use a delousing lotion over the entire body, concentrating on hair covered areas. The inmate will be supervised by an officer of the same sex as the inmate to ensure proper usage of the product.
- 4.10 Once the intake procedure has been completed, the inmate(s) shall be secured in a designated area until medically cleared by the medical staff. Medical staff shall advise the inmate(s) of the symptoms of the possible contagious disease and the precautions he/she should use to contain the spread of the illness. Once cleared, the inmate(s) will be moved to the living unit. If an inmate is symptomatic of a communicable disease, he/she will be housed in a separate area.
- 4.11 Admitting staff must ensure that all surfaces are cleaned and sanitized with an antiviral/antimicrobial wipe to clean after each admission. Areas that shall be cleaned include: desk/counter surfaces, keyboards, telephones, shower and washroom areas, and any other area in which the inmate has been in contact.

### **SUSPECTED OUTBREAK**

- 4.12 Staff who have reasonable grounds to believe that a larger than expected number of inmates are ill and exhibit the same or similar symptoms such as those associated with an influenza-like illness will inform the Shift Supervisor.
- 4.13 The Shift Supervisor shall notify the Warden or designate who will consult with the Health Services Supervisor. Inmate shall be placed on contact and droplet precautions by DWO until Health Services supervisor or other medical can be consulted.
- 4.14 Authorized persons will advise the Department of Health and Social Services, Office of the Chief Public Health Officer (867-767-9063 ext. 49215).
- 4.15 The Department of Health and Social Services, Office of the Chief Public Health Officer will determine if there is an outbreak and advise accordingly.



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- 4.16 Based on advice and recommendations of the Department of Health and Social Services, Office of the Chief Public Health Officer and until risks of disease spread to others are clear, authorized persons may quarantine individuals, limit movements and establish additional precautions to limit the spread of outbreak.
- 4.17 Authorized persons shall ensure that all precautions remain in place until the Department of Health and Social Services, Office of the Chief Public Health Officer advises that they are no longer required.
- 4.18 Authorized persons shall contact the Director of Corrections as soon as possible regarding any epidemics. A detailed report shall be submitted to the Director of Corrections within 24 hours of the incident and not more than five (5) days from the time of the incident if circumstances exist preventing earlier reporting.

### **SEPARATION – CONTROLLED MOVEMENTS**

- 4.19 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic, authorized persons shall assign areas to separate these inmates from non-symptomatic inmates preferably in an area with reverse air intake or separate ventilation system.
- 4.20 Medical staff shall ensure that all inmates are assessed for symptoms and that all suspected infectious individuals are isolated until the individual has been symptom free for at least twenty-four (24) hours and medical has determined that the inmate can be removed from isolation and precautions.
- 4.21 In accordance with section 16 of the Corrections Service Regulations (NWT) those inmates that are due for discharge, but are suffering from symptoms, will not be discharged until cleared by the Chief Medical Officer (9.05 – Discharge).
- 4.22 During an outbreak staff shall minimize movement inside the facility wherever possible. Pending extent of the outbreak it may result in the facility not being in a position to have inmates admitted to the facility for a period of time. If this is the case the RCMP will be notified and alternate arrangements confirmed with other facilities.



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4.23 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic the areas listed below will be used to separate these inmates from non-symptomatic inmates. Should larger numbers of inmates be symptomatic then living units will be designated for the purpose of quarantine. Potential locations include:

- 1) Adult Unit (adult inmates)
  - a. medical holding cells;
  - b. Secure Cells;
  - c. Secure Living Unit vs. D Pod;
  - d. C Pod vs. other living units; or
  - e. other area as directed by authorized persons
  
- 2) Youth Unit (youth inmates)
  - a. secure cells (youth inmates); or
  - b. or other area as directed by authorized persons



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4.24 During an outbreak all staff shall:

- a) Ensure signage is used directing proper PPE and precautions to be used by staff, visitors, and inmates. This shall be clearly posted at cell where inmate is housed.
- b) Ensure that all inmates/staff use hand sanitizers regularly or wash their hands with soap and water frequently and before exiting and entering the pod. Ensure visitors (if approved for entrance) use hand sanitizer before entering the building;
- c) Ensure that all common areas are cleaned and surfaces are sanitized three (3) times per day using an antiviral/antimicrobial wipe/solution;
- d) Ensure that inmates sanitize any multi-use item with antiviral/antimicrobial wipe/solution before and after use;
- e) Wear masks, gloves and gowns (and other PPE determined by medical) provided at all times when working in areas that house symptomatic inmates and other areas as directed;
- f) Ensure that mattresses are sanitized using antiviral/antimicrobial wipe/solution when passed from inmate to inmate and mattresses are not to be moved from a pod housing symptomatic inmates to any other pod;
- g) Ensure all cells are sanitized using antiviral/antimicrobial wipe/solution when they are vacated and assigned to a different inmate;
- h) Ensure that food service gloves are worn by staff and inmates at all times while serving meals; and
- i) Ensure that laundry is washed in hot water each evening.

4.25 Symptomatic inmates will be locked down 23 hours per day. They will be offered use of daily showers and fresh air in the exercise yard; however, they must wear masks and gloves (and other PPE determined by medical) when leaving his/her cell. Lockdown beyond 23 hours a day may occur only after consultation with the Office of the Chief Public Health Officer.

4.26 Authorized persons may cancel all programs and visits as required during an outbreak situation. Special visits (held in a secure visiting area) will only be allowed at the discretion of Wardens or designates.

### **MEDICAL PROVISIONS**



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- 4.27 Medical staff shall arrange for staff and inmate orientations on symptoms and preventative measures for contagious diseases. In addition to orientations, information pamphlets will be circulated to all staff and inmates on potential contagious diseases.
- 4.28 Medical staff shall arrange for appropriate inoculations for all staff (when available).
- 4.29 Issuance of masks and gloves shall remain contingent on the level of need. Use will commence first in the areas below:
- a) Intake;
  - b) Medical Holding and Isolation;
  - c) Units designated to hold symptomatic inmates (masks for inmates and staff); and
  - d) Kitchen (gloves only).
- 4.30 Medical staff shall ensure that arrangements are completed for filling prescriptions. Medication stockpiling will be necessary as there could be a supply chain interruption. All prescriptions are to be prepared in bubble packs that will allow for controlled dispensing by operational staff if this is required due to medical staff shortages.
- 4.31 Medical staff shall arrange for medical staff coverage by contacting relief nursing staff should medical staff become unavailable.
- 4.32 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or antiviral/antimicrobial wipe/solution are readily available for facility use. Staff and inmates shall be encouraged to wash their hands with soap and water often. Visitors (if approved) shall be requested by staff to use the hand sanitizer provided by the facility.

### **MEAL PROVISIONS**

- 4.33 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.34 The Food Services Supervisor shall ensure that a sufficient number of staff are orientated in the use of kitchen equipment in the event that cooks are not available.
- 4.35 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.



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- 4.36 The Food Services Supervisor shall contact In-flight Services or Northern Food Services for readymade meals as required. In-flight Services requires twenty-four (24) hour notice to deliver the meals while other suppliers require one (1) week.
- 4.37 Ensuring additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.38 Disposable plates and utensils will be used to serve inmates in units holding symptomatic inmates. Food Carts shall be sanitized before leaving a unit that is housing symptomatic inmates.
- 4.39 Inmates who are symptomatic will be given extra fluids as directed by health care staff.

### **STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN**

- 4.40 

\_\_\_\_\_
- 4.41 It may be necessary to cancel vacation or other leave if there is insufficient healthy staff to provide essential services.
- 4.42 If there are insufficient NSCC staff members available to maintain essential operations, a 

\_\_\_\_\_
- 4.43 Staff shall not communicate with the media in any way unless approval has been granted by the Director. All media inquiries shall be referred to the Department of Justice Communication Advisor.



