

COVID-19 Guidance for Correctional Facilities

WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. Patients with COVID-19 have experienced mild to severe respiratory illness, including fever, cough and shortness of breath. The virus that causes COVID-19 is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

HOW DOES COVID-19 SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

HOW CAN I PROTECT MYSELF FROM EXPOSURE?

- If possible, maintain a distance of at least 6 feet.
- Practice respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Practice frequent, proper hand washing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Nurse/Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate protective equipment (PPE) have contact with individuals who have or may have COVID-19.
- Learn your employer's plan for exposure control and participate in all-hands training on the use of PPE for respiratory protection, if available.

RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE)

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e., coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended.

The minimum PPE recommended is:

- A single pair of disposable examination gloves
- Disposable isolation gown or single-use/disposable overalls*
- Any approved particulate respirator (i.e., N-95 or higher-level respirator)
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face) *If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.

HOW CAN WE PREVENT THE SPREAD OF COVID-19 IN CORRECTIONAL FACILITIES?

- Encourage respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Encourage frequent, proper hand washing with soap and water for at least 20 seconds preferred or with hand sanitizer that contains at least 60% alcohol.
- Perform routine environmental cleaning. Routinely clean and disinfect all frequently-touched surfaces (e.g., doorknobs, countertops, work stations) with usual cleaning and disinfection products. Follow all instructions on the product label.
- Assess the need for visitation restrictions.
- Post signs at the entrance instructing visitors not to visit if they have symptoms of respiratory infection.
- Consult supervisor for sick leave policies.
- Assess inmates' symptoms of respiratory infection upon admission to the facility. Implement appropriate infection prevention practices for incoming symptomatic inmates.
- **IF CLOSE CONTACT OCCURS DURING SHIFT**
 - Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
 - Follow standard operating procedures for the containment and disposal of used PPE.

What is social distancing?

Social distancing is most easily understood as deliberately creating more space between people.

That works on two levels. The first is keeping one person physically farther from another to limit spread of illness between them.

The other is limiting the size of social gatherings, which accomplishes the first goal while also ensuring that if new cases happen, they don't happen all at once.

The latter goal has been called "flattening the curve" — spreading out the cases of illness over time, so the health-care system can handle cases as they come.

Social distancing techniques vary widely, from avoiding handshakes to going into isolation.

They're also asking the public to use a few techniques in particular:

- Minimize prolonged contact (more than 10 minutes) and close contact (less than two metres) with others in public.
- Avoid greetings that involve touching, like handshakes or hugs.
- Follow public health advice on self-monitoring and self-isolation if you've travelled or have been exposed to someone with the virus.
- Avoid all non-essential travel, as well as crowded places and events.

These measures are different from standard flu precautions like washing your hands, but they're all based on the way scientists believe the virus is transmitted: through large droplets of mucus or saliva that carry it from the respiratory tract of an infected person into the respiratory tract of someone else.

Washing your hands, avoiding touching your face and cleaning frequently touched surfaces are ways to prevent infected droplets from getting into your respiratory tract — or into someone else's — through touch.

Covering coughs and standing farther away from people, meanwhile, prevents spread through droplets in the air.

Why two metres?

This part is based on scientists' understanding of those large droplets, and how they behave once they've been coughed or sneezed out into the air.

The easiest way to explain it ... comes across, maybe, a little bit gross. But, like many flu prevention techniques, it's simple to understand.

When infected people cough or sneeze, they spray the droplets from their respiratory tract. Due to their size, those droplets can only travel so far — which scientists think is about two metres, or six feet.

SO,

Hand-washing and practising good cough etiquette — coughing or sneezing into your sleeve, for example — are still essential tools, even if they seem simple.

Please see the Donning and Doffing PPE video as a reminder should you need to put on PPE and take it off.

<https://www.youtube.com/watch?v=guwzg7Vixsw&t=61s>

All Staff;

We continue to work through all of the situations that are happening around the Coronavirus outbreak and I wanted to update you on some of our discussions. I just want to let everyone know that we are putting many steps in place before being directed to do so for staff and inmate protection. The working group (Khaled/ Toko/ Janelle/ Tony/ Chris and myself) all want to be proactive and get as many steps in place now so it just becomes common practice. We will continue to look out for everyone's safety and

1. If you are sick / runny nose/ fever or sore throat stay home.
2. If an inmate is sick/ runny nose/ fever or sore throat then they must be confined to their room and monitored by Khaled.
3. Social Distancing – I know this is not easy in the facility but we need to do what is possible or practical.
 - a. We have discussed meals and having just two inmates per table and we need to come up with a plan.
 - b. Program staff will meet with inmates in the counselling room and keep distance. Teacher will meet in classroom and maintain distancing.
 - c. Staff playing games/ cards etc. will need to stop at this time. Concern about distancing and touching cards / game pieces etc.
4. Cleaning – all staff are to keep work areas clean. When staff are getting off shift please ensure you clean the Common Area's and Control Rooms and the shift taking over should clean as well, I know it sounds like overkill but again we need to get into the habit.

HOW LONG DOES CORONAVIRUS LIVE IN THE AIR AND ON SURFACES?

- When the virus is carried by the droplets release when someone coughs or sneezes, it can still infect people for at least three hours.
- On plastic and stainless steel, the coronavirus can live for three days.
- On cardboard, the virus was not viable (not able to infect people) after 24 hours.
- On copper, it took 4 hours for the virus to become inactive.

Pandemic Influenza

Contingency Plan

For the

Fort Smith Correctional Complex

March 20, 2020

Pandemic Contingency Plan

The following contingency plan has been developed in the event of staff shortages at the FSCC due to COVID-19.

The following staff shall be deemed as essential services:

Normal Shift Compliments:

Cooks /Head Cook 2 per day 7 days a week
1 Supervisor 5 days a week

Deputy Warden of Day Shift 2

§ 20(1)(e)

Corrections Officers Day Shift 6

Afternoon Shift 6

§ 20(1)(e)

Corrections Supervisors Day Shift 2

Afternoon Shift 2

§ 20(1)(e)

Institutional Nurse Day Shift 1

Program Delivery Officers Mon-Fri 2

Institutional Instructor Mon-Fri 1

Case Managers Mon-Fri 2

Day shift 1 Cook
6 Corrections Officers
1 Corrections Supervisor
1 Case Manager

Afternoon Shift 6 Corrections Officers
1 Corrections supervisor

Night Shift

2 Corrections Officers

Regular Hours of work

Warden	0830 - 1700
Administrative Assistant	0830 - 1700
Cook Days	0830 - 1700
Corrections Officers days	0800 - 1600
Corrections Supervisors days	0800 - 1600
Corrections Officers afternoons	1600 - 2400
Corrections Supervisors afternoons	1600 - 2400
Corrections Officers nights	2400 - 0800
Corrections Supervisors nights	2400 - 0800
Case Managers	0830 - 1700
Program Delivery Officers	0830 - 1700
Nurse	0830 - 1700

The Administration & Support Services will be responsible for all administration items, Inmates trust and welfare funds, canteen, and all concerns in regards to the kitchen in the event of decreased staffing levels.

All other excluded staff members assigned to assist at the Fort Smith Correctional Centre will be assigned tasks by the Warden based on their experience.

Fort Smith Correctional Centre
Operational Shift Duties

Normal operations will continue until such time as staffing levels decrease.

Excluded staff should be identified and a schedule assigning work during pandemic planning will be developed for immediate implementation should this occur.

Security trained staff in programming positions to be identified for possible redeployment.

Case Managers will ensure those inmates that are eligible for Early Temporary Releases are identified. The Case Managers will have Early Release documentation ready for those identified.

The following information is simply a general list of operational duties performed by our Correctional Officers at the Fort Smith Correctional Centre.

Daily Common Tasks in the Male and Female units:

➤ *Handover*

- *Conducted in the living Units*
- *Counts conducted by off going shift and ongoing shift*
- *Verify and receive keys/radio/sharps*
- *Discuss any concerns from previous shift*
- *Ensure all concerns and follow-up are recorded in log pass on book prior to end of shift*
- *Conduct Radio Check*
- *Assume Responsibility for Unit*

➤ *Routine*

- *Administer Inmate Requests*
- *Control and log all inmate movement in/out of unit*
- *Control Inmate Movement to Programs/Classroom*
- *Review copy of scheduled events*
- *Review COMS reports*
- *Supervise up to 18 offenders*
- *Supervise the delivery of the meals ensuring inmates only receive one meal*

- *Conduct a round of cells in the living unit hourly*
 - *Ensure all cells meet appropriate cleanliness and are free of contraband*
 - *Circulate throughout the pod ensuring the safety and security of all inmates*
 - *Plan and conduct a minimum of 2 cell searches daily*
- *Specific Nigh tasks*
- *Complete area searches as detailed by the shift supervisor*
 - *Update inmate board as required (inmate status, Job Placement)*
 - *Process mail*
- *Specific Day Tasks*
- *Start Shift Summary, Phone Log, and Sharps Log*
 - *Ensure inmates clean their cells and make their beds*
 - *Ensure inmates complete chores*
- *Specific Afternoon Tasks*
- *Confirm list of chores still needing to be completed*

Male Unit
Daily Contingency Routine

- 2345 – 2400 Formal Count Taken
- 0745 – 0800 Formal Count Taken
- 0815 - Open Cells – Breakfast time
- 0830 - Medications Issued
- 0900 - Program time TV/Games Off
- 1000 -1030 Break Time
- 1030 - Program Time
- 1000 -Brunch (Weekends)
- 1200 - Lunch Time
- 1230 - Medications Issued
- 1300 - Program Time
- 1500 - Break Time
- 1530 - Lock Down
- 1615 - Doors open (Formal Count Taken)
- 1630 - Shopping (Thursdays)
- 1700 – Dinner and Cleanup
- 1730 – Medication Issued

- 1900 – 2100 (Visits on Monday, Thursday and Saturday)
- 2100 – Evening Break
- 2100 Medication Issue
- 2320 – Phone Calls End
- 2330 - Lock Down/Counts for the night

(Hourly Physical Inmate Checks and Hourly Calls between Facilities between 2400 and 0700)

Female Unit
Daily Contingency Routine

- 2345 – 2400 Formal Count Taken
- 0745 – 0800 Formal Count Taken
- 0815 - Open Cells – Breakfast time
- 0830 - Medications Issued
- 0900 - Program time TV/Games Off
- 1000 -1030 Break Time
- 1030 - Program Time
- 1000 -Brunch (Weekends)
- 1200 - Lunch Time
- 1230 - Medications Issued
- 1300 - Program Time
- 1500 - Break Time
- 1530 - Lock Down
- 1615 - Doors open (Formal Count Taken)
- 1630 - Shopping (Thursdays)
- 1700 – Dinner and Cleanup
- 1730 – Medication Issued
- 1900 – 2100 (Visits on Monday, Thursday and Saturday)
- 2100 – Evening Break
- 2100 Medication Issue
- 2320 – Phone Calls End
- 2330 - Lock Down for the night

(Hourly Physical Inmate Checks and Hourly Calls between Facilities between 2400 and 0700)

Pandemic Planning Staffing Compliment

The following will be the staffing compliment in the event of decreased staffing levels.

The Warden, will coordinate the rotation of essential service persons through a schedule in an equitable manner. Schedule will be attached.

Day shift 1 Cook
 1 Warden
 1 Deputy Warden Operations
 1 Deputy Warden Administration
 2 Corrections Officers
 1 Corrections Supervisor
 1 Case Manager
 1 Nurse
 2 Program Delivery Officers

Afternoon Shift 1 Cook
 1 Corrections Supervisor
 2 Corrections Officers

Night Shift s 20(1)(e)
 [Redacted]

Plan A

Essential Services Staff Reporting

Whenever there is the potential of pandemic/influenza at the Fort Smith Correctional Centre the RCMP will be notified.

Essential Services staff will be identified and a schedule assigning work during the Pandemic will be developed for immediate implementation should this occur.

Administration & Support Services will be responsible for all administration items, Inmates trust and welfare funds, canteen, inmate release travel and all concerns in regards to the kitchen.

Cooks will be rotated through the shifts on an equitable basis.

Case Managers will ensure those inmates that are eligible for Early Releases are identified and have Early Release documentation ready for those identified.

All excluded staff members assigned to assist at the Fort Smith Correctional Complex will be assigned tasks by the Warden based on their experience.

Operational Shift Duties

Staff will complete duties and routines in accordance to Divisional directives and FSCC Standing Orders. The following information is simply a general list of operational duties performed by Correctional Officers at the Fort Smith Correctional Complex.

Corrections Supervisor Daily Common Tasks:

➤ Shift change

- Complete formal counts conducted by off going shift and ongoing shift
- Verify and receive keys/radio/sharps
- Discuss any concerns from previous shift
- Ensure all movement and counts are recorded in the daily log
- Conduct Radio Check
- Assume Responsibility for the centre

- Ensure work placement sheet is updated for the following day shift

Corrections Officer Daily Common Tasks

➤ Routine

- Administer Inmate Requests
- Control and log all inmate movement in/out of facility
- Control Inmate Movement to and from Programs.
- Review copy of scheduled events
- Review COMS reports
- Supervise the delivery of the meals
- Complete scheduled formal and hourly informal face counts of inmates
- Ensure all institutional areas meet appropriate cleanliness and are free of contraband
- Circulate throughout inmate dorms and common areas ensuring the safety and security of all inmates
- Plan and conduct searches daily
- Process mail in accordance to procedures

➤ Specific Night tasks

- Complete area searches as per search log
- Wake up kitchen workers to report for work - ensure inmate showers before work
- Night filing
- Complete scheduled formal and informal counts of inmates
- Nightshift related duties as outlined in the Nightshift checklist

➤ Specific Day Tasks

- Maintain all logs.
- Ensure inmates clean their cells and make their beds
- ensure inmates complete cleaning chores
- Dispatch kitchen workers - ensure inmate showers before work
- Ensure laundry worker is completing work and clothing and bedding changes are completed as per schedule.

➤ Specific Afternoon Tasks

- Ensure inmate evening cleaning chores are completed

Other Duties that may occur from time to time

Other Routines for Contingency Plan "A"

The programming at FSCC will continue.

Meals

The Institutional Cooks will provide meals with the assistance of inmate kitchen workers. The Head Cook will be responsible to ensure that all meals meet the standards set and are ready for serving at regular meal times.

Week Days	Breakfast	-	0815
	Lunch	-	1200
	Supper	-	1700
Weekends	Brunch	-	1000
	Supper	-	1700

Health Care

Doctor, Dentist and wellness appointments will continue as required, and escorted by staff.

