

May 25, 2021

Dear X:

**Re: You are entitled to the information you requested - 2021-00695-JUS**

Justice received your application for access to information under the *Freedom of Information and Protection of Privacy Act* on April 12, 2021.

In your application, you requested a copy of the following records:

*I am requesting records documenting probation office entry and exit COVID-19 screening procedures for people on probation and other individuals currently on community release and probation staff. (Date Range for Record Search: From 02/29/2020 To 03/29/2020)*

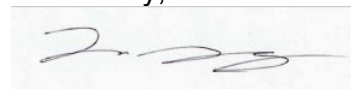
Responsive records have been located and are attached.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is attached. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please be advised that a de-identified copy of this disclosure letter and the attached response to your FOIPOP application will be made public after 14 days. The package will be posted online at <https://openinformation.novascotia.ca/>. The letter will not include your name, address or any other personal information that you have supplied while making your application under FOIPOP.

Please contact Tim Gregory at 902-424-3773 or by e-mail at [timothy.gregory@novascotia.ca](mailto:timothy.gregory@novascotia.ca), if you need further assistance regarding this application.

Yours truly,



Tim Gregory  
IAP Administrator

Attach.

**MacKinnon Ballah, Dina J**

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**From:** Sampson, Lisa  
**Sent:** March 23, 2020 11:07 AM  
**To:** MacKinnon Ballah, Dina J  
**Subject:** RE: Good morning ladies :)

I guess we'll need lots of wipes and paper towel

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**From:** MacKinnon Ballah, Dina J <Dina.MacKinnon-Ballah@novascotia.ca>  
**Sent:** March 23, 2020 10:08 AM  
**To:** Sampson, Lisa <Lisa.Sampson@novascotia.ca>  
**Cc:** MacDonald, Linda J <Linda.J.MacDonald@novascotia.ca>  
**Subject:** RE: Good morning ladies :)

Good Morning Lisa, Hope you had a great weekend and all is well with your family.

Let me know if you need anything. Just as an FYI, I will be working from home tomorrow instead of Linda. There is bad weather in the forecast tomorrow so Linda graciously agreed to come into the office.

I haven't received any updates yet as to changes with working in the office. As it is now we will continue to work on a rotation schedule.

Having said that, we all have to be diligent when in the office and strictly adhere to social distancing practices. This means working within our own work space and keeping a distance of 3 meters apart. Do your best to wipe down your own workstations and if you are touching anything in a common area such as the printer, or kitchen area, that you wipe the surface area down. We truly have to be diligent. Below are a few other ways to slow the spread of infections:

- Wash your hands frequently.
- Stay home if you are symptomatic (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes or cutlery.

Thank you guys, these are truly unprecedented times!!

Dina

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**From:** Sampson, Lisa <Lisa.Sampson@novascotia.ca>  
**Sent:** March 23, 2020 8:39 AM  
**To:** MacKinnon Ballah, Dina J <Dina.MacKinnon-Ballah@novascotia.ca>; MacDonald, Linda J

<[Linda.J.MacDonald@novascotia.ca](mailto:Linda.J.MacDonald@novascotia.ca)>

**Subject:** Good morning ladies :)

Lisa Sampson  
Probationn Officer  
Department of Justice  
Correctional Services  
15 Kennedy Street, Suite 301  
Port Hawkesbury, NS, B9A 2Y1  
(P) 902-625-2349  
(F) 902-625-4087



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See attached Coping with Stress  
Sent from my iPhone

Begin forwarded message:

**From:** "MacDougall, Brian N" <[Brian.MacDougall@novascotia.ca](mailto:Brian.MacDougall@novascotia.ca)>  
**Date:** March 24, 2020 at 3:09:33 PM ADT  
**To:** "Dolhanty, Valerie Anne" <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>, "Decoste, Melissa J" <[Melissa.Decoste@novascotia.ca](mailto:Melissa.Decoste@novascotia.ca)>, "Chisholm, William P" <[William.Chisholm@novascotia.ca](mailto:William.Chisholm@novascotia.ca)>, "Nielsen, Erik N" <[Erik.Nielsen@novascotia.ca](mailto:Erik.Nielsen@novascotia.ca)>, "Winfield, Gina L" <[Gina.Winfield@novascotia.ca](mailto:Gina.Winfield@novascotia.ca)>, "Ray, Daniel H" <[Daniel.Ray@novascotia.ca](mailto:Daniel.Ray@novascotia.ca)>, "Ellis, Heather Jean" <[Heather.Ellis@novascotia.ca](mailto:Heather.Ellis@novascotia.ca)>, "Furey, Brad J" <[Brad.Furey@novascotia.ca](mailto:Brad.Furey@novascotia.ca)>, "Cossar, Janice" <[Janice.Cossar@novascotia.ca](mailto:Janice.Cossar@novascotia.ca)>, "Aitken, Janis M" <[Janis.Aitken@novascotia.ca](mailto:Janis.Aitken@novascotia.ca)>, "Greek, Corey W" <[Corey.Greek@novascotia.ca](mailto:Corey.Greek@novascotia.ca)>, "Forsey, James R" <[James.Forsey@novascotia.ca](mailto:James.Forsey@novascotia.ca)>, "Bushen, Aleshia L" <[Aleshia.Bushen@novascotia.ca](mailto:Aleshia.Bushen@novascotia.ca)>, "Williams, Andre" <[Andre.Williams@novascotia.ca](mailto:Andre.Williams@novascotia.ca)>, "Quinn, Michael D" <[Michael.Quinn@novascotia.ca](mailto:Michael.Quinn@novascotia.ca)>, "Robertson, Tammy" <[Tammy.J.Robertson@novascotia.ca](mailto:Tammy.J.Robertson@novascotia.ca)>, "Warren, Mike L" <[Mike.Warren@novascotia.ca](mailto:Mike.Warren@novascotia.ca)>, "Matheson, Allister T" <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>, "MacKinnon Ballah, Dina J" <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>, "Martin, Jeffrey D" <[Jeffrey.Martin@novascotia.ca](mailto:Jeffrey.Martin@novascotia.ca)>  
**Cc:** "Beumer, Remco R" <[Remco.Beumer@novascotia.ca](mailto:Remco.Beumer@novascotia.ca)>  
**Subject:** FW: Coping with COVID-19

FYI and distribution.  
B

**From:** Young, Brenda Lynn <[Brenda.Young@novascotia.ca](mailto:Brenda.Young@novascotia.ca)>  
**Sent:** March 24, 2020 3:06 PM  
**To:** MacDougall, Brian N <[Brian.MacDougall@novascotia.ca](mailto:Brian.MacDougall@novascotia.ca)>; Beumer, Remco R <[Remco.Beumer@novascotia.ca](mailto:Remco.Beumer@novascotia.ca)>  
**Subject:** FW: Coping with COVID-19

Staff may already have this, but wanted to make sure. A little different for us as many are working from home and some not coming in at all.

Thanks

Thanks Mike great job!  
Tammy

Sent from my iPhone

On Mar 26, 2020, at 2:56 PM, Quinn, Michael D <[Michael.Quinn@novascotia.ca](mailto:Michael.Quinn@novascotia.ca)> wrote:

Jeff/Tammy,

Due to the restricted entry at the Dartmouth Courthouse, please review the below process to partner with Sheriff Services for mail delivery and unannounced offender's arriving at the Dartmouth

Courthouse. If there is no objections or changes, I will send an email to both of you with Remco and Ryan Croft cc'd. Jeff you and I will be able to distribute the email to our teams. Tammy, Remco asked for you not to share with the Bedford Team unless we scale down to the one (1) office model in Dartmouth and they are required to be at Dartmouth.