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### 5.0 **RELATED POLICIES & DIRECTIVES**

- 7.02 – Contingency Planning & Response Model
- 9.01 – Admission
- 9.05 – Discharge
- Contingency Manual

### 6.0 **ATTACHMENTS**

#### **Appendices Document Title**

A Major Incident – Location Responsibility Chart

B Health Screening Questionnaire



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## APPENDIX A Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
<b>Adult Unit</b>	<ul style="list-style-type: none"> <li>➤ Staff report to <b>Adult Unit</b> Shift Supervisor;</li> <li>➤ Adult Unit Shift Supervisor will notify appropriate parties (including, Youth Unit Shift Supervisor of incident and potential effect on the Youth Unit operations);</li> <li>➤ Youth Unit Shift Supervisor will notify staff               <ul style="list-style-type: none"> <li>➤ on shift in the Youth Unit area;</li> </ul> </li> <li>➤ Youth Unit staff shall limit movements as               <ul style="list-style-type: none"> <li>➤ much as possible and may be required to lockdown inmates (pending the type of incident).</li> </ul> </li> </ul>	<p><b>Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate</b></p>
<b>Youth Unit (0000-0800hrs)</b>	<ul style="list-style-type: none"> <li>➤ Staff report to <b>Adult Unit</b> Shift Supervisor;</li> <li>➤ Adult Unit Shift Supervisor will direct Youth Unit staff on response required.</li> </ul>	<p><b>Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate</b></p>
<b>Youth Unit (0800-0000hrs)</b>	<ul style="list-style-type: none"> <li>➤ Staff report to <b>Youth Unit</b> Shift Supervisor;</li> <li>➤ Youth Unit Shift Supervisor will notify Adult Unit Shift Supervisor of incident and potential effect on the Adult Unit operations;</li> <li>➤ Youth Unit Shift Supervisor will notify staff on shift in the Youth Unit area;</li> <li>➤ Youth Unit staff shall lockdown inmates and ensure that everyone is accounted for</li> <li>➤ Adult Unit staff may be required to lockdown inmates (pending the type of incident), as per direction from Adult Unit Shift Supervisor.</li> </ul>	<p><b>Youth Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate</b></p>

**Note:** Should a major incident occur that affects the entire complex (e.g. bomb threat, evacuation) the **Adult Unit Shift Supervisor** shall manage the incident until the Warden or designate has assumed the role of **Crisis Manager**.



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## APPENDIX B Health Screening Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to process new inmates shall complete the following screening procedures immediately when admitting an inmate. All newly admitted inmates must remain separate from all medically cleared inmates until cleared by medical staff.

The following questions must be answered by each inmate upon admission. Once completed this form must be signed by the staff and the inmate. The form is to immediately be forwarded to Medical staff for further assessment.

**Inmate Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Circle One**

1.	Are you experiencing any flu-like symptoms? (e.g. fever, vomiting, bone or joint aches, muscle aches, shortness of breath, sweating, sore throat, coughing or fatigue)	Yes No
2.	Do you know or have you been in contact with anyone with flu-like symptoms? Symptoms described in question #1.	Yes No
3.	Have you recently travelled domestically or internationally or come into contact with someone who has? If so where did you/they travel?	Yes No
4.	Have you had close contact with a confirmed case or case under investigation of COVID-19?	Yes No
5.	Are you taking any medications that we should be immediately aware of?	Yes No
6.	Do you have any allergies that you are aware of?	Yes No

**Admitting Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inmate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Medical Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**VISITORS** GET INSTRUCTIONS FROM  
STAFF BEFORE ENTERING

## DROPLET CONTACT PRECAUTIONS

IN ADDITION TO ROUTINE PRACTICES  
ACUTE CARE



Wear mask and eye protection  
within 2 metres of patient



Wear gloves



Wear long-sleeved gown



Patient must wear a mask  
if they leave the room



Dedicate equipment to patient or  
disinfect before use with another



**VISITORS** GET INSTRUCTIONS FROM  
STAFF BEFORE ENTERING

## CONTACT PRECAUTIONS

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



Wear gloves for direct care



Wear long-sleeved gown for direct care



Dedicate equipment to resident or  
disinfect before use with another

## REMOVING PERSONAL PROTECTIVE EQUIPMENT

1

REMOVE GLOVES



2

REMOVE GOWN



3

PERFORM HAND HYGIENE



4

REMOVE EYE PROTECTION



5

REMOVE MASK OR N95 RESPIRATOR



6

PERFORM HAND HYGIENE



## PUTTING ON PERSONAL PROTECTIVE EQUIPMENT

**1**

**PERFORM HAND  
HYGIENE**



**2**

**PUT ON GOWN**



**3**

**PUT ON MASK OR  
N95 RESPIRATOR**



**4**

**PUT ON EYE  
PROTECTION**



**5**

**PUT ON GLOVES**



# Visitor and Contractor Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to process screen Visitors and Contractors shall complete the following screening procedures immediately when screening for access to NSCC.

The following questions must be answered by any visitor requesting access to NSCC. Once completed this form must be signed by the staff and the visitor. The form is to immediately be forwarded to the Deputy Warden of Operations for assessment of access to NSCC.

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

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

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

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

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

**DWO Authorization for access**                      **Signature:** \_\_\_\_\_

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

Date : 3/28/2020 7:20:55 AM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith"  
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Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty"  
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"Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan  
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Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy  
Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell"  
Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski"  
Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka"  
Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena  
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Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin  
Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : WSCC - COVID 19 AND THE WORKPLACE GENERAL  
PRECAUTIONS

To all staff,

Please take the time to review link below on WSCCCOVID19 and the  
Workplace General Precautions.

<https://www.wsc.nt.ca/news/covid-19-and-workplace-general-precautions-and-risk-assessment-northwest-territories>

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT, Canada X0E0R6  
Phone 867-874-2774 or 867-874-2798  
Fax 867-874-2953  
[www.gov.nt.ca](http://www.gov.nt.ca)

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**Date : 3/28/2020 8:28:39 AM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**

**To : "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley"**

**Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Brian**

**Morin" Brian\_Morin@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca,**

**"David Sanguéz" David\_Sanguéz@gov.nt.ca, "Jacqueline Carriere"**

**Jacqueline\_Carriere@gov.nt.ca, "Luke Campbell"**

**Luke\_Campbell@gov.nt.ca, "Warren Durocher"**

**Warren\_Durocher@gov.nt.ca**

**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"**

**Brent\_Townend@gov.nt.ca**

**Subject : Corretions Officers on Duty and Physcial Distancing**

Hello supervisors,

It has been brought to my attention that staff have expressed concern over having a full staff compliment on duty during this COVID19 pandemic. Our facility and yard provides adequate room to support physical distancing for staff and inmates. Please continue to plan your shifts and COI assignments accordingly to meet these requirements. As well as ensuring that all corrections staff continue to practice diligent hand washing and healthy respiratory practices.

Thank You | Mársı | Kinanāskomitin | Merci | Haı' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsı

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

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**Date : 3/29/2020 10:04:28 AM**  
**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Don Mabbitt" Don\_Mabbitt@gov.nt.ca**  
**Cc : "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca**  
**Subject : Food Services - Delivery of Supplies COVID 19**

Hello Don,

We are in the process of communicating a different delivery plan with our supplies, which includes having them not enter into building if not required to do so. I have spoken with \_\_\_\_\_ from Super A and he will be sent an official communication. Moving forward, food supply deliveries will be dropped off outside of kitchen yard entrance by Super A and any other supplier. When the drop off has been completed and supplier has departed, kitchen staff and kitchen workers can proceed out exit to bring in the supplies. This is for the purpose of physical distancing as recommended by the Chief Public Health Officer.

Also, we now need to consider how the items received can receive some form of sanitization prior to being placed in stock areas. (some form of wipe down of items). Please advise of what will work for you and your kitchen staff. The institutional nurse, Michelle Smith should be able to provide you with some accurate information.

Most appreciated to you all and thanking you in advance as we all work through this pandemic.

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
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Date : 3/31/2020 11:26:59 AM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
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Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski"  
Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka"  
Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena  
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"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Brent Townend" Brent\_Townend@gov.nt.ca, "Kristy Cooper"  
Kristy\_Cooper@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca  
Subject : SMCC Delivery of Services Updated Process  
Attachment : SMCC Essential Suppliers and Contractors.pdf;

To all staff,

There is an updated process for all essential suppliers and contractors at SMCC. Please see attachment. If there are any concerns or questions, please feel free to speak with Deputy Warden of Operations, Brent Townend. Suppliers and Contractors have been provided with contact number for corrections supervisor at 874-2798.