Fort Smith Medical Clinic: 872-6205

Dentist Clinic: 872-2887

Medications

Medications will be dispensed by the Shift Supervisor, or other staff as delegated by the Supervisor. The Supervisors are to ensure that this procedure is followed and that the inmates receive their medications. Medication prescribed by Physicians will be picked-up from the Pharmacy by security staff and stored in the Medical Room.

Canteen

The Administration Officer will provide canteen services every Thursday afternoon.

Visits

Visits will not be allowed.

Telephone Privileges

Telephone privileges will continue.

Case Management

The Case Manager will complete Case Management for all inmates. Only those inmates that present low risk will be considered for any form of Temporary Release. Transfers to other Territorial Correctional Centre's and Federal Institutions will be completed as per present policies.

Building and Vehicle Maintenance

Maintenance: PWS staff has been declared essential for emergency situations only. This would include any operational malfunction of the physical plant that could jeopardize the health, safety and security of inmates, staff, or the institution.

In consultation with the Regional Superintendent of the Fort Smith region the following Managers will be contacted if maintenance was required:

Shane Johnson Facilities and Maintenance Coordinator (867) 872-7412

Between the hours of 1700 and 0830, all maintenance issues should be reported to the Public Works duty officer.

Assuming that public works are ill due to Pandemic all building maintenance will be done by hiring contractors to perform emergency maintenance work only. Only emergency vehicle maintenance will be conducted during a Pandemic.

Media Contact

Media will be directed to the Director's office. The names and numbers of the media contacting the centre will be asked for and provided to the Director of Corrections

- Director/Designate: Assistant Director Parker Kennedy
- 1-867-767-9263 ext. 82250 Cell: 447-0187

Record of Telephone Conversations

Attached is a form that will record telephone conversations of persons contacted, the time of the call, time reached and response of them being able to report to work. Following the form is a list of all FSCC staff and phone numbers.

Record of Telephone Conversations

Date: _____

Name of Person Contacted	Time Called	Time Reached	Response

Male unit Staff Home and Cell Phone Numbers

FSCC Management		
Gillis, Warren	Warden	§ 23(1)
MacDonald, Toko	Deputy Warden - Male Unit	
Minute, Janelle	Deputy Warden - Female Unit	Work cell 872-0281 § 23(1)
Administrative		
Tourangeau, Eileen	Admin Officer	§ 23(1)
Nurse		
El Mostapha, Khaled	Nurse	
Cook		
Ambawalage, Nilam	Cook Supervisor	
Rose, Trudy	Cook	
Case Manager		
Modeste, Kelvyn	Case Manager	
Corrections Supervisor		
Brake, Brad	Supervisor	
Burke, Duncan	Acting Supervisor	
Norn, Dwight	Supervisor	

Corrections Officers		
Emile, Freda	C01	s 23(1)
Heidema, Chris	C01	
Hunter, Ed	C01	
Wasylyshyn, Tom	C01	
Villeneuve, Gordon	C01	
Phinney, Travis	C01	
Rajasekaran, Balaji	Relief C01	
Wiedrick, Adam	Relief C01	
Relief Corrections Officers		
Brown, Krystal	Relief C01	
Cumming, Paul	Relief C01	
Davenport, Sonia	Relief C01	
Dul, Diane	Relief C01	
Gagnon, Eugene	Relief C01	
Hudson, Millie	Relief C01	
Mandeville, Shane	Relief C01	
Mabbitt, Thomas	Relief C01	
Meidl, Doug	Relief C01	

Paulette, Cheyeanne	Relief C01	§ 23(1)
Phinney, Tyrrell	Relief C01	
Ziemann, Margo	Relief C01	
CNRTP GRADS		
Bird, Treyton	Relief C01	
Dion, Jerry	Relief C01	
Durno-Allen, Robin	Relief C01	
Laviolette, Kyle	Relief C01	
Okolie, Augustine	Relief C01	
Relief cooks		
Germo, Linda	Relief Cook	
Mabbitt, Bev	Relief Cook	
Bourke, Judy	Relief Cook	
Mabbitt, Beverly	Relief Cook	
Mabbitt, Margaret	Relief Cook	

Female unit Staff Home and Cell Phone Numbers

FSCC Management		
Gillis, Warren	Warden	§ 23(1)
Minute, Janelle	Deputy Warden Female unit	Work cell 872-0281; C 872- § 23(1)
MacDonald, Toko	Deputy Warden Male unit	

Administrative		
Tourangeau, Eileen	Admin Officer	s 23(1)
Case Manager		
Steed, Andrea	Case Manager	
Corrections Supervisor		
Van Mourik, Saskia	Supervisor	
Laviolette, Loretta	Supervisor	
Taylor, Delores	Acting Supervisor	
Corrections Officer		
Abraham, Flora	C01	
Laviolette, Colinda	C01	
Bennett, Kim	C01	
Douglas, Michaela	C01	
Kaaser, Courtney	Relief C01	
MacDonald, Michelle	C01	
Mezenberg, Lois	Relief C01/Cook	
Norn, Miranda	C01	
Relief Corrections Officers		
Belyea, Jenny	Relief C01	
Berton, Mary-Lynn	Relief C01	

Brown, Krystal	Relief C01	s 23(1)
Bruno, Laura	Relief C01	
Cote, Genevieve	Relief C01	
Davenport, Sonia	Relief C01	
Dul, Dianne	Relief C01	
Evans, Kristy	Relief C01	
Froese, Kristen	Relief C01	
Hudson, Millie	Relief C01	
Kindopp, Rhona	Relief C01	
Koehler, Gaby	Relief C01	
Lepine-McFeeters, Karen	Relief C01	
MacDonald, Mary Beth Cochran	Relief C01	
MacKay-Johnson, Brenna	Relief C01	
Pischinger, Ann	Relief C01	
Relief cooks		
Germo, Linda	Relief Cook	
Mabbitt, Bev	Relief Cook	
Bourke, Judy	Relief Cook	
Mabbitt, Beverly	Relief Cook	

Mabbitt, Margaret	Relief Cook	s 23(1)
Program Staff		
Shymkiw, Jessica	Program staff	
Jones, Anthony (Tony)	Program staff	
McDonald, Erica	Teacher	
Schaefer, Doreen	Supervisor	
CN RTP GRADS		
Grant, Marie-Pier	Relief CO1 - Term	
Kenny, Kelly	Relief CO1 - Term	
Lapointe, Katherine	Relief CO1 - Term	
MacLoed, Anna	Relief CO1 - Term	
Skippings, Georgina	Relief CO1 - Term	
Sharp, Athena	Relief CO1 - Term	

Emergency and Other Contact Numbers:

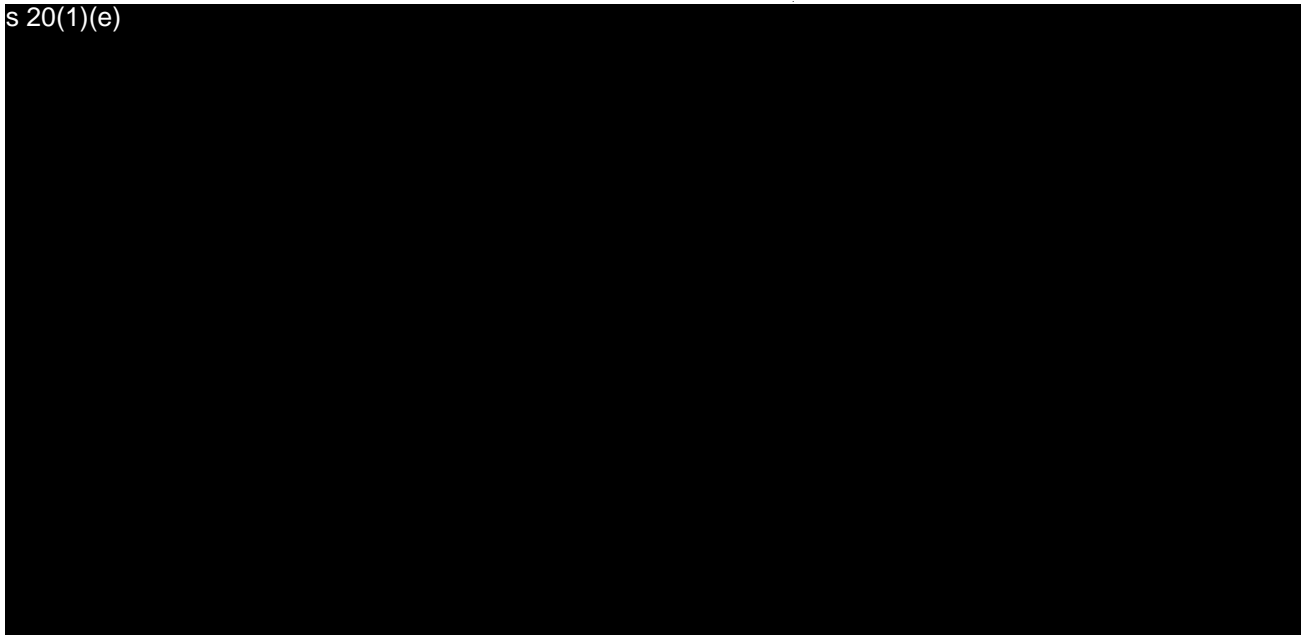
RCMP Complaints & Emergencies	872-1111 or (911)
Fire	872-2222
Ambulance	872-3111
Hospital	872-6200 or Emergency 872-6212
T.S.C.	867-920-4408
D.P.W.	867-872-7412
Telehealth	1-888-255-1010
SMCC	867-874-2798
FSCC – Women’s Unit	867-872-6565
FSCC – Male Unit	867-872-6557
NSYOF	867-766-6050
NSCC Escort Officer Cell	867-445-6636
NSCC Southern Escort Cell	867-445-1787

Plan "B"

Restricted Movement/Rotating Lockdowns

In the event that staffing levels decrease to the point where regular service delivery cannot continue, movement restrictions and rotating lockdowns will need to be implemented.

s 20(1)(e)



Normal routine of the centre will be restored as quickly as possible.

Restricted Movement/Rotating Lockdown Staffing Compliment:

Day shift

s
20
(1)
(e)
Cook
Warden
Corrections Officers
Deputy Wardens

s
20 Nurse
(1)
(e) Case Manager

Afternoon Shift

s
20 Cook
(1)
(e) Corrections Officers
Corrections Supervisor

Night Shift

s 20(1)(e)

Facility Lockdown

s 20(1)(e)

s 20(1)(e)

Day Shift 0800 – 2000

Warden
s 20(1)(e)

Night Shift 2000 – 0800

Deputy Warden
s 20(1)(e)

Facility Lockdown

s 20(1)(e)

s 20(1)(e)

Day Shift 0800 – 2000

Warden
s 20(1)(e)

Night Shift 2000 – 0800

s 20(1)(e)

Fort Smith Correctional Centre

Operational Shift Duties

The following information is simply a general list of operational duties performed by s 20(1)(e) at the Fort Smith Correctional Complex.

s 20(1)(e)

Briefing

Key Control:

s 20(1)(e)

The Warden will conduct this briefing.

Area Familiarization:

s 20(1)(e)

The Warden will conduct this briefing.

Radio Procedures:

s 20(1)(e)

The Warden will conduct this briefing.

➤ *Handover*

- *Conducted in the living Units*
- *Counts conducted by off going shift and ongoing shift*
- *Verify and receive keys/radio/sharps*
- *Discuss any concerns from previous shift*
- *Ensure all concerns and follow-up are recorded in log pass on book prior to end of shift*
- *Conduct Radio Check*
- *Assume Responsibility for Unit*

➤ *Routine*

- *Administer Inmate Requests*
- *Control and log all inmate movement in/out of unit*
- *Review copy of scheduled events*
- *Review COMS reports*
- *Supervise up to 18 offenders*
- *Supervise the delivery of the meals ensuring inmates only receive one meal*
- *Conduct a round of cells in the living unit hourly*
- *Provide showers, fresh air and phone calls to each inmate*
- *Ensure all cells meet appropriate cleanliness and are free of contraband*
- *Circulate throughout the inmate area ensuring the safety and security of all inmates*

➤ *Specific Night tasks*

- *Complete area searches as detailed by the shift Supervisor*
- *Update inmate board as required (Inmate status, Job Placement)*
- *Process mail*

➤ *Specific Day Tasks*

- *Start Shift Summary, Phone Log, and Sharps Log*
- *Ensure inmates clean their cells and make their beds*
- *Ensure inmates complete chores as required*
- *Bed Sheet exchange as per schedule*

➤ *Specific Afternoon Tasks*

- *Confirm list of chores still needing to be completed*

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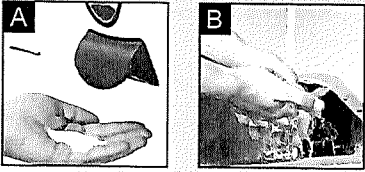
Food preparation would be completed by staff on duty as well as assistance from kitchen work program inmates.

Plan "C"

s 20(1)(e)

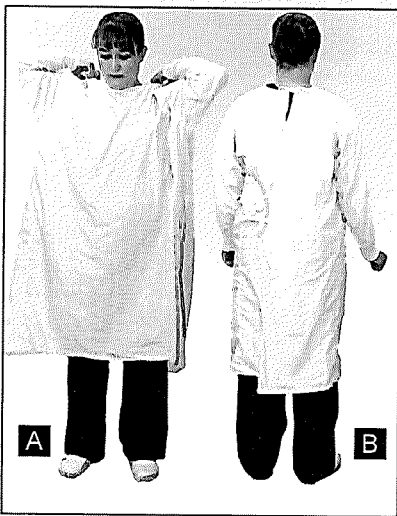
Putting on (Donning) Personal Protective Equipment (PPE)

1 HAND HYGIENE



- A Using an alcohol-based hand rub is the preferred way to clean your hands.
- B If your hands look or feel dirty, soap and water must be used to wash your hands.

2 Gown



- A Make sure the gown covers from neck to knees to wrist.
- B Tie at the back of neck and waist.

3a Procedure/Surgical mask

- ◆ Secure the ties or elastic around your head so the mask stays in place.
- ◆ Fit the moldable band to the nose bridge. Fit snugly to your face and below chin.