A. Mail delivery: Mail delivery is permitted to be dropped off at the Probation Offices.

B. Offender arrival at Courthouse:

- 1) If the offender arrives at the Dartmouth Courthouse looking to go to the Dartmouth Probation Office or HYAC, the Sheriff will direct the offender to contact the phone numbers identified for Dartmouth Probation or HYAC as outlined in the notices posted on the doors. If the offender states he/she does not have a phone and needs to see a Probation Officer, the following steps will be taken by the Sheriff's.
  - 2) The Sheriff Service will conduct the COVID-19 screening assessment as utilized by 811 services.
  - 3) If the offender passes the screening tool, the Sheriff agreed to:
    - escort the offender to the appropriate office
    - wait while the offender is processed quickly by the Probation Officer (confirm address, phone number, any changes and provided a next report date)
    - escort the offender back out.

In order to avoid unnecessary waiting by the Sheriff, Probation staff are to wait with entering documentation (notes in JEIN and NRD appt's in calendars) until offender leaves with Sheriff escort.

- 4) If a situation occurs where its determined the offender will need or is required to meet with a Probation Officer for longer than the (recommended) brief check-in appt :
  - The Sheriff providing the escort will be informed of this requirement immediately
  - The offender will be seen at the front window or if necessary in secure interview room
  - Once done, the offender will be escorted back to Sheriff station area by the Probation Officer while exercising recommended SOCIAL DISTANCING.
  - The Probation Officer will inform the offender this approach will be taken.
  - The offender is must be escorted directly back to the Sheriff station. The offender is not permitted to move throughout the building unsupervised.  
If the offender fails to comply with this directive inform the Sheriff.
  - The Probation Officer can use any PPE, like rubber gloves, to handle door knobs when exiting from/returning to office after the escort followed by disinfecting/ hand washing etc.
- 5) If the offender is screened with the 811 approved COVID-19 tool and denied entrance to the building, the Sheriff will contact appropriate office with the phone numbers provided or come to the appropriate office to request a Probation Officer come to main area to provide next reporting appointment card.

**From:** Nielsen, Erik N  
**Sent:** Mon, 16 Mar 2020 18:27:59 +0000  
**To:** MacGregor, Andrea M;Ellis, Vanessa;Gould, Krista L;Grover, Marie C;Harris-MacDonald, Stephanie;MacDonald, Shari Leah;Morgan, Mindy D;Smith, Shellie D  
**Subject:** Office contingency plan

Good day everyone!

As per our meeting, please see below noted summary.

1. All offenders will be re-scheduled to phone appointments only. For those offenders that cannot be reached to a phone appointment, or show up unscheduled, they can be seen in the Secure Interview room.
2. Please review your caseload to determine which offenders can be designated Administrative Inactive Status. Normally you would need to have the offender sign the AIS form, however this is being waived at this time, you only need to review the directions over the phone and note on JEIN.
3. All Satellite work sites are closed until further notice.
4. All scheduled ARJ in person sessions have been cancelled until further notice.
5. All group programming has been cancelled until further notice.
6. We must be mindful to ask clients that report in person, whether they have any symptoms, or if they have had contact with anyone that was recently out of country. I have circulated an 811 questionnaire of what to watch for.
7. There will be two PO's and one support staff reporting to the office, and the rest will work from home. This of course is fluid and can change. It was easier to have the four PO's rotate a schedule, however I will also be in at times, and available to fill in when needed.
8. Staff that are not scheduled to report to the office, will work from home, unless they have a previously arranged VL or leave day.
9. All staff that are able must take their cell phones and Laptops home with them, when working from home.
10. I am sure I missed something, and the above noted may change daily! Please see below noted schedule, update you calendars accordingly, so we all know when staff are expected to be at work or home.

Thanks everyone, I am confident that providing we all do our part, this will be over soon!