Thank you,





March 31, 2020

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

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

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

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

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

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

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

Lorraine McDonald  
Warden, South Mackenzie Correctional Centre

Date : 4/3/2020 5:19:35 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron"  
Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith"  
Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca,  
"Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill"  
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Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca,  
"Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck"  
Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca,  
"Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson"  
Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David  
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Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Brent Townend" Brent\_Townend@gov.nt.ca, "Kristy Cooper"  
Kristy\_Cooper@gov.nt.ca  
Subject : Corrections Service Response to COVID-19 - Update  
Attachment : Letter to Corrections Staff from Van Metre re Corrections  
Service Respon....pdf;

To all staff,

Thank you all for your continued professionalism and patience as we continue to adjust to the ongoing changes as work through the COVID19 pandemic. At times these changes have been by the hour, day to day and shift to shift. We do recognize in speaking and hearing from staff that this has not only impacted how we operate in our duties and responsibilities, but also how we conduct our personal lives when we

leave the facility. We are all working together through these uncertain times to make the best out of this pandemic, both professionally and personally. We appreciate the ongoing feedback that we have received from staff on how we can improve, as well as welcoming any questions and concerns.

In saying so, this attachment and email unfortunately was not received by all recipients. For that I do apologize. This has been attached for your review.

Since March 18<sup>th</sup> from the time this letter was issued, the additional changes have taken place.

March 24, 2020 – Corrections staff recall notice, all pre-approved leave has been cancelled and will remain so until further notice.

April 1, 2020 – Staff Screening Process implemented for all staff entering the facility at SMCC.

All measures noted in letter have been extended until further notice. There is frequent consultation from our department with public health officials, other correctional jurisdictions and best practices which is reassessed on an ongoing basis.

Please ensure take the time to review your emails for any updates and/or changes. And, most importantly take care of yourselves, families, co-workers, our community and the inmates in our care by following the recommendations of the Chief Public Health Officer by practicing physical distancing, diligent hand washing, healthy respiratory practices and self-isolating when off duty.

The GNWThas supports in place through the Employee Family Assistance Program. For immediate and confidential assistance 24 hours a day, 7 days a week, call 1-844-880-9142.

Thank you all, Lorraine

---

**From:** Lorraine McDonald

**Sent:** March 17, 2020 7:52 PM

**To:** Anthony Beck; Robert Haley; Vince Mckay; Brian Morin; Daniel Beck; David Sanguiez; Jacqueline Carriere; Luke Campbell; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend; Noella Cayen; Michelle J. Smith; Laverne Cameron; Angela Hamilton

**Subject:** Corrections Service Response to COVID-19 - Temporary Absences and Work Crews

**Importance:** High

All inmates that were approved for temporary absences have been informed that these have been suspended for 14 days effective March 18<sup>th</sup> and will be reassessed.

Employers and AAsponsors have all been notified.

Effective March 18<sup>th</sup>, all inmate visits have been suspended. Inmates are approved a call to advise family members.

Vince, please start contacting all Seniors and Homecare clients to inform them this volunteer service has been suspended at this time. Please keep record of all that have been contacted and when completed, please provide copy confirming such.

For any future work crew requests, supervisors, please inform that all work crews from SMC have been suspended at this time.

Please ensure to review letter and if you have any questions, please ask management for clarification.

Thank you,  
Lorraine

---

**From:** Amanda Washburn

**Sent:** March 17, 2020 2:29 PM

**To:** Justina Beaverho; DST\_JUS\_NSCC; DST\_JUS\_NSYOF; DST\_JUS\_SMCC; DST\_JUS\_FSICC; Sean Fowler; Sue Walker; Kim Mills; David Pin; Luciano Marrai; Shawn Vassallo; Maia England; Maggie O'Neill; Willy Chidowe; Rachel Burnet; Cindy Caudron; Ramona McKay; Faye Aviugana; Donald Campbell; Stella Walterhouse; Lisa Mitchell; Stephanie de Pelham; Naila Cazon; Kara King; Tina Gargan; Hazel Nerysoo; Collin Woehl; Genevieve McLeod; Robyn Waterfield; Nancy Chinna; Roberta Archie; Brittenie Jefferd-Moore; Brittney Stricker; Alexandra Fleming; Obinna Ezeagbor; Scott Thompson; Winnie Gruben; Parker Kennedy; Adrien Barrieau; Roy Kaiser; Jennifer Knutson; Richard Keppel; Frank Hope; Donna Brent; Amanda Washburn; Darin J. Strain; Shawn Vassallo

**Cc:** Blair VanMetre

**Subject:** Corrections Service Response to COVID-19

**Importance:** High

***Sent on behalf of Blair Van Metre, Director, Corrections Service***

Good afternoon,

Please see attached information regarding COVID-19. Effective March 18, 2020.

Blair Van Metre  
Director, Corrections Service  
Department of Justice



ALL CORRECTIONS SERVICE STAFF  
DEPARTMENT OF JUSTICE

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

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

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

The following measures will be implemented:

**1. Volunteers**

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

**2. Work Crews/Appointments**

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

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

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

**4. Visitors (personal)**

All personal visits for inmates/offenders will be suspended.

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

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

**6. Contractors**

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

**7. Community Corrections Reporting**

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

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

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

**9. Leave**

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

**10. Inmate Transfers**

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

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

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

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

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

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



Blair Van Metre  
Director of Corrections  
Department of Justice

Additional resources:

NWT Public Health Website:

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

Coronavirus Updates:

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

GNWT Public Safety Notice:

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

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

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

**Date : 4/14/2020 9:33:27 AM**  
**From : "Kristy Cooper"**  
**To : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**Cc : "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : plan for vulnerable inmates**  
**Attachment : Plan for Vulnerable Inmates.docx;**

See attached

Mársı | Kinanāskomitin | Thank you | Merci | Hą́ı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsı

Kristy Cooper  
Deputy Warden  
South Mackenzie Correctional Centre  
Department of Justice  
Government of the Northwest Territories

34 Studney Drive  
Hay River, NT  
X0E 0R6  
867-874-2591

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## Plan for Vulnerable Inmates

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

Vulnerable inmates have been identified as the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

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

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

### **PLAN FOR VULNERABLE INMATES**

Hold separate meetings with \_\_\_\_\_ vulnerable inmates to discuss precautions, hygiene and measures they can take now to avoid being symptomatic, and that they should be more cautious than other inmates.

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

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

**Date : 4/16/2020 10:39:24 AM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguéz" David\_Sanguéz@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : Issuing and Wearing of Approved Cloth Face Masks**

To all staff,

After careful consideration and in alignment with many Correctional facilities across Canada, the Northwest Territories Correctional Services will be implementing additional mask procedures. The new mask process is being finalized for implementation upon receipt of the masks that have been ordered. The new mask process will include the use of the masks, how they will be worn, when they will be worn and instructions around how they will be washed and re-worn. We are hopeful (depending on date masks are received) that the effective date will be Monday April 27, 2020. The wearing of masks will be mandatory

in the workplace and inmates will be given the option of wearing the mask, but will still be issued one. Our mask order will allow for the distribution of 2 cloth masks to each employee in the workplace along with the distribution of 1 cloth mask to each inmate. These cloth masks are washable.

We cannot emphasize enough that the use of masks will not replace the requirement for practicing safe physical distancing, diligent hand washing and practicing healthy respiratory practices; including following the recommendations and Public Health Orders of the Chief Public Health Officer when off duty. This is an additional support that will help us as we collectively work together to make our work place as safe as possible. We will continue to work toward additional safety for all staff and inmates, regardless of the fact that we are not seeing any increase in positive cases in the NWT. It is imperative that we continue working at best practices so that we can all stay healthy and we thank you for your ongoing cooperation. We will continue to stay engaged with the Office of the Chief Public Health Officer, the GNWT and the Department of Justice as we move forward.