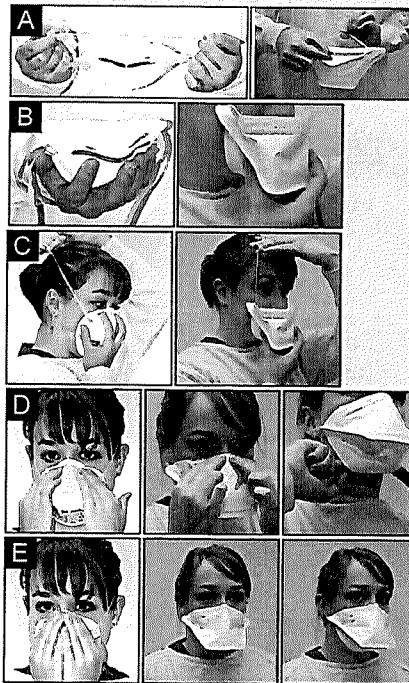


3b N95 respirator

There are different styles of N95 respirators (pictured below). They include: a) molded cup, b) duckbill, c) flat-fold and d) v-fold



All styles have the same basic steps for donning; molded cup and duckbill are pictured below. Refer to the manufacturer for specific donning instructions.



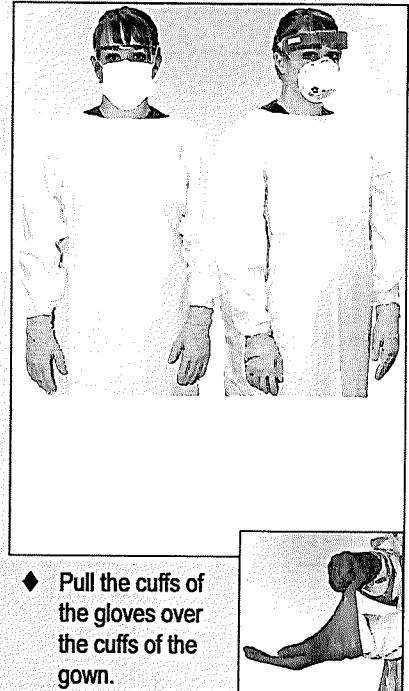
- A Pre-stretch both top and bottom straps before placing the respirator on your face.
- B Cup the N95 respirator in your hand.
- C Position the N95 respirator under your chin with the nose piece up. Secure the elastic band around your head so the N95 respirator stays in place.
- D Use both hands to mold the metal band of the N95 respirator around the bridge of your nose.
- E Fit check the N95 respirator.

4 Eye protection or face shields



- ◆ Place over the eyes (or face).
- ◆ Adjust to fit.

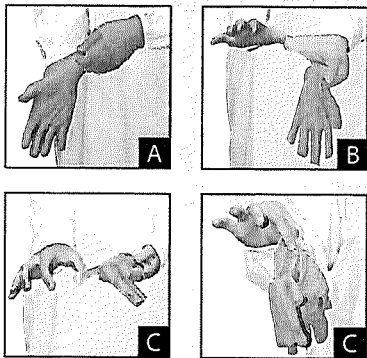
5 Gloves



- ◆ Pull the cuffs of the gloves over the cuffs of the gown.

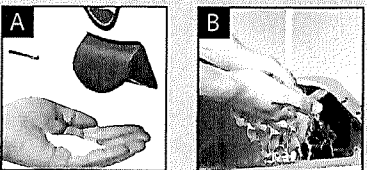
Taking off (Doffing) Personal Protective Equipment (PPE)

1 Gloves



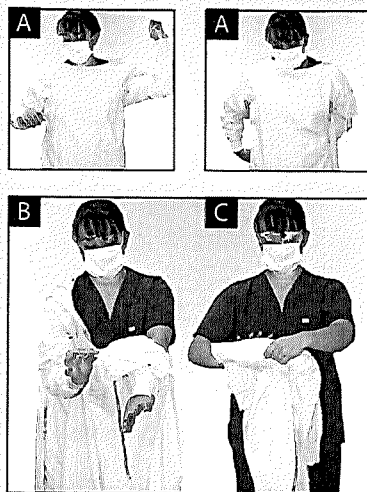
- A Grasp the outside edge of the glove near the wrist and peel away from the hand, turning the glove inside-out.
- ◆ Hold the glove in the opposite gloved hand.
- B Slide an ungloved finger or thumb under the wrist of the remaining glove.
- C Peel the glove off and over the first glove, making a bag for both gloves.
- ◆ Put the gloves in the garbage.

2 HAND HYGIENE



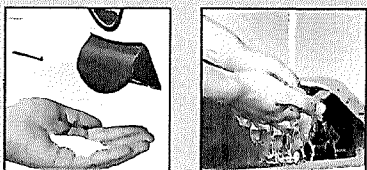
- A Using an alcohol-based hand rub is the preferred way to clean your hands.
- B If your hands look or feel dirty, soap and water must be used to wash your hands.

3 Gown



- A Carefully unfasten ties.
- B Grasp the outside of the gown at the back of the shoulders and pull the gown down over the arms.
- C Turn the gown inside out during removal.
- ◆ Put in hamper or, if disposable, put in garbage.

4 HAND HYGIENE



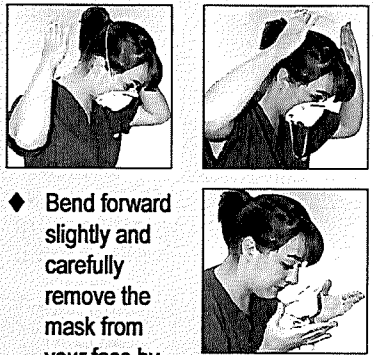
- ◆ Clean your hands. (See No. 2)
- ◆ Exit the patient room, close the door and clean your hands again.

5 Eye protection or face shield



- ◆ Handle only by headband or ear pieces.
- ◆ Carefully pull away from face.
- ◆ Put reusable items in appropriate area for cleaning.
- ◆ Put disposable items into garbage.

6 Mask or N95 respirator



- ◆ Bend forward slightly and carefully remove the mask from your face by touching only the ties or elastic bands.
- ◆ Start with the bottom tie, then remove the top tie.
- ◆ Throw the mask in the garbage.

There are different styles of N95 respirators but all styles have the same basic steps for doffing.

7 HAND HYGIENE

- ◆ Clean your hands. (See No. 2)



Memo:

To: All Staff
From: Warden
Date: March 25, 2020
File: 2020-001
Re: Facility Cleaning/Prevention Strategy

Please ensure that all inmates are following regular cleaning protocols for all areas of general use. These areas would include but not limited to:

- Gym equipment-all inmates using the gym and equipment are required to wipe down after use
- Leisure room-all inmates using the leisure room are required to wipe down the gaming stations, controllers and game station after use.
- Visiting room-all inmates using the visiting room for activities such as leisure time, video court are required to wipe down items used and all surfaces
- Living Units-all inmates are required to follow cleaning protocols within the living units; all unit cleaners must complete thorough cleaning. Inmates are required to keep common areas and surfaces sanitized using approved cleaning products provided.

The Facility will be hiring additional cleaners, if any inmates are interested please have them submit a request.

As Corrections Officers/Staff it is our role to educate our inmates on healthy living and with the current health concerns with COVID-19 it is imperative we continue to use health and safety protocols that are in place within the facility.

*** Very Important** -Please discard wipes and paper towel into the garbage not the toilets.

If you have any difficulties providing this direction to our inmates please see your supervisor for support.



Memo:

To: All Staff
From: Warden
File: 2020-002
Date: March 25, 2020
Re: **Interim Court Procedures**

FSCC Video Court

All NWT Court Services have been cancelled due to the ongoing concern of COVID-19; FSCC will be overseeing video court proceedings for the foreseeable future.

This will include:

- Justice Peace video court occurring **7 days a week** starting at 1330 hrs. each day
- Territorial and Supreme Court

It is of the utmost importance that all officers that are supervising these proceedings utilize the information recording sheet for each individual session; once completed the staff will share the recorded information with the DEPUTY WARDEN and CASE MANAGER to ensure that any required action (i.e. bail) is completed by the appropriate personnel.

- I. Processing bail please ensure the Release order and Appendix A is signed and the inmate provided a copy, FSCC will keep the original.
- II. Please contact the Court after-hours phone number for anyone who gets bail out side of Fort Smith as the courts will book the travel.

To address Health and Safety concerns all staff must ensure that:

- All remanded FSWU inmates are escorted by 2 staff at all times.
- All Corrections Officers must ensure that the area is sanitized with Virox by the inmates including (doors, desks and commonly touched items/surfaces).
- Any inmates that are on contact precautions will be **escorted individually in PPE (gown, gloves and mask) and kept separate from other inmates.**



Memo:

To: All Staff
From: Warden
Date: March 25, 2020
File: 2020-003
Re: **FSCC Interim Money and Personal item drop off procedures/restrictions**

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include the **restrictions** of:

- All Visitors to the FSCC
- All Community and Department contractors (DPW will attend for emergencies only)
- All items for drop off (except legal documents) including magazines, books and traditional foods etc.
 - If required and deemed necessary the items can be reviewed and approved by the Deputy Warden following the same precautions as outlined below for incoming mail.

Precautionary measures for handling money and mail

- FSCC will only be accepting money via mail.
 - Staff accepting money will wear PPE (gloves) for processing and sanitizing the area once completed.
- Security staff is required to screen all intakes with new questionnaire for COVID-19 and are required to wear gloves for processing inmates personal items which includes incoming monies.
- All incoming mail will be placed into a bin and kept for a minimum of 5 days before being screened by staff wearing the required PPE (gloves, mask and goggles).

These restrictions will be in place until further notice.



Memo:

To: All Staff
From: Warden
Date: March 27, 2020
File: 2020-004
Re: **FSCC-MU Meal direction**

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- All Inmates will no longer be allowed to eat in the common area, inmates will now eat in their rooms.
- Staff will be limited to one at a table.
- Food will come to the FSMU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go to their rooms and wash-up and wait to be called two at a time while maintaining at least 2 meters between each other. When those two inmates have been served, the next two will be called and so on until everyone has been served.
- Staff will then be served while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain in their rooms until staff have called them two at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.



Memo:

To: All Staff
From: Warden
Date: March 27, 2020
File: 2020-005
Re: **Sickness Isolation Procedures**

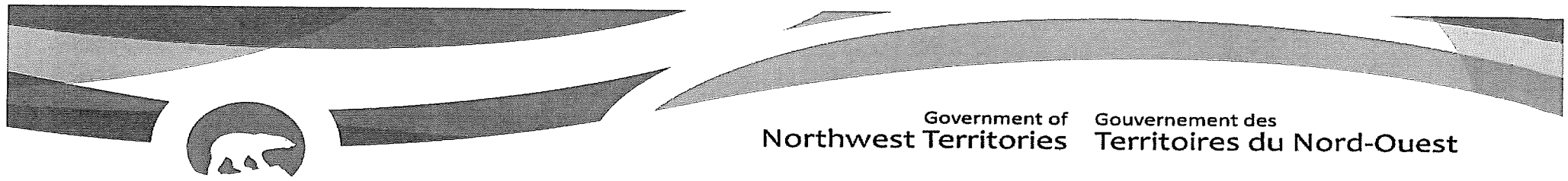
Please ensure that all inmates that are sick with flu like symptoms remain in their rooms until the Nurse attends the facility.

- If you think that someone has flu like symptoms or they state they are sick with fever, cough, runny nose, sore throat, headache and general body aches please contact the Nurse 24/7 and then on-call to provide an update as to what is happening.
- The Nurse will arrive and put on Personal Protective Equipment (PPE) and attend the inmates room and provide them with a mask. Staff is to accompany the nurse but maintain a distance of at least two meters (6 feet) but staff does not need to put on PPE at this time. If the inmate has shown signs that they would not be cooperative in going to isolation the Nurse may ask two staff to put on PPE also to assist in the movement.
- The inmate will then be escorted to the Calm Cells/Wet Cells to medical isolation by the Nurse and at least one staff member who will maintain at least a distance of 2 meters. Before the movement the shift supervisor will go to control and monitor the movement over the cameras.
- The Nurse will then do an assessment on the inmate and may provide direction for next steps.
- Once the inmate has been placed in medical isolation the majority of interaction will be done by the Nurse but you may be required to put PPE and do day to day tasks with the individual on isolation protocols.
- Everyday the individual is in medical isolation the Deputy Warden will check on them via camera and intercom.
- The inmate will not be locked in the individual rooms but will have free access to the unit. Therefore when entering the isolation unit staff should ask the inmate to return to there room so that staff may enter.
- The inmate will remain in medical isolation until cleared by the Nurse.
- All person's that enter and exit the medical isolation unit will need to log in and out via the log book on the PPE cart.



Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

- See attached documents about Donning and Doffing PPE.
- Please ensure that you complete Separate Confinement Documentation *See Attached*



Department of Justice Staff REFUSED ENTRY Tracking Form

Date	Staff Name	Department	Staff's Manager	Reason for failing screening	Informed to call their manager and instructed to go home

Submit to the Warden at the end of Screening.

