



File# JUS-21-22-G-024

Sent via Email

JUN 11 2021

Dr. Justin Piché
University of Ottawa

Dear Dr. Piché:

Request for Access to General Information:-

I am replying to your request of May 13, 2021 for information about COVID-19 prevention, management, and treatment at correctional institutions in the NWT, as follows:

"I am requesting all memorandums, briefing notes, information notes, statistics and powerpoint decks outlining the results of COVID-19 related labour and workplace safety inspections, assessments and audits of territorial correctional institutions in the Northwest Territories. Date range 1 February to 30 April 2021"

This request has been processed under the *Access to Information and Protection of Privacy Act* (the *Act*).

The Department of Justice has decided to give partial access to the records requested. Some of the records contain information that is excepted from disclosure under the *Act*. We have severed the information so that we could disclose to you the remaining information in the records. The severed information is excepted under section 23 of the *Act*. The information that may be disclosed is attached, along with a sections guideline to better explain the specific sections of the *Act* that were applied.

Under section 28 of the *Act*, you may ask the Information and Privacy Commissioner to review our decision to deny access to portions of the information you requested. You have 30 days from the date of this notice to request a review by writing the Information and Privacy Commissioner at:

Mr. Andrew Fox
Information and Privacy Commissioner
PO BOX 382
YELLOWKNIFE NT X1A 2N3

.../2

If you wish to request a review on the matter of the decision to deny access to portions of the information requested, please provide the Information and Privacy Commissioner with the following information:

1. A copy of this letter and all attachments.
2. A copy of your original request for information that you sent to the Department of Justice; and
3. The reason why you are requesting a review.

If you have any questions about this letter, please write or call Ms. Lorna Dosso, Information and Privacy Analyst, GNWT Access and Privacy Office via email at Lorna.Dosso@gov.nt.ca or call (867) 767-9256 extension 82104.

Sincerely,



Charlene Doolittle
Deputy Minister
Department of Justice

Attachments



Inspection Report Industrial

Report Reference:
Inspection #: 2021-JP-00696

EMPLOYER

GOVERNMENT OF THE NORTHWEST TERRITORIES
DEPARTMENT OF JUSTICE
Department of Finance
Bag Service 1511
Yellowknife, Northwest Territories X1A 2R3

INSPECTION LOCATION

Fort Smith Correctional Complex - Female Unit

OFFICER

JoPamplin
Jo.Pamplin@wsccl.nt.ca
Phone: 1-867-669-4417
Fax: 1-867-873-4596

Inspection Date: March 17, 2021

Accompanied By:

<u>Role</u>	<u>Name</u>	<u>Phone</u>	<u>Email/Fax</u>
Officer/Inspector	Jo Pamplin		Jo.Pamplin@wsccl.nt.ca
Deputy Warden	Janelle Minute		Janelle_Minute@gov.nt.ca

Inspection Details:

I conducted an inspection at the Fort Smith Correctional Complex - Female Unit on 17 March 2021 at 1500 hours. The Deputy Warden accompanied me and provided additional information throughout the inspection. The inspection was a scheduled directed services inspection. We concluded the inspection at 1600 hours.

The Female Unit houses offenders with medium to minimum security ratings. The building was completed in November 2019.

I made the following positive observations at the time of the inspection:

- Supervisor training needs are currently being assessed for the facility.
- Onboarding occurs for all new staff.



Inspection Report Industrial

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Record of Compliance

1. For each direction, once it is complied with, the Employer must:
 - a. Write in the actions taken towards complying with the direction given;
 - b. Initial the line; and
 - c. Fax or e-mail this page to the Safety Officer on or before the listed compliance date.
2. Once all directions are complied with, sign the Record of Compliance and fax or e-mail this page to the Safety Officer.

Direction Number	Compliance Required By	Compliance Status	Date	Initials
2021-JP-00696-001	April 09, 2021			

Verified by:

*Employer Representative
(Print)*

Signature

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

Risk Assessment

Reference: <https://www.osha.gov/Publications/OSHA3990.pdf>


Complete the following risk assessment to identify:

- How Workers might be exposed to COVID-19, including sources such as the general public, customers, and coworkers;
- Workers' individual risk factors (e.g., older age, chronic medical conditions, pregnancy); and
- Controls necessary to mitigate or lower those risks.

Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input checked="" type="checkbox"/> Medium	Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected. Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.
<input checked="" type="checkbox"/> Lower Risk (Caution)	Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Determine hazard control measures. Can you:

 <p>Best</p> <p>Least</p>	<input type="checkbox"/> Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For example, have Workers work remotely.
	<input type="checkbox"/> Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	<input type="checkbox"/> Engineer: Design the work site, equipment, or process to minimize, eliminate, or contain the hazard. For example can a barrier be installed to protect Workers?
	<input checked="" type="checkbox"/> Administrative: Limit the Worker's exposure to the hazard through safe work procedures. For example make sure Workers are trained on hand washing, know the symptoms of COVID-19, and limit exposure to the public, clients, or customers.
	<input checked="" type="checkbox"/> Personal Protective Equipment: Used as a last resort to protect a Worker from exposure to a hazard. For example wear gloves.

Use the table on p. 3 to note the hazards and document the controls you will implement.

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

Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1. Contact with possible virus through inmates and staff	PPE (Masks and Gloves, Physical distancing, Hand washing hygiene, Risk assessments completed daily for all staff.
2. Touching surfaces where could carry droplets	Practice proper hand washing hygiene and wearing gloves that need to be changed in between tasks when required.
3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty Feb 3-17th
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7.	
8.	
<p>For each control, you should be able to answer yes to these questions:</p> <p><input checked="" type="checkbox"/> Have you discussed the hazards and controls with the Workers?</p> <p><input checked="" type="checkbox"/> Have provided training for these control measures?</p> <p><input checked="" type="checkbox"/> Have you saved a copy of this risk assessment?</p>	

Step 5: Measure the effectiveness:

- Create a plan to monitor that the controls are working. For example: check during inspections, discuss at a safety meeting, develop a pre-shift checklist.
- If the control does not work, review and revise the control.
- Make sure you discuss all options with Workers.

**Regularly review this hazard assessment with Workers,
and revise when the work environment changes.**

You do not need to submit this assessment to WSCC.

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**For all other concerns related to COVID-19, visit
<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.**

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

General Safety Precautions

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To reduce the risk of transmission, ensure the following safety precautions are implemented:

- Staff must maintain a distance of 2 meters between themselves and customers at all times
- Staff should wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available.
- Hand sanitizing stations should be installed in areas frequently touched by staff and customers.
- Staff should be provided with disposable gloves for handling money and garbage.
- Frequently touched areas should be disinfected more often.
- Staff should be educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>).

Discuss the following precautions with Workers, to ensure everyone understands the necessary protective measures:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Regularly clean and disinfect communal equipment such as telephones, keyboards, cash registers
- Encourage customers to pay electronically whenever possible
- Place signage or other visible indicators to promote social distancing in lines or waiting for service
- Limit the number of customers in the business at any given time
- If you are an essential service, evaluate your shift options. Can you reduce the number of staff of each shift, can staff work remotely or can you add more shifts?
- Wear protective gloves when handling garbage and clean your hands with soap and water when done
- Regularly disinfect high touch items such as toilets, sink taps, handles, door knobs, light switches, cellphones, frequently throughout the day
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done

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4. Coughing or sneezing	Wear PPE mask at all times while on duty
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7. Self isolate while off duty as per self isolation plan	March 30-April 13
8.	
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Reference: <https://www.osha.gov/Publications/OSHA3990.pdf>


Complete the following risk assessment to identify:

- How Workers might be exposed to COVID-19, including sources such as the general public, customers, and coworkers;
- Workers' individual risk factors (e.g., older age, chronic medical conditions, pregnancy); and
- Controls necessary to mitigate or lower those risks.