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT, Canada X0E0R6  
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Date : 4/16/2020 5:15:52 PM  
From : "Brent Townend" Brent\_Townend@gov.nt.ca  
To : "Andy McKay" Andy\_McKay@gov.nt.ca, "Brian Morin"  
Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca,  
"Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez"  
David\_Sanguiez@gov.nt.ca, "Jacqueline Carriere"  
Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca,  
"Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos"  
Kirk\_Alcos@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca,  
"Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka"  
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"Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross"  
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"Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley"  
Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca  
Cc : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca, "Kristy Cooper"  
Kristy\_Cooper@gov.nt.ca  
Subject : Using Masks While Completed Dorm Searches

Good day everyone,

**Effective immediately**, until such time that we receive the cloth masks, corrections officers will be required to wear a surgical mask while completing dorm searches. In addition, corrections officers that are escorting inmates to medical appointments will be required to wear a mask, as well as the inmate.

Supervisors will need to ensure that this will be in a planned manner so that we are not using more masks than necessary and depleting our current inventory. The surgical masks will be in a box placed in the COII's office.

If you require a re-supply, please send an email to myself, as no staff are permitted to access the fit testing room.

Thank you,

Brent

---

**From:** Lorraine McDonald  
**Sent:** April 16, 2020 10:39 AM  
**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trena Corrigan; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter;

Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince McKay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** Issuing and Wearing of Approved Cloth Face Masks

**Importance:** High

To all staff,

After careful consideration and in alignment with many Correctional facilities across Canada, the Northwest Territories Correctional Services will be implementing additional mask procedures. The new mask process is being finalized for implementation upon receipt of the masks that have been ordered. The new mask process will include the use of the masks, how they will be worn, when they will be worn and instructions around how they will be washed and re-worn. We are hopeful (depending on date masks are received) that the effective date will be Monday April 27, 2020. The wearing of masks will be mandatory in the workplace and inmates will be given the option of wearing the mask, but will still be issued one. Our mask order will allow for the distribution of 2 cloth masks to each employee in the workplace along with the distribution of 1 cloth mask to each inmate. These cloth masks are washable.

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

Lorraine McDonald  
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Date : 4/27/2020 3:05:46 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"  
Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
"Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith"  
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Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy"  
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Gill" Vanin\_Gill@gov.nt.ca, "Vince McKay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : COVID - 19 Response SMCC  
Attachment : COVID - 19 Response SMCC.PDF;

Hello Everyone,

Attached document has been prepared for the inmates at SMCC to provide them with an overview of what has been done at SMCC in response to COVID-19 and has been posted on the bulletin board for them to review. Please take this opportunity to review.

Thank You | Mársi | Kinanāskomitin | Merci | ᑲᐱᐱ | Quana | Qujannamiik | Quyanainni  
| Máhsí | Máhsí | Mahsi

Lorraine McDonald  
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**April 27, 2020**

**To: All Inmates**

**Re: COVID 19 – Response – SMCC**

COVID – 19 pandemic is impacting all walks of life on a global scale, which has impacted us in the NWT. As residents in a correctional setting, we recognize and appreciate that this pandemic can be exceptionally stressful to you all at this time under these circumstances.

In appreciation of this exceptional stressor of the COVID - 19 pandemic, we will continue to meet with the inmate population to communicate any updates, ongoing changes that may occur with short notice and how this may impact you while you are in custody.

Our foremost goal is to ensure the health and safety of all the residents and staff at South Mackenzie Correctional while we work collectively together to focus on best practices and staying abreast of new information as it becomes available. We welcome the ongoing feedback from all of you and the staff to address any concerns you may have and any suggestions on how we can improve our current situation.

To date, the following measures have been implemented:

**SMCC Screening**

SMCC has a process in place that will ensure that every person that enters our facility and grounds, are assessed prior to being approved entry. Under no circumstances shall any inmate, staff member, visitor/contractor be permitted entry into the facility or on grounds without being screened. If you observe any illness, please ensure to report this immediately so we can manage the concerns as quickly as possible.



### **Inmate and Staff Use of Masks**

Currently, any inmate and corrections officer that attend the health centre, are required to use a mask when attending any medical appointment. In addition, corrections officers are required to use masks when completing dorm searches of inmate personal areas. With consultation with the Public Health and Health Officials, all inmates and staff will be issued cloth masks. These masks will not replace Personal Protective Equipment and are intended for Prevention and Safety. Distribution and implementation of cloth masks tentatively scheduled for week of April 27th, when received.

### **Essential Suppliers and Contractors**

Entry into the facility has been reduced to only essential services that require entry and all essential deliveries are dropped off outside of facility and yard to reduce unnecessary entry into the facility. All essential suppliers and contractors are screened each time for deliveries/services that require entry to yard despite not physically entering into the facility.

### **Inmate Visitors**

All personal visits for inmates have been suspended at this time. This is necessary to protect all occupants of SMCC.

### **Official Visitors**

Confidential in- person meeting with official visitors (legal counsel, spiritual advisors, elders) will continue to be accommodated in exceptional circumstances, without permitting direct personal contact and will be facilitated in meeting room; which permits physical distancing. The Visitor and Contractor Questionnaire must be completed prior to any entry being approved to SMCC.

### **Meeting Room**

All meetings with inmates in offices and/or boardroom have been discontinued at this time. The old remand common area has been arranged to



support physical distancing for program, case management, nursing and correctional staff to have any meetings with inmates as required.

### **Visitor Drop off and Money**

For the protection of all occupants of SMCC, we will not be accepting any magazines, traditional foods and any other items at this time. Inmates are encouraged to make arrangements for money to be mailed, deposited and/or transferred through normal services. If required, we will accept money drop offs from 1pm to 3pm Monday through Friday. Please notify supervisor prior, as all persons dropping off money will be required to complete screening.

### **Facility Cleanliness and Sanitization**

Additional cleaning and sanitization has been implemented throughout facility and common areas used by inmates and staff. Daily evening and weekend clean up routines remain the same.

### **Hand Washing and Healthy Respiratory Practices**

All inmates and corrections staff have been provided a session with Institutional Nurse, Michelle Smith to review correct hand washing and healthy respiratory practices to ensure health and safety for everyone.

### **Inmate Meals and Snacks**

During meal time, inmates are encouraged to continue the practice physical distancing by seating themselves throughout the tables in dining area accordingly and waiting the physical distance apart when being served meals. The buffet style of additional food items being served during meal time has been discontinued and will continue to be served by kitchen cooks when receiving meal tray. All evening snacks have been individually wrapped to support no buffet style of food service.

### **Case Management**

All inmate files are currently being supervised by Traditional Case Counselor, Noella Cayen. If you have any concerns, request forms are to be submitted and a meeting will be scheduled in meeting room with Ms. Cayen.



### **Counseling, Programs and Literacy**

Counseling continues to be available to all inmates upon request and core programs will continue to be scheduled as per need. With literacy contract services currently being suspended, inmates are encouraged to see case management for any literacy needs and resources can be provided. Corrections staff can provide assistance upon request. Meeting room will be used for this purpose.

### **Off Grounds Crews/Programs**

For the protection of the inmates and staff, all off ground programs and crews have been suspended until further notice. This includes temporary absences; community AA program, work release and any other service that requires access in the community.

### **Inmate Allowances**

With the current restrictions imposed in response to the COVID – 19 pandemic, which include no off grounds crews; this has not impacted the inmates to continue to earn an allowance. Thank you for being cooperative and open to completing various tasks and jobs identified by correctional officers within the facility and on the grounds, which support continued compensation through the receipt of an allowance.

### **Phone Calls**

All of the inmates have been issued 2 (two) calling cards in the amount of \$50 each and 1 (one) additional phone call each evening up to 20 (twenty) minutes to contact family members. Calling card issued on April 16th will be reassessed on May 16th and daily calls in evening will continue at this time to support additional contact with family members during this time. We will ensure to keep you updated on when the new phone system will be installed. For extenuating circumstances such as a family emergency, with prior approval from case management and/or corrections supervisor, inmates can be approved for additional calls in the interview room.



## **Recreation Time**

The weight/arts and craft room continues to be open at the beginning of the day and until evening clean up. A maximum of only 2 (two) inmates are permitted in the room at a time and inmates using equipment are required to sanitize after each use with the Virex and paper towel provided. For outside fresh air, inmates have been provided additional time during the day pending operational requirements in addition to evening fresh air to walk around the yard. The fire pit and picnic tables have been moved into the middle of the walking area to encourage outside activity. There have been additional board games, puzzles, movies and play station video games approved for purchase to provide additional entertainment during recreation time. Additional television time is being offered pending operational requirements.