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Critical Staffing Level

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 4	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee needs to identify that they are essential when completing the form. You may still need to attend based on the questions below.</p> <p>Go to Question 2</p>	YES/NO
2.	Have you returned from travel outside Canada?	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	When you travelled did you attend any gatherings (5 or more people)? Did you come into contact with anyone that appeared symptomatic?	
No – Go to Question 4	If Yes - self-isolate and contact Public Health.	YES/NO
4.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 5	Yes – self-isolate and contact Public Health	YES/NO
5.	Is someone in your household symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 6	Yes – provide employee with appropriate PPE to wear while at work (mask and gloves) and ensure they check in regularly with respect to their self-monitoring activities for illness. If the employee develops symptoms, they are to self-isolate and contact Public Health. If household member tests positive for covid-19, employee is to self-isolate and follow the direction of Public Health.	YES/NO
6.	If you've reached Question 6, you can attend essential service work?	
	<p>Yes – Essential service employees are permitted to attend work.</p> <p>All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.</p>	YES/NO

Staff Screening: Decision Chart

Staff Screening	Answers to Questions			
	<p>All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee should identify that they are essential and self-isolate</p>			
	Respiratory Symptoms?	International Travel in the past 14 days or told by a healthcare provider to self-isolate?	Travel outside of NWT in past 14 days?	No respiratory symptoms/no international travel or self –isolation requirements. Verbally confirm they have the ability to meet the uniform policy (proof of this is <u>not</u> necessary)
			<p>All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form</p>	<p>Completed assessment supports entry into the facility – DOJ Essential Services Attending Work Employee Assessment</p>
All Staff – Screening assessment to be completed on every staff member that enters the FSCC. DW responsible to ensure forms are completed and forwarded to Warden.	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	<p>Remind they need to self-monitor for symptoms.</p> <p>Self-monitoring does not meet the requirements for entry denial.</p> <p>If no symptoms employee may report for duty – assessment tool to be completed prior to access to FSCC.</p>	<p>Not using stickers. Remind they need to rescreen each shift.</p>
Visitor / Patient / Deliveries	If Approved by the Warden, Visitor & Contractor Screening to be completed on every person entering the FSCC			



Staff Screening Process for Department of Justice – COVID-19

1. Set Up

- Minimum of 1 screening staff at every shift.
- Screening shall occur in the entryway of Adult Services Administration.
 - All staff is required to attend screening prior to any access to the complex.
- Screening staff shall be available at the following times:
 - 7:30 AM to 9 AM
 - 3 PM to 4 PM
 - 1130 PM to 12 PM
- Ensure hand washing stations are available and in working order.
- Ensure you have sufficient supply of Personal Protective Equipment (PPE) for the screeners.
- For additional PPE or clarification or resources call:
 - 8 AM to 5 00 PM on weekdays: FSCC Medical Department 872-6564.
 - 430 PM to 8 AM and weekends: On-call phone
- Ensure healthcare grade disinfectant wipes are available
- Ensure garbage bins are in place
- Wipe down the area with the screening wipes
- Don appropriate PPE
- Tables labeled as necessary (staff screening is preferred to be separate from visitors/patients if possible)

2. Screening Process

- **All Staff** are required to enter through the **facilities front entrance door. There are no exceptions.**
- **Ask the Staff** entering if they have reviewed the self-screening sign and performed hand hygiene. If not, direct them to review and to use hand sanitizer or hand washing station.
- **Complete employee assessment questionnaire**



3. Decision making

No symptoms, no international travel, no household members who are symptomatic reported and they have what is needed for the uniform policy instruct them to report to work. You do not need to record the names of staff that have passed the screening process, only those that did not pass.

Staff member is reporting to work with symptoms of respiratory illness, has travelled outside of the NWT within the last 14 days or has a household member who is symptomatic – instruct the staff member to not come in to the complex and return home for self-isolation and to contact their supervisor by phone to notify that they were screened and not allowed to enter.

- Make note of the name of the staff member, the department they work in, and who their manager is on the REFUSED ENTRY tracking sheet provided. E-mail this information to the Warden.
- If staff member refuses to go home, contact the appropriate individual and ask them to wait to the side until that individual arrives:

4. End of Shift

- Wipe down the area with provided wipes
- Tie up garbage bags and place for disposal
- Remove PPE as per proper process, perform hand hygiene
- Submit tracking sheets to Warden

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Critical Staffing Level

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 4	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee needs to identify that they are essential when completing the form. You may still need to attend based on the questions below.</p> <p>Go to Question 2</p>	YES/NO
2.	Have you returned from travel outside Canada?	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	When you travelled did you attend any gatherings (5 or more people)? Did you come into contact with anyone that appeared symptomatic?	
No – Go to Question 4	If Yes - self-isolate and contact Public Health.	YES/NO
4.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 5	Yes – self-isolate and contact Public Health	YES/NO
5.	Is someone in your household symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 6	Yes – provide employee with appropriate PPE to wear while at work (mask and gloves) and ensure they check in regularly with respect to their self-monitoring activities for illness. If the employee develops symptoms, they are to self-isolate and contact Public Health. If household member tests positive for covid-19, employee is to self-isolate and follow the direction of Public Health.	YES/NO
6.	If you've reached Question 6, you can attend essential service work?	
	<p>Yes – Essential service employees are permitted to attend work.</p> <p>All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.</p>	YES/NO

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Critical Staffing Level

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 4	Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee needs to identify that they are essential when completing the form. You may still need to attend based on the questions below. Go to Question 2	YES/NO
2.	Have you returned from travel outside Canada?	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	When you travelled did you attend any gatherings (5 or more people)? Did you come into contact with anyone that appeared symptomatic?	
No – Go to Question 4	If Yes - self-isolate and contact Public Health.	YES/NO
4.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 5	Yes – self-isolate and contact Public Health	YES/NO
5.	Is someone in your household symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 6	Yes – provide employee with appropriate PPE to wear while at work (mask and gloves) and ensure they check in regularly with respect to their self-monitoring activities for illness. If the employee develops symptoms, they are to self-isolate and contact Public Health. If household member tests positive for covid-19, employee is to self-isolate and follow the direction of Public Health.	YES/NO
6.	If you've reached Question 6, you can attend essential service work?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: _____ EMPLOYEE: _____

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not ➤ 	YES/NO
2.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	Is someone in your house symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 4	Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES/NO
4.	Is someone else in your home self isolating due to travel outside the NWT but is asymptomatic (no signs of fever, cough difficulty breathing)?	
No – Go to Question 5	Yes – self-monitor for symptoms, you may continue to attend the workplace. Go to question 5.	YES/NO
5.	If you’ve reached Question 5, can attend the worksite?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO

FSCCWU STAFF NAME: _____

INTERVIEWER: _____

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: _____ EMPLOYEE: _____

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 2	Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor. ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not ➤	YES/NO
2.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	Is someone in your house symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 4	Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES/NO
4.	Is someone else in your home self isolating due to travel outside the NWT but is asymptomatic (no signs of fever, cough difficulty breathing)?	
No – Go to Question 5	Yes – self-monitor for symptoms, you may continue to attend the workplace. Go to question 5.	YES/NO
5.	If you’ve reached Question 5, can attend the worksite?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO



COVID-19:

Pandemic Screening Procedures for all staff entering Department of Justice Correctional Facilities.

All staff members are expected to abide by the requirements set out in this document. These procedures will be updated as necessary. Follow the directions of screening personnel, and arriving early for your shift will help prevent delays.

All staff:

1. BEFORE reporting for work: Self screen by asking yourself if you have any of the following:

- Fever
- Cough
- Shortness of breath
- Sore throat;
- Any flu like symptoms
- Do you meet the self-isolate criteria based on recent travel?
- Do you have what you need to meet the FSCC Dress Code Policy?

2. If you DO have symptoms

- Call your manger/supervisor to alert them of your symptoms and that you will not be in for work
- Stay home and monitor your symptoms
- Follow the guidance from the Office of the Chief Public Health Officer regarding monitoring/self-isolation

3. If you DO NOT have symptoms

- Report for work at the screening door
 - Staff screening door at FSCC will be the **front facility door.**
- Washing of hands in the washroom for 30 seconds using soap and hot water
- Cooperate with screening staff



- Review the screening documents
 - Answer screener questions
 - If staff have to leave the facility for any personal reasons and no symptoms have not appeared you do not need to redo the screening process.
 - If any staff member starts to experience symptoms they must report it to their supervisor and vacate the complex immediately
- 4. If staff are called in outside of the hours for designated screeners you must make arrangements to meet with the Deputy Warden prior to entering the security envelope:**
- Required for any staff that are coming into FSCC after regular screening times, generally staff that are late, relief staff called in, etc
 - You may enter through the front door of the facility and perform hand hygiene
 - Remain in the foyer while waiting for the screening assessment
 - **Attend the screening tables for assessment by the Screening Staff where they are ready for processing**
- 5. If you finish your shift and return on the next day (Not required if doing a double shift)**
- Report for work at the screening door
 - Staff screening for all FSCC staff will be at the front door of the facility
 - Perform hand hygiene
 - Cooperate with screening staff for a quick experience
 - Review the screening documents
 - Answer screener questions



Screening Staff

1. Follow the process for screening laid out in the document titled: **DOJ Staff Screening Process – COVID-19**
2. Follow screening process above for yourself as a staff member when you arrive to work.
3. Report staffs that do not pass the screening process to the appropriate individual detailed in the **DOJ Staff Screening Process – COVID-19** document.

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: _____ EMPLOYEE: _____

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not 	YES/NO
2.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	Is someone in your house symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 4	Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES/NO
4.	Is someone else in your home self isolating due to travel outside the NWT but is asymptomatic (no signs of fever, cough difficulty breathing)?	
No – Go to Question 5	Yes – self-monitor for symptoms, you may continue to attend the workplace. Go to question 5.	YES/NO
5.	If you’ve reached Question 5, can attend the worksite?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO

Date completed: _____

Name of Supervisor: _____

Comments:



Memo:

To: All Staff
From: Warden
Date: March 27, 2020
File: 2020-006
Re: **FSCC-WU Meal direction**

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- 2 inmates per table.
- Staff will be limited to one at a table.
- Food will come to the FSWU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go and wash-up and wait to be called one at a time. One inmate will be served while another is waiting 2 meters apart. When the inmate has been served they will sit down at a table and the other inmate will be called to be served. The next inmate will be called and so on until everyone has been served.
- Staff will then be served after the inmates while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain at their tables until staff have called them one at a time to clear their trays at which point regular activities can continue while maintaining proper social distancing.

These restrictions will be in place until further notice.



April 9, 2020

MEMO

ALL INMATES

COVID-19 Response - FSCC

COVID-19 is impacting everyone from all walks of life in many different ways. At FSCC we are fully aware how stressful this can be on the residents. Stress that is related to restricted family contact, maintaining health and safety standards, news media, changes in procedures, etc.

As communicated prior there will be ongoing changes from time to time with short notice, this is required for maintaining the health and safety of all occupants of FSCC. Changes will continue to occur as we are continually focusing on best practices, receiving new information and receiving ongoing feedback from inmates and staff. Staying healthy is a collective effort and we remain active in doing the best we can for everyone inside these walls. I would like to thank everyone for their cooperation while we continue to work through this difficult time.

The following measures have been implemented or are under review:

1. FSCC Screening

FSCC has a process in place that will ensure that every person that enters FSCC is assessed prior to entry of the complex. Under no circumstances shall any inmate, staff, visitor/contractor be permitted to enter FSCC without being screened. Please ensure that any observations of illness are reported immediately so we can manage the concerns as quick as possible.

2. Phone Calls

We currently allow 3 phone calls during the day and 4 in the evening. One of the 4 evening shift calls is a facility paid call to family only so people can check in with family to ensure everyone is doing well and to let their family know how they are doing.

3. Illness concerns

Any staff member that is sick is not permitted to attend the FSCC. Any inmate that is sick must move into confinement for assessment of illness. These measures are necessary to protect everyone. I strongly encourage every person that is experiencing illness to report it immediately to the staff so we can continue to take appropriate action in the ongoing protection of others. This is not to punish you but to ensure the health and safety of everyone in the facility.

4. Facility Cleanliness

We have asked all shifts to go through the units and the building and do a through cleaning. The staff has been advised to ensure that all residents assigned work follow thru with their assigned duties. If there are any concerns with cleanliness please see the Deputy Warden and they will assist with addressing this.

5. Extra Cleaners

Extra inmate cleaner positions have been created to clean all of the commonly touched areas throughout the building (i.e. door handles, buttons, etc.).

6. Visitor Drop offs and Money

Until further notice we will not be accepting any magazines, traditional foods, any items from outside of FSCC. This is for the protection of all occupants of FSCC. We will accept money through the mail or it can be dropped off between 1300-1500 (1pm-3pm) Monday - Friday. We recommend that all residents make arrangements for money to be mailed in in the event that these times do not work.

7. Inmate newspapers

We will start printing off the newspapers as they are published by News North. News North is continuing to provide copies on the internet and we will have access for printing off.

8. Visitors (personal)

All personal visits for inmates/offenders will continue to be suspended. This is necessary to protect all occupants of FSCC.

9. Inmate meals

Inmates are now being asked to eat in their cells; the purpose is to support safe social distancing while meals are being served and when inmates are returning trays. This is necessary to control the inmate movement and ensure that we are compliant with safe social distancing that is in place to protect all occupants.

10. Exercise room Access

The exercise room will remain open but will be restricted to two inmates at a time. If we have large numbers that want to use the exercise room a schedule will be set up so everyone can have access.

11. Exercise room changes

Virox and paper towels have been placed at every station so inmates can sanitize the stations after use. If inmates are not cleaning the exercise equipment after every use the gymnasium will not be permitted access. The changes have been deemed necessary for Health and Safety purposes.

12. Exercise Yard Access

Access to the yard is permitted as per staff availability. We will review the requirement of safe social distancing at that time.

13. Movies

FSCC will purchase 2 movies per week that can be circulated amongst the units. One movie for FSMU and one for FSFU which can be swapped after it has been watched. This will be based on movie availability. This will be reviewed from week to week while we work through the current health challenge.

14. MP3 players

MP3 are permitted and we will be permitting USB cards that will be scanned on occasion and anyone with inappropriate content will have their MP3 confiscated.

15. Inmate access to masks

The use of masks is currently being reviewed. Consultation with Public Health and Health officials is included in this review.



16. Case Management

Kelvyn is the Case Manager for FSMU and he will assist with resolving the concern or questions you may have.

17. Staff Gloves during Meal Times

Staff have been directed to change their gloves prior to serving meals.

18. Legal Counsel/Spiritual Advisors/Elders

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

19. Inmate Transfers

NWT Corrections road transfers remain suspended.

20. Friday Afternoon Lock Downs

Friday afternoon lock down for training has been suspended until further notice. Should this change a memo will be circulated to all inmates.

21. Inmate Programs

Inmate programs are ongoing with safe social distancing being practiced. Class groups are limited to a safe number to ensure that we are protecting both staff and inmates.

23. Work Crews/Appointments

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



As we work through the pandemic crisis we are continually consulting with public health officials, other correctional jurisdictions for best practices so we can make the best decisions possible. The GNWT is continually monitoring the status of COVID-19 in the NWT. As information is shared we will continue to communicate the new information as it becomes available.

FSCC will continue to review all processes to ensure that any increase of risk is managed should it be presented present

If you have any questions please do not hesitate to contact staff and they will assist with your questions.

Thank you for your cooperation,

Warren Gillis
Warden
Fort Smith Correctional Complex



April 9, 2020

MEMO

ALL INMATES

COVID-19 Response - FSCC

COVID-19 is impacting everyone from all walks of life in many different ways. At FSCC we are fully aware how stressful this can be on the residents. Stress that is related to restricted family contact, maintaining health and safety standards, news media, changes in procedures, etc.

As communicated prior there will be ongoing changes from time to time with short notice, this is required for maintaining the health and safety of all occupants of FSCC. Changes will continue to occur as we are continually focusing on best practices, receiving new information and receiving ongoing feedback from inmates and staff. Staying healthy is a collective effort and we remain active in doing the best we can for everyone inside these walls. I would like to thank everyone for their cooperation while we continue to work through this difficult time.