Occupational Risk Levels for COVID-19

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs such as healthcare workers who have significant exposure to the virus and laboratory personnel who work with COVID-19 specimen.
<input type="checkbox"/> High	Jobs such as healthcare delivery and clinical support workers who must enter patients' rooms, but who may not have direct exposure to infected patients; and medical transport workers who transport patients.
<input checked="" type="checkbox"/> Medium	Roles and responsibilities that require frequent or close contact with (i.e., within 2 metres of) people who may be infected. Workers in this risk group may have frequent contact with travelers who may return from locations outside of the territory, such as cab drivers, group home workers, and daycare workers.
<input checked="" type="checkbox"/> Lower Risk (Caution)	Jobs that do not require frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Determine hazard control measures. Can you:

Best  Least	<input type="checkbox"/> Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For example, have Workers work remotely.
	<input type="checkbox"/> Substitute: Change the work process, person, substance, tool or equipment for a less hazardous one.
	<input type="checkbox"/> Engineer: Design the work site, equipment, or process to minimize, eliminate, or contain the hazard. For example can a barrier be installed to protect Workers?
	<input checked="" type="checkbox"/> Administrative: Limit the Worker's exposure to the hazard through safe work procedures. For example make sure Workers are trained on hand washing, know the symptoms of COVID-19, and limit exposure to the public, clients, or customers.
	<input checked="" type="checkbox"/> Personal Protective Equipment: Used as a last resort to protect a Worker from exposure to a hazard. For example wear gloves.

Use the table on p. 3 to note the hazards and document the controls you will implement.

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Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1. Contact with possible virus through inmates and staff	PPE (Masks and Gloves, Physical distancing, Hand washing hygiene, Risk assessments completed daily for all staff.
2. Touching surfaces where could carry droplets	Practice proper hand washing hygiene and wearing gloves that need to be changed in between tasks.
3. Touching surfaces in office and carry to other parts of the building	Wipe surfaces around work station regularly, clean hands prior to leaving work station and moving through building
4. Coughing or sneezing	Wear PPE mask at all times while on duty
5. Monitor Symptoms	Monitor Symptoms daily and complete daily risk assessment with employer prior to duty
6. If symptomatic	Do not report to work, contact DWO and public health.
7.	
8.	
<p>For each control, you should be able to answer yes to these questions:</p> <p><input checked="" type="checkbox"/> Have you discussed the hazards and controls with the Workers?</p> <p><input checked="" type="checkbox"/> Have provided training for these control measures?</p> <p><input checked="" type="checkbox"/> Have you saved a copy of this risk assessment?</p>	

Step 5: Measure the effectiveness:

- Create a plan to monitor that the controls are working. For example: check during inspections, discuss at a safety meeting, develop a pre-shift checklist.
- If the control does not work, review and revise the control.
- Make sure you discuss all options with Workers.

**Regularly review this hazard assessment with Workers,
and revise when the work environment changes.**

You do not need to submit this assessment to WSCC.

To have an OHS Inspector assist you with your risk assessment, please email Covid-19@wsc.nt.ca.

**For all other concerns related to COVID-19, visit
<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.**

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General Safety Precautions

Advise Workers that all resident returning from outside the NWT, or who are unwell, must self-isolate per the Chief Public Health Officer's direction: <https://www.gov.nt.ca/en/newsroom/chief-public-health-officer-orders-travel-restrictions-and-self-isolation-those-entering>.

To reduce the risk of transmission, ensure the following safety precautions are implemented:

- Staff must maintain a distance of 2 meters between themselves and customers at all times
- Staff should wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available.
- Hand sanitizing stations should be installed in areas frequently touched by staff and customers.
- Staff should be provided with disposable gloves for handling money and garbage.
- Frequently touched areas should be disinfected more often.
- Staff should be educated about healthy respiratory practices (see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>).

Discuss the following precautions with Workers, to ensure everyone understands the necessary protective measures:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Regularly clean and disinfect communal equipment such as telephones, keyboards, cash registers
- Encourage customers to pay electronically whenever possible
- Place signage or other visible indicators to promote social distancing in lines or waiting for service
- Limit the number of customers in the business at any given time
- If you are an essential service, evaluate your shift options. Can you reduce the number of staff of each shift, can staff work remotely or can you add more shifts?
- Wear protective gloves when handling garbage and clean your hands with soap and water when done
- Regularly disinfect high touch items such as toilets, sink taps, handles, door knobs, light switches, cellphones, frequently throughout the day
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done

References:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
<https://www.hss.gov.nt.ca/sites/hss/files/resources/self-isolation-information-sheet.pdf>

For all other concerns related to COVID-19, visit <https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>.