## **Inmate Newspapers**

Northern News Services has discontinued printing newspapers for distribution. An account has been created to print off papers from the internet to continue to provide inmates with this service and we will continue to use this process moving forward.

## **Facility Transfers**

All NWT Corrections facility transfers via road have been suspended.

As we all work through the COVID – 19 pandemic, we will continue to keep you abreast of any changes and/or updates that may affect you. The GNWT is monitoring the status of COVID – 19 in the NWT and we will continue to consult with public health officials, other correctional jurisdictions and identify best practices to make the best decisions for your health and safety during this time.

At South Mackenzie Correctional Centre, we are reviewing all processes on an ongoing basis to ensure that any risk identified is managed effectively for everyone's health and safety.



If you have any questions or concerns, please do not hesitate to inform staff and we will assist you with your questions.

Thank you all for your cooperation,

Lorraine McDonald, Warden

Date : 5/4/2020 4:42:59 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt"  
Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca,  
"Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan"  
Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca,  
"Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend"  
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"Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen"  
Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : Food Services - Meal Time, Serving and Kitchen Access - Amended

Hello everyone,

Meal times for corrections staff have been amended to provide the current inmate count, the ability to physical distance during meals.

Which will require corrections staff all to eat meals prior to the inmates being called out. This will provide the first table (historically staff table) to be free for the inmates to eat a meal at. There will only be (3) inmates permitted per table (one on each end and one in middle). Inmates will not be required to fill tables up first, however can seat themselves in the dining area with the physically distancing as noted.

Supervisors, please schedule with staff to all eat prior to inmates being called out.

Thanking you all in advance,

Lorraine

---

**From:** Lorraine McDonald

**Sent:** March 22, 2020 2:27 PM

**To:** Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trena Corrigal; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince McKay; Warren Durocher; Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron

**Subject:** Food Services - Meal Time, Serving and Kitchen Access

**Importance:** High

### **Effective Immediately - Food Services Health & Safety**

#### Corrections staff

All meals will be served by cooks from service window at meal times below. Corrections staff are only authorized to enter kitchen for security duties as required.

#### Nightshift:

- 00:00 – 08:00hrs – meals trays and/or items located on right side of fridge only.

#### Dayshift:

- 11:30hrs – two (2) corrections staff are to eat lunch
- 12:00hrs – remainder of corrections staff to go eat

#### Afternoon shift:

- 16:45hrs – two (2) corrections staff are to eat supper
- 17:00hrs – remainder of corrections staff to go eat

Corrections staff are to continue to call dorms as per meal call out sheet and supervising corrections staff are to ensure social distancing is practiced with inmates.

At this time, the self-serving table will be cancelled and kitchen staff will serve available items as requested.

Thank You | Mársı | Kınāskomitin | Merci | Hai' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsi

Lorraine McDonald  
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Date : 5/7/2020 3:21:47 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
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Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
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Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty"  
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Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin  
Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : COVID 19 Cloth Mask Protocol and the Donning and Doffing Cloth  
Masks  
Attachment : COVID - 19 Cloth Mask Protocol - SMCC.PDF;SMCC Donning  
and Doffing Cloth Masks.pdf;

To all staff,

Attached is the COVID-19 Cloth Mask Protocol and information on the Donning and Doffing of Cloth Masks. Corrections staff will be issued up to (3) three masks. As this is voluntary for staff, you may choose not to be issued any masks; however are approved to be issued 1 (one) for use in the community. Staff can change their minds at any time and request their issue of up to (3) three masks.

Cloth masks are not considered Personal Protective Equipment (PPE) and are not intended to replace the use of any PPE. The importance of individuals using homemade masks is to help prevent exposing others to the COVID-19 virus. In addition to the NWT's public health advisory, Dr. Teresa Tam, the Chief Public Health Officer of Canada, also advises that the public wear facial coverings if they cannot maintain 2m of physical distancing.

If staff are unable to maintain 2m of physical distancing, it is recommended that you use your cloth masks.

The cloth masks will be issued starting today in zip lock bag. Staff will be responsible for replacing zip lock bags as required.

If you have any questions and/or concerns, please see Deputy Warden of Operations, Brent Townend.

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

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May 7, 2020

**MEMO**

ALL STAFF AND INMATES

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

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

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

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

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

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

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

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



Until further notice the following guidelines have been implemented:

**Staff Issue of cloth masks:**

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

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

**Inmate Issue of cloth masks:**

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

Thank you for your cooperation,

Lorraine McDonald, Warden  
South Mackenzie Correctional Centre



## **INFORMATION AND DIRECTION FOR WEARING, DONNING, DOFFING, STORING AND CLEANING OF CLOTH MASKS**

### **Cloth Face Coverings**

The use of simple cloth face coverings is a preventative measure to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be used as an additional, voluntary public health measure. Cloth face coverings do not replace the use of personal protective equipment as outlined in policy.

### **How to Wear Cloth Face Coverings (Donning)**

#### **Cloth face coverings should:**

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- be handled after performing hand hygiene
- allow the wearer to grasp the mask by the elastic ear loops
- allow the wearer to use the ear loops to put it on and tuck under your chin
- only be handled with clean hands

### **Storage**

Zip lock bags will be provided to all staff and inmates for safe storage of cloth masks, when not in use they are to be stored in the zip Lock bag at all times.



**Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?**

Yes. They should be routinely washed depending on the frequency of use.

**How does one safely sterilize/clean a cloth face covering?**

Cloth face coverings can be washed properly by either hand or by machine using warm water and detergent

**How does one safely remove a used cloth face covering? (Doffing)**

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

- Clean hands
- Remove the mask by grabbing the ear loops
- The front may be contaminated so remove slowly and carefully
- Secure until washed

**Date : 5/7/2020 5:08:13 PM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : Cloth Mask Issue to Inmates - Physical Distancing**

Hello everyone,

Management met with the inmate population to review the protocol for use, care/maintenance, donning/doffing of cloth masks and then issued each inmate with 2 (two) cloth masks. They have been advised that now that we have been issued cloth masks and if they are unable to maintain physical distancing (2m), they will be required to wear the cloth masks. Example: playing cards. They have been informed that they are responsible to clean their masks, when they do their laundry every second day. Quantity of two masks, and laundry schedule permits a clean mask to be used each day if required. Recommended that they

hang dry masks and that they can request clean paper bags from corrections supervisor.

As this is a new change, on top of the many changes that have been implemented throughout the COVID-19 pandemic, please approach with a progressive, positive and educational message when and/if you are required to remind the inmate of this requirement.

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

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Date : 5/15/2020 9:59:01 AM

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Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Brent Townend" Brent\_Townend@gov.nt.ca, "Kristy Cooper"  
Kristy\_Cooper@gov.nt.ca  
Subject : Physical Distancing Meeting Room - Remand Common Area

Hello everyone,

The "Physical Distancing Meeting Room" has been now moved into the boardroom, effective immediately and until further notice. There are only a maximum of (2) two persons permitted in the room, as required for physical distancing. More the (2) persons will require the use of masks, as physical distancing cannot be maintained.

The remand common area will be off limits, due to interior painting being completed by DPW, Garth Carman. Mr. Carman will be working on this project Monday – Friday from approx.. 08:30 to 17:00hrs each day.

Expected completion May 22<sup>nd</sup>. Mr. Carman has been advised of the Visitor and Contractor Questionnaire that will be completed prior to entry into facility.

The flooring is scheduled to be replaced afterward to Wesclean, start date to be confirmed.

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

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Date : 5/15/2020 4:50:51 PM

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Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,  
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Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca,  
"Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"  
Brent\_Townend@gov.nt.ca  
Subject : Facility Sanitization - Wet Task Buckets/Virex

To all staff,

With the additional sanitization throughout the facility, which has been implemented in response to the COVID-19 pandemic; there have been some challenges with ensuring a constant supply of certain products. The Wet Task buckets have been identified as the best option for our current and new cleaning protocols at SMCC. There are currently (4) buckets that have been distributed to the kitchen, control area, intake office and meeting room (physical distancing appropriate). These buckets come with refills and the VIREX product from the cleaning dispenser is used when a new refill is used.

We are currently tracking the burn rate of this product, to confirm supply amounts required. Refills will be issued when required and this is being tracked. If you notice a bucket requiring or close to requiring a refill, please advise by person or email to management.