The following measures have been implemented or are under review:

1. FSCC Screening

FSCC has a process in place that will ensure that every person that enters FSCC is assessed prior to entry of the complex. Under no circumstances shall any inmate, staff, visitor/contractor be permitted to enter FSCC without being screened. Please ensure that any observations of illness are reported immediately so we can manage the concerns as quick as possible.

2. Phone Calls

We currently allow 3 phone calls during the day and 4 in the evening. One of the 4 evening shift calls is a facility paid call to family only so people can check in with family to ensure everyone is doing well and to let their family know how they are doing.



3. Illness concerns

Any staff member that is sick is not permitted to attend the FSCC. Any inmate that is sick must move into confinement for assessment of illness. These measures are necessary to protect everyone. I strongly encourage every person that is experiencing illness to report it immediately to the staff so we can continue to take appropriate action in the ongoing protection of others. This is not to punish you but to ensure the health and safety of everyone in the facility.

4. Facility Cleanliness

We have asked all shifts to go through the units and the building and do a thorough cleaning. The staff has been advised to ensure that all residents assigned work follow thru with their assigned duties. If there are any concerns with cleanliness please see the Deputy Warden and they will assist with addressing this.

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Extra inmate cleaner positions have been created to clean all of the commonly touched areas throughout the building (i.e. door handles, buttons, etc.).

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7. Inmate newspapers

We will start printing off the newspapers as they are published by News North. News North is continuing to provide copies on the internet and we will have access for printing off.

8. Visitors (personal)

All personal visits for inmates/offenders will continue to be suspended. This is necessary to protect all occupants of FSCC



9. Inmate meals

Inmates will be permitted two inmates per table for meals. One inmate at a time will be called for meals and one will be served and another will wait 2 meters apart. The purpose is to support safe social distancing while meals are being served and when inmates are returning trays. This is necessary to control the inmate movement and ensure that we are compliant with safe social distancing that is in place to protect all occupants.

10. Exercise room Access

The exercise room will remain open but will be restricted to four inmates at a time. If we have large numbers that want to use the exercise room a schedule will be set up so everyone can have access.

11. Exercise room changes

Virox and paper towels have been placed in the exercise room so inmates can sanitize the stations after use. If inmates are not cleaning the exercise equipment after every use the gymnasium will not be permitted access. The changes have been deemed necessary for Health and Safety purposes.

12. Court Yard Access

Access to the yard is permitted as long as the social distancing policy is adhered too.

13. Movies

FSCC will purchase 2 movies per week that can be circulated amongst the units. One movie for FSMU and one for FSFU which can be swapped after it has been watched. This will be based on movie availability. This will be reviewed from week to week while we work through the current health challenge.

14. MP3 players

MP3 are permitted and we will be permitting USB cards that will be scanned on occasion and anyone with inappropriate content will have their MP3 confiscated.



15. **Inmate access to masks**
The use of masks is currently being reviewed. Consultation with Public Health and Health officials is included in this review.
16. **Case Management**
Andrea is the Case Manager for FSWU and she will assist with resolving the concern or questions you may have.
17. **Staff Gloves during Meal Times**
Staff have been directed to change their gloves prior to serving meals.
18. **Legal Counsel/Spiritual Advisors/Elders**
Confidential in-person meetings with official visitors (such as lawyers, spiritual advisors, Elders) will continue to be accommodated as much as possible in exceptional circumstances, without permitting direct personal contact. Majority of contact will be completed via phone. The Visitor and Contractor Questionnaire must be completed prior to any entry to FSCC.
19. **Inmate Transfers**
NWT Corrections road transfers remain suspended.
20. **Friday Afternoon Lock Downs**
Friday afternoon lock down for training has been suspended until further notice. Should this change a memo will be circulated to all inmates.
21. **Inmate Programs**
Inmate programs are ongoing with safe social distancing being practiced. Class groups are limited to a safe number to ensure that we are protecting both staff and inmates.
23. **Work Crews/Appointments**
The activities of any facility off grounds work crews will continue to be suspended. Essential appointments will continue as scheduled (e.g. medical).



As we work through the pandemic crisis we are continually consulting with public health officials, other correctional jurisdictions for best practices so we can make the best decisions possible. The GNWT is continually monitoring the status of COVID-19 in the NWT. As information is shared we will continue to communicate the new information as it becomes available.

FSCC will continue to review all processes to ensure that any increase of risk is managed should it be presented present

If you have any questions please do not hesitate to contact staff and they will assist with your questions.

Thank you for your cooperation,

Warren Gillis
Warden
Fort Smith Correctional Complex

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: _____ EMPLOYEE: _____

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not 	YES/NO
2.	Are you symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 3	Yes – self-isolate and contact Public Health	YES/NO
3.	Is someone in your house symptomatic? (fever, cough, difficulty breathing)	
No – Go to Question 4	Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES/NO
4.	Is someone else in your home self isolating due to travel outside the NWT but is asymptomatic (no signs of fever, cough difficulty breathing)?	
No – Go to Question 5	Yes – self-monitor for symptoms, you may continue to attend the workplace. Go to question 5.	YES/NO
5.	If you’ve reached Question 5, can attend the worksite?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO

Date completed: _____

Name of Supervisor: _____

Comments:

To be retained on FACILITY master file with the Warden



Memo:

To: All Staff
From: Warden
Date: April 15, 2020
File: 2020-007
Re: **FSCC-Masks direction**

After careful consideration and in alignment with many Correctional facilities across Canada, the Northwest Territories Correctional Services will be implementing a new practice around the masking of its correctional staff during the COVID-19 pandemic. We continue to work towards providing additional safety for staff and inmates. The corrections service has ordered masks and we hope to have them in place by April 27th, 2020. More information will follow on 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.

Anybody who enters the secure envelope **MUST** wear a mask throughout their entire shift at all sites. Two (2) cloth mask will be distributed to each staff member and One (1) to each inmate, these cloth masks will be washable.



Memo:

To: All Staff
From: Warden
Date: April 16, 2020
File: 2020-008
Re: **FSMU - Nursing Movement**

1. Contact the facility Nurse to advise that an inmate needs to be seen and why, the Nurse will advise of a time.
2. Depending on the inmates security rating either one or two staff with required security equipment will escort the inmate to FSWU C-1 door.
3. Upon entering door C-1 the Nurse will ask the inmate to wash their hands in the intake room washroom before being seen and the inmate may be asked to wear a surgical mask.
4. The initial assessment of the inmate will be done in the intake office with the Nurse and security staff present.
5. If the Nurse needs to do a examination of the inmate the assessment will then take place in the nursing office.
6. When the inmate is taken into the nursing office the nurse will do an assessment and security staff will prop open door C4 so that they can hear the conversation and respond if required.
7. Upon leaving the Admission and Discharge area of FSMU security staff will ensure that the inmate is placed in security equipment if required.
8. When returning to FSMU security equipment will be removed if applicable, staff and inmates will wash their hands in the FSMU intake washroom before returning the Pod at FSMU.



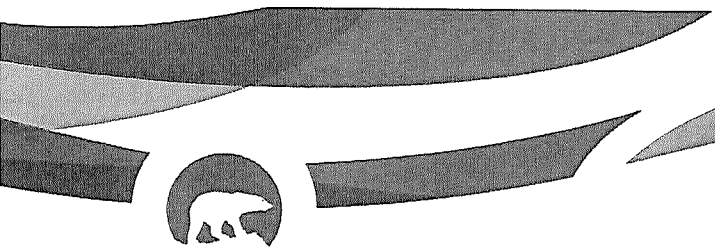
Memo:

To: All Staff
From: Warden
Date: April 16, 2020
File: 2020-009
Re: **FSWU - Nursing Movement**

1. Contact the facility Nurse to advise that an inmate needs to be seen and why, the Nurse will advise of a time.
- **If an inmate is symptomatic (fever, cough, and difficulty breathing) they are to be placed into the Calm Cells and the Nurse will come examine the inmate. See FSCC Sickness Isolation Protocols.**
2. Depending on the inmates security rating either one or two staff will escort the inmate to the Intake room door.
3. Upon entering the intake room the Nurse will ask the inmate to wash their hands in the intake room washroom before being seen and the inmate may be asked to wear a surgical mask.
4. The initial assessment of the inmate will be done in the intake office with the Nurse and security staff present.
5. If the Nurse needs to do a examination of the inmate the assessment will then take place in the nursing office.
6. When the inmate is taken into the nursing office the nurse will do an assessment and security staff will prop open door C4 so that they can hear the conversation and respond if required.
7. Staff are to escort the inmate back to the common area and return to normal duties.

Current PPE Requirements with Zero cases and not being required to wear PPE on shift.

Required PPE or cleaning product/sanitizer where other Engineering and/or Administrative Measures insufficient to protect worker from exposure to hazard. Include estimate of daily need.		With cases or requirement to wear on shift.	Current Inventory	
PPE	Daily Requirement	Daily Requirement	PPE	Current Stock
Hand Sanitizer	2 bottles per day 8 fl/oz	3 bottles per day 8 fl/oz	Hand Sanitizer	0
Disinfectant Cleaner	1 bottle weekly? Hard to estimate dependant on cleaning.	2 bottles a week.	Disinfectant Cleaner	13 Virex 2.5L bottles for fill station
Disinfectant Wipes	25	50	Disinfectant Wipes	2520 kimtech wipes that we add Virex too, 3040 pre-soaked Oxvir wipes
Small Gloves	10 pair	20 pair	Small Gloves	5500
Medium Gloves	20 pair	40 pair	Medium Gloves	13000
Large Gloves	30 pair	60 pair	Large Gloves	20500
XL Gloves	50 pair	100 pair	XL Gloves	21700
Gowns	0	80 with minimum interaction	Gowns	120
Surgical Masks	4	20	Surgical Masks	100
Surgical Masks with eye protection	0	10	Surgical Masks with eye protection	25
Chemical goggles	0	70	Chemical goggles	8
Full Face Shield	0	20	Full Face Shield	0
N95 Masks	0	70	N95 Masks	188



Memo:

To: All Staff
From: Warden
Date: April 17, 2020
File: 2020-010
Re: **FSCC Searches**

Searches at FSCC will continue as usual with some minor amendments to how we do them.

Cell/Room Searches:

- Effective immediately all staff participating in cell/room searches shall wear a mask and new clean gloves for every cell/room search.
- One staff will enter the cell/room and search while the other stands by the door with an inmate to observe the search while still maintaining social distancing.

Frisks:

- All frisk searches shall continue as usual but need to be done while wearing a mask and gloves.

Building Searches:

- All building searches will continue as usual but primarily on night shift and gloves need to be worn. If the search is done during hours that the inmates are awake and you are in close proximity to them you will need to wear a mask.

Strip Searches:

- All Strip Searches will continue as usual with the only amendment being that all staff present will need to wear gloves and a mask.

These restrictions will be in place until further notice.

Steps to protect you and your family.

For corrections officers, staying home isn't an option during the COVID-19 pandemic. And when you do return home after a shift, you want to ensure your loved ones are protected from SARS-CoV2 (COVID-19).

A printed checklist can help you to follow safe decontamination procedures after a long shift when you are fatigued and likely to miss steps. Print one out for your home and one for your vehicle.

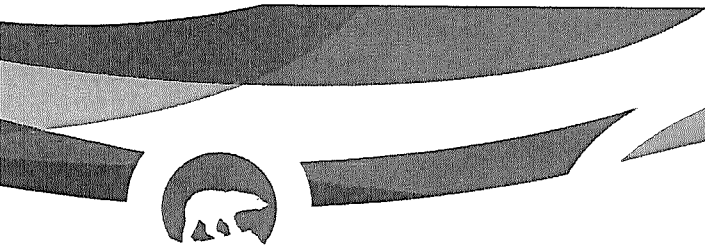
Follow these steps to protect your home and your family from COVID-19 after a shift:

1. At the end of your shift, wash your hands before you leave for home.
2. If you are reusing a respirator, take care in properly donning and doffing your mask. Avoid touching the front of the mask and clean your hands after doffing. Between uses, it should either be hung in a designated storage area or placed in a clean, breathable container, such as a paper bag. Do not keep a used N95 mask in a sealed plastic bag or stuff it in a pocket.
3. Stage storage bins or bags in the back of your vehicle to store your work bag and other work items until you are able to complete a full decontamination at home.
4. Once you arrive home, remove your shoes at the entrance to your residence and place them in a plastic bin. Later, you will decontaminate them with diluted bleach or an approved household cleaner.
5. While still in the entryway, remove all items in your pockets. Place these, along with your phone, car keys and any other items you took to work in another storage bin. You will wipe all of this down later.

Steps to protect you and your family.

6. Immediately upon entering your home and emptying your pockets, walk to the bathroom and shower. Have a clean change of clothes ready in the bathroom. **Do not physically greet your pet or your family.** Have a bin or plastic bag in the bathroom in which to place your dirty clothes.
7. After showering and changing into clean clothes, take your dirty clothes to the washing machine immediately. Try not to touch these clothes as you place them in the washing machine.
8. Return to the entryway. Spray a diluted bleach solution or use an approved cleaning solution on your shoes, remembering not to touch them. If normally used disinfectant is not available, use a 10:1 water-to-bleach solution.
9. Do the same with all the items you removed from your pockets, as well as your phone and car keys. Any equipment should be cleaned as directed by the manufacturer.
10. Retrace your steps to your car. Wipe down any surfaces you may have touched, including door handles, car handles and gates.
11. Clean the remainder of your work items. Wash bags and reusable food containers and wipe down any other equipment that you may have taken to work and brought back home with you.
12. At the end of your decontamination process, wash your hands one final time.

Print out the after-shift checklist and hang it by your door.



Memo:

To: All Staff
From: Warden
Date: March 27, 2020 File:
2020-004
Re: **FSCC-WU Meal direction**

FSCC has recently implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

These precautionary measures include:

- All Inmates will no longer be allowed to eat in the common area, inmates will now eat in their rooms.
- Staff will be limited to one to a table.
- Food will come to the FSWU Prep kitchen and one staff and the kitchen worker will serve the food.
- At meal time all inmates will go to their rooms and wash-up and wait to be called two at a time while maintaining at least 2 meters between each other. Once those two inmates have been served then the next two will be called and so on until everyone has been served.
- Staff will then be served while maintaining proper social distancing and the above mention one to a table.
- Upon completion of meal time all inmates are to remain in their rooms until staff have called them two at a time to clear their trays.