Staff are to ensure proper use and quantity issued appropriate. Your cooperation is most appreciated.

We do have alternative sanitization supplies in stock if required.

Thank You | Mársı | Kinanāskomitin | Merci | Haı' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsı

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**Date : 5/19/2020 11:00:16 AM**

**From : "Vince McKay" Vince\_Mckay@gov.nt.ca**

**To : "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "David Sanguéz"**

**David\_Sanguéz@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Marek Napiorkowski"**

**Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca**

**Cc : "Brent Townend" Brent\_Townend@gov.nt.ca, "Lorraine McDonald"**

**Lorraine\_McDonald@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca**

**Subject : FW: COVID 19 Cloth Mask Protocol and the Donning and Doffing Cloth Masks**

**Attachment : COVID - 19 Cloth Mask Protocol - SMCC.PDF;SMCC Donning and Doffing Cloth Masks.pdf;**

PLEASE REVIEW. THIS IS A REMINDER.

Nothing has changed on how we should be acting. Please maintain minimum 6ft (2M) distance from staff and inmates. If staff are approaching you, then step back to maintain the Physical distancing and don't corner staff by forcing yourself into their bubble.

COVID-19 is still active. We may not have any Positive cases in the NWT, but nothing saying we don't have it in the NWT and we still have to take precautions.

Also just a reminder about hand washing.

HAND WASHING – minimum 20 seconds.

<https://www.youtube.com/watch?v=3PmVJQUcm4E>

- Coming into building (FIRST THING!) – every time.
- Before Count (STAFF)
- After Count (STAFF)
- Before meal time
- After meal times
- Before and after driving a SMCC vehicles.

Maintain Physical distancing from staff and inmates. Minimum 6 Ft. from the next person.

Thank You | Mársı | Kinanāskomitin | Merci | Hą́j' | Quana | Qujannamiik |  
Quyanainni | Máhsı | Máhsı | Mahsı

Vince McKay  
Corrections Supervisor  
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---

**From:** Lorraine McDonald

**Sent:** May 7, 2020 3:22 PM

**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trena Corrigan; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince McKay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** COVID 19 Cloth Mask Protocol and the Donning and Doffing Cloth Masks

**Importance:** High

To all staff,

Attached is the COVID-19 Cloth Mask Protocol and information on the Donning and Doffing of Cloth Masks. Corrections staff will be issued up to (3) three masks. As this is voluntary for staff, you may choose not to be issued any masks; however are approved to be issued 1 (one) for use in the community. Staff can change their minds at any time and request their issue of up to (3) three masks.

Cloth masks are not considered Personal Protective Equipment (PPE) and are not intended to replace the use of any PPE. The importance of individuals using homemade masks is to help prevent exposing others to the COVID-19 virus. In addition to the NWT's public health advisory, Dr. Teresa Tam, the Chief Public Health Officer of Canada, also advises that the public wear facial coverings if they cannot maintain 2m of physical distancing.

If staff are unable to maintain 2m of physical distancing, it is recommended that you use your cloth masks.

The cloth masks will be issued starting today in zip lock bag. Staff will be responsible for replacing zip lock bags as required.

If you have any questions and/or concerns, please see Deputy Warden of Operations, Brent Townend.

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

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
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May 7, 2020

**MEMO**

ALL STAFF AND INMATES

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

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

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

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

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

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

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

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



Until further notice the following guidelines have been implemented:

**Staff Issue of cloth masks:**

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

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

**Inmate Issue of cloth masks:**

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

Thank you for your cooperation,

Lorraine McDonald, Warden  
South Mackenzie Correctional Centre



## **INFORMATION AND DIRECTION FOR WEARING, DONNING, DOFFING, STORING AND CLEANING OF CLOTH MASKS**

### **Cloth Face Coverings**

The use of simple cloth face coverings is a preventative measure to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be used as an additional, voluntary public health measure. Cloth face coverings do not replace the use of personal protective equipment as outlined in policy.

### **How to Wear Cloth Face Coverings (Donning)**

#### **Cloth face coverings should:**

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- be handled after performing hand hygiene
- allow the wearer to grasp the mask by the elastic ear loops
- allow the wearer to use the ear loops to put it on and tuck under your chin
- only be handled with clean hands

### **Storage**

Zip lock bags will be provided to all staff and inmates for safe storage of cloth masks, when not in use they are to be stored in the zip Lock bag at all times.



**Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?**

Yes. They should be routinely washed depending on the frequency of use.

**How does one safely sterilize/clean a cloth face covering?**

Cloth face coverings can be washed properly by either hand or by machine using warm water and detergent

**How does one safely remove a used cloth face covering? (Doffing)**

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

- Clean hands
- Remove the mask by grabbing the ear loops
- The front may be contaminated so remove slowly and carefully
- Secure until washed

Date : 5/25/2020 11:29:36 AM  
From : "Brent Townend" Brent\_Townend@gov.nt.ca  
To : "Andy McKay" Andy\_McKay@gov.nt.ca, "Brian Morin"  
Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca,  
"Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez"  
David\_Sanguiez@gov.nt.ca, "Jacqueline Carriere"  
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"Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos"  
Kirk\_Alcos@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca,  
"Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka"  
Norenda\_Unka@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca,  
"Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross"  
Tristan\_Cross@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca,  
"Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley"  
Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Deloris  
Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca,  
"Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty"  
Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca,  
"Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett"  
Jack\_Bassett@gov.nt.ca, "Jonathan Wallington"  
Jonathan\_Wallington@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca  
Cc : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca, "Kristy Cooper"  
Kristy\_Cooper@gov.nt.ca  
Subject : RE: Using Masks While Completed Dorm Searches

Good day everyone,

For further clarification, the cloth mask's that have been issued to staff are voluntary and are not intended to replace the use of PPE. Staff are still required to use PPE, including surgical masks, when completing duties like dorm searches and escorting inmate(s) to the hospital.

Thank you,

Brent

---

**From:** Brent Townend  
**Sent:** April 16, 2020 5:16 PM  
**To:** Andy McKay; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Jacqueline Carriere; Jason Salter; Kenneth Boyer; Kirk Alcos; Luke Campbell; Marek Napiorkowski; Norenda Unka; Serena Skavinski; Therese Fordy; Tristan Cross; Warren Durocher; Anthony Beck; Robert Haley; Vince Mckay  
**Cc:** Lorraine McDonald; Kristy Cooper  
**Subject:** Using Masks While Completed Dorm Searches  
**Importance:** High

Good day everyone,

**Effective immediately**, until such time that we receive the cloth masks, corrections officers will be required to wear a surgical mask while completing dorm searches. In addition, corrections officers that are escorting inmates to medical appointments will be required to wear a mask, as well as the inmate.

Supervisors will need to ensure that this will be in a planned manner so that we are not using more masks than necessary and depleting our current inventory. The surgical masks will be in a box placed in the COII's office.

If you require a re-supply, please send an email to myself, as no staff are permitted to access the fit testing room.

Thank you,

Brent

---

**From:** Lorraine McDonald

**Sent:** April 16, 2020 10:39 AM

**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trena Corrigan; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince McKay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** Issuing and Wearing of Approved Cloth Face Masks

**Importance:** High

To all staff,

After careful consideration and in alignment with many Correctional facilities across Canada, the Northwest Territories Correctional Services will be implementing additional mask procedures. The new mask process is being finalized for implementation upon receipt of the masks that have been ordered. The new mask process will include the use of the masks, how they will be worn, when they will be worn and instructions around how they will be washed and re-worn. We are hopeful (depending on date masks are received) that the effective date will be Monday April 27, 2020. The wearing of masks will be mandatory in the workplace and inmates will be given the option of wearing the mask, but will still be issued one. Our mask order will allow for the

distribution of 2 cloth masks to each employee in the workplace along with the distribution of 1 cloth mask to each inmate. These cloth masks are washable.

We cannot emphasize enough that the use of masks will not replace the requirement for practicing safe physical distancing, diligent hand washing and practicing healthy respiratory practices; including following the recommendations and Public Health Orders of the Chief Public Health Officer when off duty. This is an additional support that will help us as we collectively work together to make our work place as safe as possible. We will continue to work toward additional safety for all staff and inmates, regardless of the fact that we are not seeing any increase in positive cases in the NWT. It is imperative that we continue working at best practices so that we can all stay healthy and we thank you for your ongoing cooperation. We will continue to stay engaged with the Office of the Chief Public Health Officer, the GNWT and the Department of Justice as we move forward.

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

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**Date : 6/16/2020 11:11:46 AM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**

**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm"**

**Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca,**

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**"Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross"**

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**Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**

**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"**

**Brent\_Townend@gov.nt.ca**

**Subject : Physical Distancing Room and Virtual Visits**

Hello everyone,

The boardroom which was used as a temporary physical distancing room for appointments/meetings with inmates is no longer being used, and the physical distancing room in old remand common area is available for use again. The physical distancing room is also used for the virtual visit room in the evenings. Staff are to ensure that the equipment for virtual visits is not touched when using this area and that all common areas are wiped down when meetings are completed. Please ensure to

inform corrections supervisor on duty of the PPE used, as the burn rate is being tracked.

The boardroom is now off limits due to construction. Thanking you in advance,

Thank You | Mársı | Kinanāskomitin | Merci | Haı' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsı

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Date : 6/18/2020 11:57:42 AM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Alvina Sibbeston" Alvina\_Sibbeston@gov.nt.ca, "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Joseph Fourstar" Joseph\_Fourstar@gov.nt.ca, "Justin Minute" Justin\_Minute@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Noella Cayen" Noella\_Cayen@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jeanette Mandeville" Jeanette\_Mandeville@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca  
Subject : SMCC Response to COVID - 19

Hello everyone,

We appreciate that all staff have worked diligently to complete the additional sanitization implemented throughout the facility, physical distancing, practice diligent hand washing & healthy respiratory practices and use required PPE when applicable in response to the COVID-19 pandemic. Despite the NWT moving into Phase 2 of the Emerging Wisely, there has been no change to the additional sanitization and practices required throughout the facility. Concerns have been

raised pertaining the discrepancies in the use of sanitization products and PPE being used on a daily basis, which have been noted on the daily PPE logs.

All supervisors and staff are to ensure that the following continue throughout your shifts and work day:

#### Staff and contractor/visitor screening

- Screener assigned to use cloth mask and gloves, surgical mask required when staff entering does not have cloth mask on hand
- Staff are to use hand sanitizer upon entry and proceed directly to wash area to wash hands, prior to entering work station
- Contractor/visitors are to be provided with hand sanitizer prior to entry into facility

#### Daily/Shift Sanitization

- Wipe down work stations a minimum of once per day/shift (WetTask cloth)
- Wipe down all common areas at a minimum of once per shift (Control, computers, keyboards, phones, chairs, commonly touched surfaces, radios, coffee room, entrance ways and door knobs)
- Physical distancing meeting room to be wiped down after each use
- Virtual Visiting equipment wiped down after each use
- Dining area tables to be wiped down before and after each use, including meals and meetings

#### Facility Searches and Inmate Frisks and Strip Searches

- Only** Dorm searches require corrections officers to use surgical mask and gloves
- Inmate frisks and strip searches require gloves and surgical mask

#### Inmate Escorts

- Inmate(s) and corrections officer require PPE (surgical mask) to complete escort
- Corrections staff to wipe down vehicle after each use (WetTask wipe)

Cloth masks issued to each staff member and inmate to be used throughout facility when physical distancing cannot be maintained.

Your continued diligence in maintaining the practices implemented will continue to ensure the ongoing safety for the inmates in our care, fellow staff, families and friends as we all work together responding to the COVID-19 pandemic.

Thank you, Lorraine

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

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Date : 6/30/2020 4:24:43 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca

To : "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Daniel Beck"

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Warren\_Durocher@gov.nt.ca

Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend"

Brent\_Townend@gov.nt.ca

Subject : SMCC Essential Employees Physical Distancing Protocol and Sanitization

To all staff,

For the continued health and safety of yourselves, fellow staff and the inmates in our care; you are to ensure that the Physical Distancing (aka Social Distancing) and Sanitization protocols that have been implemented in March, in response to the COVID19 pandemic are adhered to.

Thank you for your ongoing cooperation,

Lorraine

---

**From:** Lorraine McDonald

**Sent:** March 22, 2020 10:24 AM

**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; 'Trenna Corrigan'; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince Mckay; Warren Durocher

**Cc:** Kristy Cooper; Brent Townend

**Subject:** SMCC Essential Employees Self Distancing Protocol and Sanitization

To all staff,

All staff are to be practicing social distancing of 2 metres (6 feet) while on duty as operations permit. This is to include social distancing with inmates and other staff members on duty. The inmates have been informed to expect this and explained that this is a precautionary measure for their and our safety.

The old remand common area has been arranged to support social distancing for all appointments/meetings with inmates. This includes :

- Case Management
- Traditional Counselor/Liaison Officer
- Institutional Nurse
- Psychologist
- Corrections supervisor/corrections officers
- Official/authorized visitors with prior approval from Warden

\*\*\*Staff must ensure to wipe down all surfaces, chairs and door knobs after each use. Cleaning supplies/gloves set up in room\*\*\*

Corrections supervisor/officers:

- No card game playing with inmates permitted or other activities that are less than 2 metres
- One (1) corrections supervisor/officer in Control at a time when operations permit
- One (1) assigned corrections officer (to be identified by supervisor) making entries on daily log when operations permit

\*\*\*Supervisors must ensure that radios, phones, key boards, PA system, chairs/arm rests, key boards, front door intercom, security switch board, key cabinet, coffee room surfaces and any common surface area that is touched is wiped down with sani-cloth at the end of each shift, prior to oncoming shift\*\*\*

Kitchen staff:

- One (1) cook in kitchen office when operations permit
- No inmates permitted in kitchen office

\*\*\*Ensure that all keyboards, phones, chairs/arm rests and any common surface area touched is wiped down at the end of each shift\*\*\*

Program and administration staff:

- One (1) staff in office at a time when operations permit, pending space for social distancing

\*\*\*Ensure that your keyboard, phone, chairs/arm rests and any common surface area is wiped down at the end of each work day\*\*\*

**All staff are to practice diligent hand hygiene (regular hand washing and hand sanitization) and healthy respiratory practices throughout your shifts/work day.**

**Your adherence and patience is appreciated as we all work through these daily precautions in response to the current COVID 19 pandemic. This is to ensure the safety of the inmates and all of the staff at SMCC during this time.**

Thank You | Mársı | Kinanāskomitin | Merci | Haı' | Quana | Qujannamiik | Quyanainni  
| Máhsı | Máhsı | Mahsı

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
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Date : 7/2/2020 6:04:09 PM

From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca  
To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brendon Bonnetrouge" Brendon\_Bonnetrouge@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguiez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Lindsay Anderson" Lindsay\_Anderson@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Nicholas Dahr" Nicholas\_Dahr@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Sean Ahenakew" Sean\_Ahenakew@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca  
Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca

Subject : SMCC Interim Money and Personal Item Drop Off - COVID 19  
Attachment : SMCC Interim Money and Personal Item Drop Off - COVID 19.pdf;

To all staff,

Please see attached memo pertaining to SMCC Interim Money and Personal Item Drop off and processes to safely handle/manage items during the COVID19. If you have any questions or concerns, feel free to inform.

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

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July 2, 2020

**MEMO**

**ALL STAFF:**

**SMCC Interim Money, Mail and Personal Item Drop Off Procedures - COVID-19**

Effective July 2, 2020, SMCC will begin accepting Traditional Food and Magazines for all inmates. The following precautionary measures will remain in effect to support prevention of COVID-19 exposure to all staff and inmates. Staff are to continue to use the Personal Effects process and sign out sheets, for drop off items accepted and given to inmates. Visitors will continue to be required to provide Government Picture Identification in order to drop off any items to the SMCC.

**Precautionary Measures for Handling Money being Dropped Off**

- SMCC will only be accepting money drop offs Monday to Friday from 1pm to 3pm (except stats)- This process will limit contact between security staff and the general public
- Persons completing drop off are to call SMCC in advance and inform Corrections Supervisor of expected date and time
- Corrections staff will then prepare to meet person outside of the front entrance, using PPE (mask and gloves) at designated time,
- Staff shall place monies into a zip lock bag, and follow intaking of money by confirming amount monies received with supervisor present, record on receipt book. Applicable copy of receipt to be provided to person dropping off monies. Money is to be recorded on daily cash register and placed into lock box.