These restrictions will be in place until further notice.



Memo:

To: All Staff

From: Warden

Date: May 1, 2020

File: 2020-011

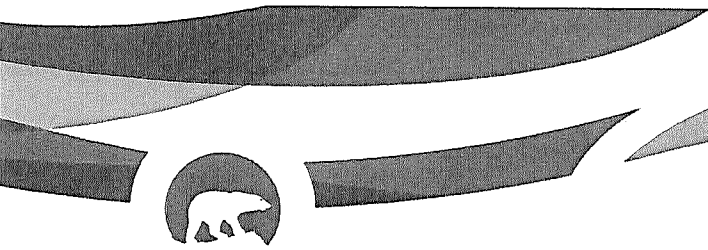
Re: **FSCC - Intake protocol community admission**

FSCC has implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

Precautionary measures for all NEW INTAKES from the community:

- The Nurse will get called into the facility prior to the inmate arriving to do a medical screening. He will wear full PPE when doing the intake medical and COVID 19 screening.
- Inmate will immediately put on a mask upon entry and use hand sanitizer that the Nurse will provide.
- Staff will complete all intake paperwork and will be in full PPE (gloves, gown, mask) while doing all aspects of the intake process, constantly changing your gloves if you come into physical contact with the inmate or their belongings before doing a new task ****THIS IS EXTREMELY IMPORTANT**** .
- Inmate will shower and be issued facility clothing.
- Upon completion of the intake process the inmate will be placed into a CALM unit cell.
- Inmates will be placed in the CALM unit for self-isolation until cleared by the facility Nurse.
- When the inmate is out of their room they will need to wear a mask at all times, failure to do so will result in being secured in their cell.
- When staff enter the CALM unit they must wear a mask and gloves, if you are within 6 feet of the inmate you must be in full PPE.
- Staff must enter and exit the CALM unit from the CALM EXERCISE YARD hallway and DON and DOFF PPE each time you enter and exit the unit and wash your hands in the Intake Office sink.
- ALL PPE are to be discarded once you exit the CALM unit. DO NOT keep your gloves on and enter other areas of the building as this is a major factor in cross contamination. WASH YOUR HANDS and CONSTANTLY CHANGE YOUR PPE. This will help stop the spread of any germs and viruses from spreading.

These restrictions will be in place until further notice.



Memo:

To: All Staff

From: Warden

Date: May 1, 2020

File: 2020-011

Re: **FSCC - Intake protocol community admission**

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- Staff will complete all intake paperwork and will be in full PPE (gloves, gown, mask) while doing all aspects of the intake process, constantly changing your gloves if you come into physical contact with the inmate or their belongings before doing a new task ****THIS IS EXTREMELY IMPORTANT**** .
- Inmate will shower and be issued facility clothing.
- Upon completion of the intake process the inmate will be placed into a CALM unit cell.
- Inmates will be placed in the CALM unit for self-isolation for **14** days.
- When the inmate is out of their room they will need to wear a mask at all times, failure to do so will result in being secured in their cell.
- When staff enter the CALM unit they must wear a mask and gloves, if you are within 6 feet of the inmate you must be in full PPE.
- Staff must enter and exit the CALM unit from the CALM EXERCISE YARD hallway and DON and DOFF PPE each time you enter and exit the unit and wash your hands in the Intake Office sink.
- ALL PPE are to be discarded once you exit the CALM unit. **DO NOT** keep your gloves on and enter other areas of the building as this is a major factor in cross contamination. **WASH YOUR HANDS** and **CONSTANTLY CHANGE YOUR PPE**. This will help stop the spread of any germs and viruses from spreading.

These restrictions will be in place until further notice.



May 5, 2020

MEMO

ALL STAFF AND INMATES

NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - FSCC

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 any cloth mask is 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 April 30, 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 FSCC.
- Need something on placing in a Ziploc or something similar when leaving the workplace. Ziploc Bags to be purchased for all staff for initial implementation.

Staff is expected to wash the mask at the end of the day along with their uniform. These should be hand washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life).

Staff may machine wash the mask in hot water, using laundry soap that DOES NOT contain fabric softeners; powdered detergent is preferred. Add an extra rinse cycle to ensure all soap is removed from your mask. If machine drying using a warm cycle. If machine drying, consider using a mesh bag to prevent damage to elastics or ties

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
- Paper bags will be issued to every inmate so that they can store their mask and the paper bag will allow the mask to breathe and reduce moisture and bacteria growth.
- Inmate reusable 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 with their laundry.

Thank you for your cooperation,

Warden
Fort Smith Correctional Complex

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: _____ EMPLOYEE: _____

1.	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
If No – Go to Question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not. 	YES/NO
2.	Are you symptomatic? (Fever, difficulty breathing, New or worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell)	
No – Go to Question 3	If Yes – self-isolate and contact Public Health	YES/NO
3.	Is someone in your house symptomatic? (Fever, difficulty breathing, New or worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell)	
No – Go to Question 4	If Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES/NO
4.	Is someone else in your home self isolating due to travel outside the NWT but is asymptomatic (No signs of - Fever, difficulty breathing, New or worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell)?	
No – Go to Question 5	If Yes – self-monitor for symptoms and contact Public Health, you may continue to attend the workplace once Public Health gives clearance. Go to question 5.	YES/NO
5.	If you’ve reached Question 5, can attend the worksite?	
	Yes – Essential service employees are permitted to attend work. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES/NO

Date completed: _____

Time completed: _____

Printed Name of Assessor: _____

Assessor Signature: _____

Printed Name of Supervisor/DWO: _____

Supervisor/DWO signature of clearance: _____

Comments:

To be retained on FACILITY master file with the Warden

Current PPE Requirements with Zero cases and not being required to wear PPE on shift.

Required PPE or cleaning product/sanitizer where other Engineering and/or Administrative Measures insufficient to protect worker from exposure to hazard. Include estimate of daily need.		Current Inventory	
PPE	Daily Requirement	PPE	Current Stock
Hand Sanitizer	2 bottles per day 8 fl/oz	Hand Sanitizer	0
Disinfectant Cleaner	1 bottle weekly? Hard to estimate dependant on cleaning.	Disinfectant Cleaner	15 Virex 2.5L bottles for fill station
Disinfectant Wipes	25	Disinfectant Wipes	3960 kimtech wipes that we add Virex too, 6680 pre-soaked Oxvir wipes
Small Gloves	10	Small Gloves	8500
Medium Gloves	20	Medium Gloves	13000
Large Gloves	30	Large Gloves	20500
XL Gloves	50	XL Gloves	21700
Gowns	0	Gowns	120
Surgical Masks	4	Surgical Masks	100
Surgical Masks with eye protection	0	Surgical Masks with eye protection	25
Chemical goggles	0	Chemical goggles	8
Full Face Shield	0	Full Face Shield	0
N95 Masks	0	N95 Masks	188

Are you symptomatic and what is symptomatic?

Fever, Difficulty Breathing, New or Worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell.

If you have any of these please report this to the facility screener.



May 06, 2020

MEMO

ALL STAFF AND INMATES

NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - FSCC

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 FSCC.
- 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.

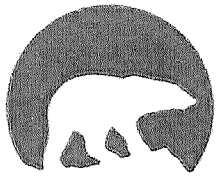
Staff is expected to wash the cloth mask at the end of the day along with their uniform. These should be hand or machine washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life). If you are using a surgical mask these should be properly discarded at the end of each shift.

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,

Warden
Fort Smith Correctional Complex



FORT SMITH CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
Standing Order:	7.02.03
Subject:	Epidemics and Outbreaks
Authority:	Directive 7.02 – Contingency Planning & Response Model
Units:	Adult & Youth

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 FSCC. 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 FSCC a facility wide lockdown may be initiated for the duration of the situation.

2.0 AUTHORITIES

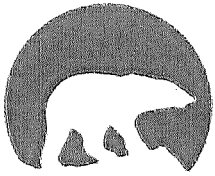
Public Health Act (NWT) (2008)
Corrections Service Regulations (NWT)
Director of Corrections

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.



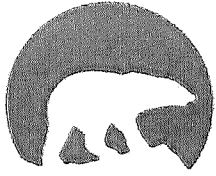
FORT SMITH CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
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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.



FORT SMITH CORRECTIONAL COMPLEX

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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

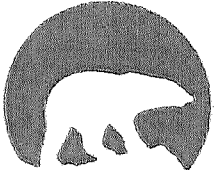
- 4.12 Staffs who have reasonable grounds to believe that a larger than expected number of inmates are ill and exhibit the same or similar symptoms such as those associated with an influenza-like illness will inform the Shift Supervisor.
- 4.13 The Shift Supervisor shall notify the Warden or designate who will consult with the Facility Nurse and 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.

EFFECTIVE DATE: MARCH 30, 2010
PREVIOUS ISSUE: MAY 4, 2020
REVISED DATE: MAY 25, 2020

APPROVED BY: _____

WARREN GILLIS

PAGE 3 OF 11



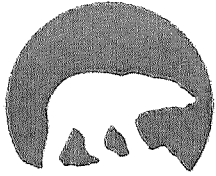
FORT SMITH CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
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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.



FORT SMITH CORRECTIONAL COMPLEX

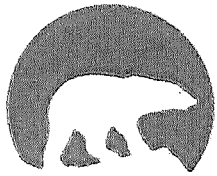
Chapter:	7 – Contingency Planning
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Units:	Adult & Youth

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. Calm Cells;
 - b. Wet Cells;
 - c. 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 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.



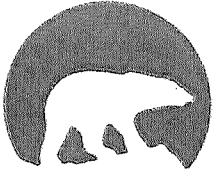
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- 4.25 Symptomatic inmates will be locked down 23 hours per day. They will be offered use of daily showers and fresh air in the exercise yard; however, they must wear masks and gloves (and other PPE determined by medical) when leaving his/her cell. 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

- 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 Unit 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.



FORT SMITH CORRECTIONAL COMPLEX

Chapter: 7 – Contingency Planning
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Subject: Epidemics and Outbreaks
Authority: Directive 7.02 – Contingency Planning & Response Model
Units: Adult & Youth

- 4.32 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or antiviral/antimicrobial wipe/solution is 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.

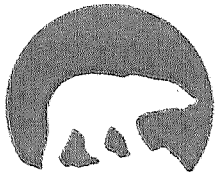
MEAL PROVISIONS

- 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 is 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 purchase readymade meals as required. Facility staff with possibly assistance from inmate kitchen staff shall prepare these meals.
- 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)(e)

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



FORT SMITH CORRECTIONAL COMPLEX

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Units:	Adult & Youth

4.42 If there are insufficient FSCC staff members available to maintain essential operations, as 20(1)(e)

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.

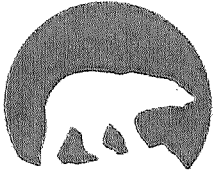
5.0 RELATED POLICIES & DIRECTIVES

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

6.0 ATTACHMENTS

Appendices Document Title

- A Major Incident – Location Responsibility Chart
- B Health Screening Questionnaire



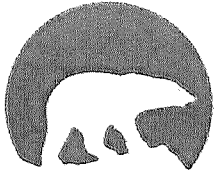
FORT SMITH CORRECTIONAL COMPLEX

Chapter: 7 – Contingency Planning
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Units: Adult & Youth

APPENDIX A Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
Adult Unit	<ul style="list-style-type: none"> ➤ Staff report to FSCC Shift Supervisor; ➤ FSCC Shift Supervisor will notify appropriate parties; 	FSCC Shift Supervisor = Crisis Manager until relieved by Warden or designate

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



FORT SMITH CORRECTIONAL COMPLEX

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03
Subject: Epidemics and Outbreaks
Authority: Directive 7.02 – Contingency Planning & Response Model
Units: Adult & Youth

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, difficulty breathing, new or worsening cough, fatigue, runny nose, headache, diarrhea, loss of sense of smell, generally feeling unwell)	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
7.	Temperature taking is required prior to any entrance of the FSCC. Any temperature that has been taken that is 37.8 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:** _____

EFFECTIVE DATE: MARCH 30, 2010
PREVIOUS ISSUE: MAY 4, 2020
REVISED DATE: MAY 25, 2020

APPROVED BY: _____
 WARREN GILLIS



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 the Nurse.

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 the Nurse 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, difficulty breathing, new or worsening cough, fatigue, runny nose, headache, diarrhea, loss of sense of smell, generally feeling unwell)	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
7.	Temperature taking is required prior to any entrance of the FSCC. Any temperature that has been taken that is 38.0 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:** _____

Nurse Signature: _____ **Date:** _____

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 if an outbreak of a contagious disease at the FSCC Male Unit. 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 FSCC Male Unit, 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).

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.

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.

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

PREVENTION

- 4.3 Authorized persons shall ensure that no inmate will be admitted who appears to need 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, 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 the Nurse of any inmate with medical symptoms for illnesses/diseases (e.g. draining wounds, fever, cough, sweating, bleeding, boils, injuries, and any stated illness). If an inmate is showing any symptoms of cough, fever or sweating they will immediately be given a mask, gown and gloves to wear. Inmates will wear this for the duration of the intake process until they are cleared by the Nurse. 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 the Nurse's office for clearance the officers shall use an antiviral/antimicrobial wipe 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.
- 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 and masks are worn when handling potentially contaminated clothing.
- 4.9 Admitting staff must ensure that 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.



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 4.10 Once the intake procedure has been completed, inmates shall be secured in a designated area until medically cleared by the Nurse. The Nurse shall advise inmates of the symptoms of the possible contagious disease and the precautions they should use to contain the spread of the illness. Once cleared, inmates will be moved to general population. If an inmate is symptomatic of a communicable disease, they will be housed in a separate area (e.g. wet cells).
- 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 Facility Nurse and 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 Wardens or designate 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.
- 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.

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 (wet cells).
- 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. Depending on the extent of the outbreak it may result in the facility not being able to have inmates admitted. If this is the case the RCMP will be notified and alternate arrangements shall be confirmed with other facilities.
- 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.
Potential locations include:
- a. Wet Cells;
 - b. Other areas as directed by authorized persons

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 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**
- 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).

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 4.29 Issuance of masks and gloves shall remain contingent on the level of need. Use will commence first in the areas below:
- Intake Area;
 - Wet Cells; and
 - 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 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or equivalent 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

- 4.32 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.33 The Food Services Supervisor shall ensure that staff are orientated in the use of kitchen equipment if cooks are not available.
- 4.34 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.
- 4.35 The Food Services Supervisor shall ensure that additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.36 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.
- 4.37 Inmates who are symptomatic may be given extra fluids as directed by the health care staff.

STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN

- 4.38 s 20(1)(e)



Fort Smith Correctional Complex
Male Unit

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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

4.40 If there are insufficient FSCC staff members available to maintain essential operations, a
s 20(1)(e)

4.41 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 Major Incident – Location Responsibility Chart
B Health Screening Questionnaire



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

APPENDIX A

Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
Adult Unit	<ul style="list-style-type: none"> ➤ Staff report to FSCC Shift Supervisor; ➤ FSCC Shift Supervisor will notify appropriate parties; 	FSCC Shift Supervisor = Crisis Manager until relieved by Warden or designate

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

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 the Nurse.

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 the Nurse 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, difficulty breathing, new or worsening cough, fatigue, runny nose, headache, diarrhea, loss of sense of smell, generally feeling unwell)	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
7.	Temperature taking is required prior to any entrance of the FSCC. Any temperature that has been taken that is 38.0 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:** _____

Nurse Signature: _____ **Date:** _____



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

APPENDIX C Temperature Taking Protocol

All individuals that require access to the Fort Smith Correctional Complex (FSCC) 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 the FSCC. 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/Youth 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.

Chapter: 7 - Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

Staff Assessments

1. Staff delegated for completing the Essential Services - Occupational Questionnaire shall complete the assessment and temperature screening at the base of the stairs leading to the security envelope. Under no circumstances shall any staff member enter any secure door of the FSCC 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 procedural 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 the FSCC and contact public health. The staff member shall also be advised that a manager from the FSCC 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 through the bubble of the administration area (glass enclosed area inside of the administration area). Under no circumstances shall any visitor or contractor enter the security envelope of the FSCC without being assessed and cleared for access.
2. Staff shall point the temperature device at the right temporal region of the visitor/contractor through the opening of the glass partition, with the visitor/contractor facing to their left so the temperature device can be aimed at the appropriate area and press the button.
3. If a staff member is completing the assessment in a different location from the bubble 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 procedural 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 the FSCC and contact public health.



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 if an outbreak of a contagious disease at the FSCC Women's Unit. 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 FSCC Women's Unit, 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).

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.

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.



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

PREVENTION

- 4.3 Authorized persons shall ensure that no inmate will be admitted who appears to need 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, 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 the Nurse of any inmate with medical symptoms for illnesses/diseases (e.g. draining wounds, fever, cough, sweating, bleeding, boils, injuries, and any stated illness). If an inmate is showing any symptoms of cough, fever or sweating they will immediately be given a mask, gown and gloves to wear. Inmates will wear this for the duration of the intake process until they are cleared by the Nurse. 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 the Nurse's office for clearance the officers shall use an antiviral/antimicrobial wipe 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.
- 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 and masks are worn when handling potentially contaminated clothing.
- 4.9 Admitting staff must ensure that 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.



Chapter: 7 - Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

4.10 Once the intake procedure has been completed, inmates shall be secured in a designated area until medically cleared by the Nurse. The Nurse shall advise inmates of the symptoms of the possible contagious disease and the precautions they should use to contain the spread of the illness. Once cleared, inmates will be moved to general population. If an inmate is symptomatic of a communicable disease, they will be housed in a separate area (e.g. Calm cells).

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 Facility Nurse and 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 Wardens or designate 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.

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



Fort Smith Correctional Complex
Women's Unit

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 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 (Calm cells).
- 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. Depending on the extent of the outbreak it may result in the facility not being able to have inmates admitted. If this is the case the RCMP will be notified and alternate arrangements shall be confirmed with other facilities.
- 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.
Potential locations include:
- a. Calm Cells;
 - b. A Wing of the Living Quarters
 - c. Other areas as directed by authorized persons

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 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**
- 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).



Fort Smith Correctional Complex
Women's Unit

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

- 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 Area;
 - b) Calm Cells;
 - 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 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or equivalent 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

- 4.32 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.33 The Food Services Supervisor shall ensure that staff are orientated in the use of kitchen equipment if cooks are not available.
- 4.34 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.
- 4.35 The Food Services Supervisor shall ensure that additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.36 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.
- 4.37 Inmates who are symptomatic may be given extra fluids as directed by the health care staff.

STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN

4.38 § 20(1)(e)



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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

4.40 If there are insufficient FSCC staff members available to maintain essential operations, a
s 20(1)(e)

4.41 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 Major Incident – Location Responsibility Chart
- B Health Screening Questionnaire
- C Temperature Taking Protocol



Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

APPENDIX A

Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
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Adult Unit

- Staff report to **FSCC** Shift Supervisor;
- FSCC Shift Supervisor will notify appropriate parties;

FSCC Shift Supervisor = Crisis Manager until relieved by Warden or designate

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

Chapter: 7 – Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

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 the Nurse.

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 the Nurse 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, difficulty breathing, new or worsening cough, fatigue, runny nose, headache, diarrhea, loss of sense of smell, generally feeling unwell)	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
7.	Temperature taking is required prior to any entrance of the FSCC. Any temperature that has been taken that is 38.0 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:** _____

Nurse Signature: _____ **Date:** _____

Chapter: 7 - Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

APPENDIX C Temperature Taking Protocol

All individuals that require access to the Fort Smith Correctional Complex (FSCC) 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 the FSCC. 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.

Chapter: 7 - Contingency Planning
Standing Order: 7.02.03

Subject: Epidemics & Outbreaks
Authority: Directive 7.02

Staff Assessments

1. Staff delegated for completing the Essential Services - Occupational Questionnaire shall complete the assessment and temperature screening at the base of the stairs leading to the security envelope. Under no circumstances shall any staff member enter any secure door of the FSCC 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 procedural 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 the FSCC and contact public health. The staff member shall also be advised that a manager from the FSCC 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 through the bubble of the administration area (glass enclosed area inside of the administration area). Under no circumstances shall any visitor or contractor enter the security envelope of the FSCC without being assessed and cleared for access.
2. Staff shall point the temperature device at the right temporal region of the visitor/contractor through the opening of the glass partition, with the visitor/contractor facing to their left so the temperature device can be aimed at the appropriate area and press the button.
3. If a staff member is completing the assessment in a different location from the bubble 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 procedural 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 the FSCC and contact public health.

Memo:

To: All Staff
From: Warden
Date: May 27 2020
File: 2020-012
Re: **FSCC-Temperature testing**

FSCC has implemented precautionary measures to assist in prevention strategies for COVID-19 exposure for all inmates and staff.

Precautionary measures for temperature testing:

- Effective immediately we will be instituting temperature testing for all new intakes from the RCMP/Courts, staff, visitors/contractors. We have acquired 2 Physiologic temperature hand held devices that can be used for this purpose. To use the device please point towards the forehead of the individual and press the blue button on the back of the handle. Once the temperature has been taken please document in the appropriate location on the assessment forms.
- Everyone entering the facility will be aware that getting their temperature taken means they will be unable to maintain 6 feet social distancing. Due to this every person coming in for their shift etc. must wear a non-medical cloth mask to protect the screener taking the temperatures. The screener must wear either a surgical mask or a non-medical cloth mask while screening all entrants.
- Please ensure that you use a surgical mask for this purpose as you will be required to step closer to the individual.
- The temperature device for intake is stored in the Nurses office and a device for staff has been allocated to the DW.
- If any inmate that is being taken into custody has a temperature of 38 Celsius or higher they will be required to put on PPE as well as the staff and to follow the protocol that is in place for the inmate assessment screening.
- If any staff tests 38 Celsius or higher they are to be directed to leave the premises and to contact public health (621-2233). The information can be placed on the staff assessment form in the comment section.
- Please replace all forms with the attached approved forms for use on all of the following:

Visitor and Contractor Questionnaire (Completed on all visitors and contractors prior to entry to FSCC)
Stable Staffing Essential Services Occupational Questionnaire (Completed on all staff prior to entry to FSCC)
Inmate Screening Questionnaire (Completed on all intakes prior to arrival at FSCC)

Thank you for your ongoing diligence in making our work environment as safe as possible. There will be ongoing changes as we learn more information and learn better how we manage our way through the pandemic. If you have any questions or concerns please ensure you see your supervisor and thank you for your ongoing cooperation.

These restrictions will be in place until further notice.

Fort Smith Correctional Complex

How to Wear a Surgical Mask Comment porter le masque chirurgical



Putting it on: Wash your hands. Make sure the correct side of the mask is facing out and cover your mouth and nose. Depending on the mask design, either secure the elastics behind your ears or tie the straps behind the head. Make sure it is secure and not loose.

Taking it off: Do not touch the front of the mask when you are taking it off. Remove it by the straps and discard immediately. Wash your hands after.



Memo:

To: All Staff

From: Warden

Date: July 29, 2020

File: 2020-017

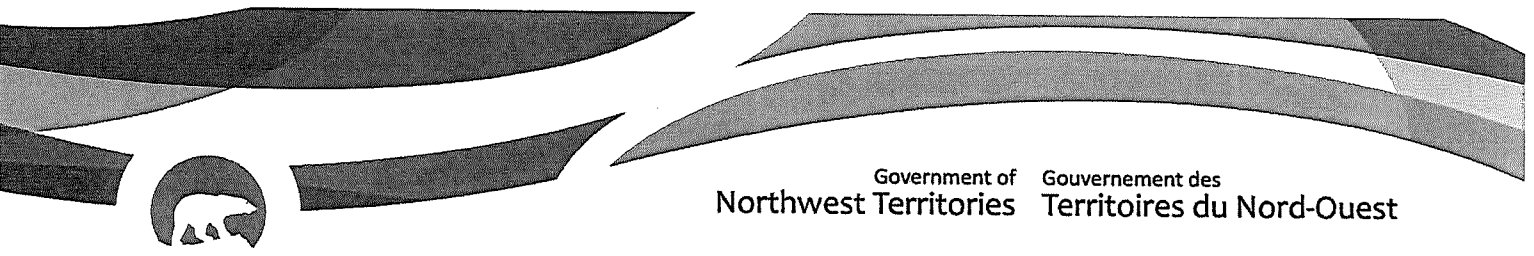
Re: **Green Screening Labels**

- Effective immediately all staff once they have been asked the screening/contractor questionnaire and had their temperature taken will be given a "GREEN" sticker that they are to wear on their shirt. This is to be worn for the duration of your shift so that it will be easy for staff to see if you have already been screened. In the case of a contractor it will be for the length of their stay on grounds.

- Staff completing the screening will do the questionnaire and complete the temperature check. If the person passes the screening you are to initial the label, date it and provide it to Staff/Contractor to put on their shirt. This is to be completed each shift.

- This is to be completed for all staff/contractors coming onto FSCC grounds.

ITEM	QUANTITY	REQUIRED AMOUNT
Small Gloves	8000	
Medium Gloves	11000	
Large Gloves	25000	
XL Gloves	31000	
Scott Foam Hand Sanitizer 1 Liters	5	
7T Alcohol Hand Sanitizer 500ml	36	
Gowns	480	
Face Shields	250	
Oxvir TB Wipes	10560 wipes or 66 tubs	
Kimtech Wettask wipes	2700 wipes or 45 tubs	
Boot Covers	600	
N95 Masks (shed)	310	
Purell 8 oz Hand Sanitizer	18	
Purell 12 oz Hand Sanitizer	6	
Polar Bear Hand Soap 4L	13	
Eliminator DS Disinfectant 4L	16	
Surgical Masks (K8)	11000	
MagClean 7010 Hand Sanitizer 20L	4	



Memo:

To: All Staff

From: Warden

Date: July 29, 2020 - ****REVISED SEPTEMBER 29, 2020****

File: 2020-017 - ****REVISION****

Re: **Turquoise Screening Labels**

- Effective immediately all staff once they have been asked the screening/contractor questionnaire and had their temperature taken will be given a "TURQUOISE" sticker that they are to wear on their shirt. This is to be worn for the duration of your shift so that it will be easy for staff to see if you have already been screened. In the case of a contractor it will be for the length of their stay on grounds.

- Staff completing the screening will do the questionnaire and complete the temperature check. If the person passes the screening you are to initial the label, date it and provide it to Staff/Contractor to put on their shirt. This is to be completed each shift.

- This is to be completed for all staff/contractors coming onto FSCC grounds.