**Precautionary Measures for Handling Mail/Drop-offs**

- SMCC will only be accepting dropped off items from the general public Monday to Friday from 1PM to 3 PM (except stats) – This process will limit contact between security staff and the general public – Drop-off's include:
  - Forwarded Mail
  - Magazine, book, northern newspaper – Combined total of two(2) per inmate per week. Only approved magazines to be accepted.
  - Change of clothing - 1 set
  - Wallet



- Traditional dried meat/fish (no sauces or spices)
  
- Traditional foods shall be transferred from the container that was holding the Traditional Foods to a zip lock baggie (supplied by SMCC) and will be allowed to be given to the inmate that day
  
- All picked up items from Canada Post or vendors will be placed into a bin and kept for a minimum of 72 hours before being screened by staff – to help limit any transference of COVID-19 (with the exception of Traditional Food)

All incoming items must be logged on the mail log

- Shoes, shower sandals and watches will continue to be accepted directly from the supplier by mail or if in town the supplier may drop off between 1pm to 3pm Monday to Friday (except stats)

Lorraine McDonald

Warden

South Mackenzie Correctional Centre

**Date : 8/6/2020 4:38:13 PM**

**From : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca**  
**To : "Angela Hamilton" Angela\_Hamilton@gov.nt.ca, "Audley Henry" Audley\_Henry@gov.nt.ca, "Brian Morin" Brian\_Morin@gov.nt.ca, "Diane Chisholm" Diane\_Chisholm@gov.nt.ca, "Laverne Cameron" Laverne\_Cameron@gov.nt.ca, "Michelle J. Smith" Michelle\_J\_Smith@gov.nt.ca, "Sharon Caudron" Sharon\_Caudron@gov.nt.ca, "Curtis Gill" Curtis\_Gill@gov.nt.ca, "Don Mabbitt" Don\_Mabbitt@gov.nt.ca, "Jeff Lamoureux" Jeff\_Lamoureux@gov.nt.ca, "Orlando Kerr" Orlando\_Kerr@gov.nt.ca, "Trenna Corrigan" Trenna\_Corrigan@gov.nt.ca, "Andy McKay" Andy\_McKay@gov.nt.ca, "Anthony Beck" Anthony\_Beck@gov.nt.ca, "Brendon Bonnetrouge" Brendon\_Bonnetrouge@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca, "Cheryl Melanson" Cheryl\_Melanson@gov.nt.ca, "Daniel Beck" Daniel\_Beck@gov.nt.ca, "David Sanguez" David\_Sanguiez@gov.nt.ca, "Deloris Shiels" Deloris\_Shiels@gov.nt.ca, "Dennis Parker" Dennis\_Parker@gov.nt.ca, "Faye Johns" Faye\_Johns@gov.nt.ca, "Garett Flaherty" Garett\_Flaherty@gov.nt.ca, "Heather Johnson" Heather\_Johnson@gov.nt.ca, "Ian Thiesson" Ian\_Thiesson@gov.nt.ca, "Jack Bassett" Jack\_Bassett@gov.nt.ca, "Jacqueline Carriere" Jacqueline\_Carriere@gov.nt.ca, "Jason Salter" Jason\_Salter@gov.nt.ca, "Jonathan Wallington" Jonathan\_Wallington@gov.nt.ca, "Kenneth Boyer" Kenneth\_Boyer@gov.nt.ca, "Kirk Alcos" Kirk\_Alcos@gov.nt.ca, "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Lindsay Anderson" Lindsay\_Anderson@gov.nt.ca, "Luke Campbell" Luke\_Campbell@gov.nt.ca, "Marek Napiorkowski" Marek\_Napiorkowski@gov.nt.ca, "Nicholas Dahr" Nicholas\_Dahr@gov.nt.ca, "Norenda Unka" Norenda\_Unka@gov.nt.ca, "Robert Haley" Robert\_Haley@gov.nt.ca, "Sean Ahenakew" Sean\_Ahenakew@gov.nt.ca, "Serena Skavinski" Serena\_Skavinski@gov.nt.ca, "Therese Fordy" Therese\_Fordy@gov.nt.ca, "Tristan Cross" Tristan\_Cross@gov.nt.ca, "Vanin Gill" Vanin\_Gill@gov.nt.ca, "Vince Mckay" Vince\_Mckay@gov.nt.ca, "Warren Durocher" Warren\_Durocher@gov.nt.ca**  
**Cc : "Kristy Cooper" Kristy\_Cooper@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**

**Subject : Inmate Escorts - Essential and Non- Essential Memo**

**Attachment : Inmate Escorts - Essential and Non-Essential.pdf;**

To all staff,

Attached is memo pertaining to protocol for Inmate Escorts – Essential and Non-Essential for your review. Copy placed into memo binder at control for your reference.

Supervisors, please ensure your staff have reviewed and understand protocol prior to escorting inmates.

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

Lorraine McDonald  
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## SOUTH MACKENZIE CORRECTIONAL CENTRE- MEMO

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**TO:** CORRECTIONS SERVICE STAFF

**FROM:** LORRAINE MCDONALD, WARDEN

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

**DATE:** AUGUST 6, 2020

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

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

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

### **Essential escorts**

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



### Non-essential escorts

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

Lorraine McDonald, Warden  
South Mackenzie Correctional Centre

**Date : 1/12/2021 11:40:56 AM**  
**From : "Kristy Cooper"**  
**To : "aturaihi@cubekon.ca" aturaihi@cubekon.ca, "Shawn Hamilton" Shawn\_Hamilton@gov.nt.ca, "Kacee MacLean" Kacee\_MacLean@gov.nt.ca, "Marlene Nilson" Marlene\_Nilson@gov.nt.ca**  
**Cc : "Lorraine McDonald" Lorraine\_McDonald@gov.nt.ca, "Brent Townend" Brent\_Townend@gov.nt.ca**  
**Subject : SMCC On-Site Exempt Contractors Precautions**  
**Attachment : SMCC On Site Exempt Contractors Precautions.pdf;**

Good Morning,

To ensure the continued clear communication of daily construction, the attached document has been developed. It will require written communication by the contractor on-site to ensure ongoing Health and Safety.

Attached is the SMCC on-site Exempt Contractors Precautions, with the intent of correctional staff being made aware in advance of areas of construction that may be planned daily in order for Operations to be scheduled accordingly.

This document is required to be submitted to myself or designate by 4pm daily for the next scheduled day of work.

Please review and inform if there are any concerns.

Thank you for continuing to working together collaboratively to ensure the Health and Safety of SMCC employees, inmates and contractors.

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

Kristy Cooper  
Deputy Warden  
South Mackenzie Correctional Centre  
Department of Justice  
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## South Mackenzie Correctional Centre

### Exempt CPHO Contractor On Site COVID Precautions

When onsite interior/exterior at SMCC within the 14 day exemption period approved by the Chief Public Health Officer, exempt CPHO contractors are required to follow these precautions to ensure the health and safety of SMCC employees and inmates:

- Wear a mask and gloves at all times,
- Complete Visitor/Contractor daily screening and hand sanitization at the main entrance of SMCC prior to entry,
- Not permitted to use staff washrooms, coffee room or access the kitchen coffee/ water machines,
- Minimize contact with staff and inmates by maintaining physical distancing (6 feet) whenever possible; and,
- If work plan requires movement outside of areas identified, communicate to Corrections Supervisor in advance,
- follow all direction outlined by the Chief Public Health Officer while onsite and offsite in the Exemption to Work Letter provided

### **On-site Foreman will be required to complete the following daily by 4pm:**

- Complete and submit work plan for next work day to Deputy Warden, Kristy Cooper; identifying area of work and direct routes to work areas identified, (attached map and area)

Thank you for continuing to working together collaboratively to ensure the Health and Safety of SMCC employees, inmates and contractors.

Any questions or concerns please speak to SMCC Management Team.





Using the map below, indicate routes of travel and areas of work with minimal contact with SMCC Staff and Offenders;