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ITEM	QUANTITY	REQUIRED AMOUNT
Small Gloves		4000
Medium Gloves		8100
Large Gloves		24000
XL Gloves		30000
Scott Foam Hand Sanitizer 1 Liters		5
7T Alcohol Hand Sanitizer 500ml		36
Gowns		450
Face Shields		230
Oxvir TB Wipes	7680 wipes or 48 tubs	
Kimtech Wettask wipes	2160 wipes or 36 tubs	
Boot Covers		570
N95 Masks (shed)		310
Purell 8 oz Hand Sanitizer		18
Purell 12 oz Hand Sanitizer		6
Polar Bear Hand Soap 4L		13
Eliminator DS Disinfectant 4L		16
Surgical Masks (K8)		10100
MagClean 7010 Hand Sanitizer 20L		4
Hand Sanitizer 250ml		31
Hand Sanitizer 240ml		6

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: FSCC EMPLOYEE: _____

	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
Go to Question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not. 	YES / NO
	Are you symptomatic and have 1 of the following ? (Fever, New or worsening cough, Shortness of breath or difficulty breathing, Loss of sense of taste or smell) Do you have 2 or more of the following? Generally feeling unwell, Chills, Muscle aches, Fatigue or weakness, Sore throat, Congestion or Runny nose, Headache, Diarrhea, Nausea or Vomiting, Abdominal pain, Skin changes or rashes, and Loss of appetite)	
Go to Question 3	If Yes – self-isolate and contact Public Health	YES / NO
	Is someone in your house symptomatic? (Fever, difficulty breathing, New or worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell)	
Go to Question 4	If Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES / NO
	Is someone else in your home self isolating due to travel outside the NWT.	
Go to Question 5	If Yes – you must self-isolate with them for 14 days and self-monitor for symptoms. If you start to develop symptoms, contact Public Health at 621-2233 or 872-0562. For questions around travel self-isolation , please contact protectnwt at 1-833-378-8297.	YES / NO
	If you’ve reached Question 5, can attend the worksite providing temperature is normal?	
	Yes – Essential service employees are permitted to attend work if temperature is good. All workers must continue to self-monitor daily for signs and symptoms of illness. All persons must practice social distancing, hand washing, and coughing etiquette at all times. Where social distancing may difficult in some work settings, proper precautions must be taken.	YES / NO
	Temperature taking is required prior to any entrance of the FSCC. Any temperature that has been taken that is 37.8 Celsius or higher will require the individual to be advised that they cannot attend the FSCC and are recommended to contact Public Health.	Temp is: _____

Date completed: _____

Time completed: _____

Printed Name of Assessor: _____

Assessor Signature: _____

Printed Name of Supervisor/DWO: _____

Supervisor/DWO signature of clearance: _____

Comments:

To be retained on FACILITY master file with the Warden

Department of Justice – Essential Services – Occupational Questionnaire

Operating Parameters: Stable Staffing Level FACILITY: FSCC EMPLOYEE: _____

	Have you travelled outside the NWT in the past 14 days	YES/NO (CIRCLE)
No – Go to question 2	<p>Yes – All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63 Employee should identify that they are essential, self-isolate and report Public Health’s direction to your Supervisor.</p> <ul style="list-style-type: none"> ➤ If the employee says yes to #1 and the employee states that they did contact Public Health, we will need to place on this document that Public Health was contacted, what the response provided was and how we are following up. ➤ Public Health has been advising staff to have the employer complete the risk assessment and make the determination as an essential employee to report to work or not. 	YES / NO
	Are you symptomatic and have 1 of the following? (Fever, New or worsening cough, Shortness of breath or difficulty breathing, Loss of sense of taste or smell) Do you have 2 or more of the following? Generally feeling unwell, Chills, Muscle aches, Fatigue or weakness, Sore throat, Congestion or Runny nose, Headache, Diarrhea, Nausea or Vomiting, Abdominal pain, Skin changes or rashes, and Loss of appetite)	
– Go to question 3	If Yes – self-isolate and contact Public Health	YES / NO
	Is someone in your house symptomatic? (Fever, difficulty breathing, New or worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell)	
– Go to question 4	If Yes - self-isolate and contact Public Health. If Public Health advises that as an essential worker you are able to return to work immediately contact your Supervisor.	YES / NO
	Is someone else in your home self isolating due to travel outside the NWT.	
	If Yes – you must self-isolate with them for 14 days and self-monitor for symptoms. If you start to develop symptoms, contact Public Health at 621-2233 or 872-0562. For questions around travel self-isolation , please contact protectnwt at 1-833-378-8297.	YES / NO

Date completed: _____ Time completed: _____

Printed Name of Assessor: _____ Assessor Signature: _____

Printed Name of Supervisor/DWO: _____ Supervisor/DWO signature of clearance: _____

Comments: _____

To be retained on FACILITY master file with the Warden



VACCINE INFORMATION SHEET

Moderna COVID-19 Vaccine

COVID-19 disease is caused by a new strain of coronavirus that is responsible for a worldwide pandemic. Most people only have mild symptoms, or no symptoms at all. But, others like seniors and adults with health problems can get very sick, require hospitalization, or die from the disease.

Vaccines make your immune system stronger and help build antibodies to prevent infectious diseases. It is much safer to get the vaccine than to get the disease.

What is the Moderna COVID-19 vaccine?

The Moderna COVID-19 vaccine is a Messenger RNA (mRNA) vaccine. This new type of vaccine teaches your body to protect itself against COVID-19 without getting sick from the virus. The vaccine was approved by Health Canada on December 23, 2020.

How do mRNA vaccines work?

mRNA vaccines are different from other vaccines because they don't contain any weakened or dead virus.

mRNA vaccines send messages to your cells to teach them how to make a harmless protein like the one that causes the virus. Once this protein is made, it tells your immune system to make antibodies against COVID-19 as if you had the virus. These antibodies give your body a head start in fighting the infection if COVID-19 ever tries to enter your body.

After the antibodies are made, your body gets rid of the mRNA and protein naturally. There is no chance of the mRNA touching or changing your DNA. There is also no chance of getting COVID-19 from the vaccine because there is no virus inside it.

How is the vaccine given?

The Moderna COVID-19 vaccine is given as **two** doses into the muscle, with at least 4 weeks between the first and second dose. It is not known how long the vaccine will last. Getting extra doses of the vaccine is not recommended right now.

Who should get the vaccine?

The Moderna vaccine is approved for people 18 years of age and older. Your health care provider will make sure this vaccine is right for you before you get it.

Who should NOT get the vaccine?

These people should not get the Moderna COVID-19 vaccine:

- People who have had an allergy to a previous dose of Moderna COVID-19 vaccine
- People who have had an allergy to part of the vaccine or its packaging

For more information, please visit www.gov.nt.ca/covid-19

VACCINE INFORMATION SHEET

Moderna COVID-19 Vaccine

Who might be able to get the vaccine in the future?

Because the COVID-19 vaccine is still being studied, it is not yet approved for the following people:

- People who are immunosuppressed due to a disease or treatment
- People who have an autoimmune condition
- People who are pregnant or breastfeeding
- People who are younger than 18 years of age

If you fall into one of these categories, talk with your health care provider.

What are possible side effects from the vaccine?

Vaccines, like all medications, can have side effects. Side effects to the Moderna COVID-19 vaccine are usually mild or moderate, and should last only a few days after vaccination. Side effects of the vaccine may be more common after the second dose.

Common side effects to the Moderna COVID-19 vaccine are:

- Headache
- Muscle or joint pain
- Chills
- Fever
- Pain, redness or swelling where the vaccine was given
- Swelling and tenderness in the arm pit
- Fatigue

To help with side effects, use a cool cloth over the sore arm and ask your health care provider if you can take medication like acetaminophen (Tylenol) for pain and fever.

What should you do after getting the vaccine?

It's very important to stick around for 15 minutes after getting any vaccine in the very rare case you have a severe reaction. A severe reaction sometimes shows up as **hives, difficulty breathing, or swelling of the throat, tongue or lips.**

If a reaction happens after you leave the site of vaccination – call 9-1-1 or your local community health centre, or go to the emergency department or local community health centre right away.

Do you need to keep up with public health measures after getting vaccinated?

You are only vaccinated against COVID-19 after you have gotten two doses of the vaccine. Whether you are vaccinated or not, everyone should keep up with things like:

- Washing your hands often
- Keeping physical distance from others
- Wearing non-medical masks when physical distancing isn't possible
- Keeping your circle small
- Cleaning and disinfecting your home regularly
- Staying home when you're sick
- Getting tested when you have symptoms

For more information, please visit www.gov.nt.ca/covid-19

Anthony Jones

From: Warren Gillis
Sent: August 26, 2020 11:52 AM
To: Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Chelsea Bradbury; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Trudy Rose
Subject: Reminder that we are to social distance

All Staff:

I just want to remind everyone that there has been no changes to the social distancing rules and we need to follow them as part of the recommendation from Public Health. 2 people per table etc. I know it is difficult in a center like ours but we need to do our very best to ensure we are trying to follow the rules being outlined.

Warren Gillis
Warden
Corrections
Department of Justice
Government of the Northwest Territories

Fort Smith Correctional Centre
111 McDougal Road
Fort Smith, NT. Canada X0E 0P0
Phone 867-872-6558 or 867-872-0283
Fax 867-872-6597
www.gov.nt.ca

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Anthony Jones

From: Warren Gillis
Sent: July 2, 2020 9:41 AM
To: Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica McDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose
Cc: Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney
Subject: Protect nwt

All Staff:

If you are planning on travelling South for vacation/ medical etc. you should contact protectnwt@gov.nt.ca before hand and complete the worker self-isolation plan. I have found out that even with a test result you must self-isolate for 14 days unless they give you approval to return to the worksite. I have included information on essential workers from the GNWT response to COVID-19.

Information for essential service workers, non-remote infrastructure workers and support workers

They must **mandatorily self-isolate** for 14 days upon arrival to the NWT in **Yellowknife, Inuvik, Hay River or Fort Smith**. They will not be allowed to self-isolate in a small community or other regional centre other than the four listed communities.

They must also:

- Before coming to the NWT, complete and submit a worker self-isolation plan to protectnwt@gov.nt.ca a minimum of 14 days in advance of arrival. Protect NWT can also be contacted at 8-1-1 or 1-833-378-8297 (outside NWT). The self-isolation plan must be approved by Protect NWT before they can enter the NWT.
- Obtain an approval document from the Chief Public Health Officer via Protect NWT, prior to entering the NWT.
- Complying with their self-isolation plan.
- Complete and submit the symptom check form to Protect NWT online or by calling 8-1-1 on their 2nd, 6th, 10th and 14th days of self isolation
- Monitor their health for symptoms of COVID-19.
- Follow healthy respiratory practices.
- If they are sick, **they must not travel into the NWT**.

Essential Service Worker employers should submit the Employer Permission To Work Application a minimum of 14 days in advance of the employee's arrival in the NWT. Employers with multiple employee applications should consider submitting documents up to four weeks in advance. Applications can be submitted earlier if travel plans are known. If the request is approved, the Essential Service Worker must:

- Complete 14 days of social distancing protocols established by the Chief Public Health Officer
 - Comply with all steps set out above.
 - Socially distance while working.
-
- Self-isolate while not working.

If they show symptoms of COVID-19, they must immediately mandatorily self-isolate and call a health care provider.

Warren Gillis
 Warden
 Corrections
 Department of Justice
 Government of the Northwest Territories

Fort Smith Correctional Centre
 111 McDougal Road
 Fort Smith, NT. Canada X0E 0P0
 Phone 867-872-6558 or 867-872-0283
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www.gov.nt.ca

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Anthony Jones

From: Warren Gillis
Sent: June 18, 2020 3:33 PM
To: Andrea Steed; Ann Pischinger; Anna MacLeod; Anthony Jones; Athena Sharp; Brenna MacKay-Johnson; Cindi Loutit; Colinda Laviolette; Courtney Kaeser; Delores Taylor; Dianne Dul; Doreen S. Schaefer; Eileen Tourangeau; Emilie Hudson; Erica MacDonald; Flora Abraham; Gaby Koehler; Genevieve Cote; Georgina Skippings; Janelle Minute; Jenny Belyea; Jessica Shymkiw; Katherine Lapointe; Kelly Kenny; Khaled El Mostapha; Kimberly Bennett; Kristen Froese; Kristy Evans; Krystal Brown; Laura Hunter; Linda Germo; Lois Mezenberg; Loretta L. Laviolette; Marie-Pier Garant; Mary Cochrane-MacDonald; Mary-Lynn Berton; Michaela Douglas; Michelle A MacDonald; Miranda Norn; Nilam Ambawalage; Rhona Kindopp; Saskia Van Mourik; Sonia H. Davenport; Taylor Phillips; Trudy Rose
Cc: Adam Wiedrick; Augustine Okolie; Balaji Rajasekaran; Bradley Brake; Cheyenne Paulette; Chris Heidema; Donna Bourque; Doug Meidl; Duncan Burke; Dwight Norn; Ed Hunter; Eugene Gagnon; Freda Emile; Gordon Villeneuve; Jeremy Beamish; Jerry Dion; Kelvyn Modeste; Kevin Dionne; Kyle Laviolette; Margo Ziemann; Paul Cumming; Robin Durno-Allen; Shane Mandeville; Thomas Mabbitt; Toko MacDonald; Tom Wasylshyn; Travis Phinney; Treyton Bird; Tyrrell Phinney
Subject: FW: Leave requirements for self-isolation

FYI – LEAVE REQUIREMENT FOR SELF ISOLATION

Warren Gillis
Warden
Corrections
Department of Justice
Government of the Northwest Territories

Fort Smith Correctional Centre
111 McDougal Road
Fort Smith, NT, Canada X0E 0P0
Phone 867-872-6558 or 867-872-0283
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From: Lynn Brookson
Sent: Thursday, June 18, 2020 3:14 PM
To:

Cc:
Subject: Leave requirements for self-isolation

*Please share with staff in your division or program area.
Thank you.*

Sent on behalf of Karen Robertson, Client Service Manager

Good Afternoon,

Choosing not to travel outside the NWT and Nunavut is one of the best ways to prevent the spread of COVID-19 in the territory. The Government of the Northwest Territories strongly urges all employees to avoid all non-essential, out-of-territory travel over the summer. However, we also recognize that many employees may still choose to travel outside NWT and Nunavut over the coming months.

Over the coming weeks, please take the time to talk with your employees about their upcoming vacation plans and ensure that they understand:

- the requirement to self-isolate if they've travelled outside the NWT and Nunavut; and
- that they will need to use leave to cover the self-isolation period if they are not able to work remotely upon their return.

The following points provide an overview of what you should be discussing with your employees and further information is available on [MyHR](#).

Preventing the spread

- Avoiding non-essential, out-of-territory travel is the best way you can help to prevent the spread of COVID-19 in the Northwest Territories.

Self-isolation

- If you do choose to travel outside the territories, the Chief Public Health Officer's Orders concerning out-of-territory travel are still in place.
- **You will be required to self-isolate for 14 days upon your return if you travel outside the NWT and Nunavut.**
- You will need to have an isolation plan approved by Protect NWT for when you return.
- You also need to consider *where* you will self-isolate. Residents who have travelled outside of the territories may only self-isolate in one of Yellowknife, Inuvik, Hay River or Fort Smith.

Leave requirements

- **You must request leave for your vacation and any required self-isolation before you travel if you cannot work remotely.**
- Effective July 1st, 2020, if you leave the NWT and Nunavut on non-essential travel, you will be required to use annual, lieu or leave without pay for the 14-day self-isolation period if you are unable to work remotely upon your return. If you are currently outside of the NWT, you will continue to be able to access special leave for the isolation period if you are unable to work remotely upon your return.

- Non-essential travel is discretionary in nature and includes travel for the purposes of tourism, recreation, shopping, and entertainment. It does not include medical travel nor travel due to a death in the employee's immediate family or where a member of the employee's immediately family becomes seriously ill.
- Where operationally feasible, approval may be granted to work remotely from home during the isolation period, but that arrangement must be requested and approved by your supervisor prior to your departure.
- If your trip was essential (i.e. medical travel), you may be able to access special leave during the isolation period if unable to work remotely upon your return.
- More information about out-of-territory travel and leave requirements are available on MyHR.

Thank you for helping us get this message out to our employees. Limiting non-essential out-of-territory travel and enforcing the 14-day period of self-isolation is critical in reducing the risk of COVID-19 transmission in the Northwest Territories.

Thank you,

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

Karen Robertson

Client Service Manager / Gestionnaire du service à la clientèle
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