Mar 17<sup>th</sup>- Shellie, Krista, Erik likely at jail for install, Marie

Mar 18<sup>th</sup>- Krista, Vanessa, Shari

Mar 19<sup>th</sup>- Shellie, Vanessa, Shari

Mar 20<sup>th</sup>- Erik, Marie

Mar 23<sup>rd</sup>-Vanessa, Shellie, (Admin TBD)

Mar 24<sup>th</sup>-Vanessa, Shellie, (Admin TBD)

Mar25th-Krista, Steph, (Admin TBD)

Mar 26<sup>th</sup>- Krista, Steph, (Admin TBD)

Mar 27<sup>th</sup>- Krista, Steph, (Admin TBD)

Mar 30<sup>th</sup>- Shellie, Vanessa, (Admin TBD)

Mar 31<sup>st</sup>- Shellie, Vanessa, (Admin TBD)

Apr 1<sup>st</sup>- Krista, Steph, (Admin TBD)

Apr 2<sup>nd</sup>- Krista, Steph, (Admin TBD)

Apr 3<sup>rd</sup>- Shellie, Erik, Shari

Erik Nielsen,  
Senior Probation Officer/Electronic Supervision Coordinator  
NS Dept. of Justice, Correctional Services  
161 Terra Cotta Dr. Suite 2  
New Glasgow NS, B2H 6B6  
P-902-752-3273  
F-902-755-7187  
C-902-759-0417



In response to COVID 19 and to ensure the health and safety of staff and the general public the following directive is to be implemented in all Community Corrections offices immediately:

Not responsive

- Walk in clients/or general public will no be permitted past secure reception areas. Offenders who report in person are to be seen either in a secure interview room and or at the reception counter. Modified reporting as per policy14.03.00 Section 8.2.4 can be used at this time.

Not Responsive

Not responsive

---

**From:** Forsey, James R  
**Sent:** March 18, 2020 9:49 AM  
**To:** MacKinnon Ballah, Dina J <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>; Dolhanty, Valerie Anne <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>; Matheson, Allister T <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>  
**Subject:** RE: reporting

Just to add, I've gotten the best results texting people on our caseload from my work phone.

**James Forsey**  
Senior Probation Officer  
Justice, Correctional Services  
North Sydney, NS  
(902)794-5124 t  
(902)794-5140 f



---

**From:** MacKinnon Ballah, Dina J <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>  
**Sent:** March 18, 2020 9:43 AM  
**To:** Dolhanty, Valerie Anne <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>; Matheson, Allister T <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>; Forsey, James R <[James.Forsey@novascotia.ca](mailto:James.Forsey@novascotia.ca)>  
**Subject:** RE: reporting

I am just going through Melissa's case load so I was going to try to call people, if they have numbers, to explain the reporting process, but I like your idea of sending a letter if I can't reach them.

Dina

**From:** Dolhanty, Valerie Anne <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>  
**Sent:** March 18, 2020 9:39 AM  
**To:** Matheson, Allister T <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>; Forsey, James R <[James.Forsey@novascotia.ca](mailto:James.Forsey@novascotia.ca)>; MacKinnon Ballah, Dina J <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>  
**Subject:** reporting

Hi Guys,

Are we seeing only high risk offenders in secure interview rooms (if we have them). Are we sending letters to other offenders to report by phone? Not sure if we should be sending letters out to explain the process due to the virus.

Valerie Dolhanty, Senior Probation Officer  
Justice, Correctional Services  
66 Wentworth Street Suite 100  
Sydney NS B1P 6T4  
Ph: (902) 563-3582  
Cell (902) 578-4925

Not responsive

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**From:** Forsey, James R  
**Sent:** March 18, 2020 9:48 AM  
**To:** Dolhanty, Valerie Anne <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>; Matheson, Allister T <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>; MacKinnon Ballah, Dina J <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>  
**Subject:** RE: reporting

I told everyone here to do their best to call people and tell them not to report. We put a sign up saying if you are unwell or travelled, etc, not to come in and call your PO. We took the chairs out of our waiting room, and when people come in unexpectedly, we tell them to leave and phone us.

**James Forsey**  
Senior Probation Officer  
Justice, Correctional Services  
North Sydney, NS  
(902)794-5124 t  
(902)794-5140 f



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**From:** Dolhanty, Valerie Anne <[Valerie.Dolhanty@novascotia.ca](mailto:Valerie.Dolhanty@novascotia.ca)>  
**Sent:** March 18, 2020 9:39 AM  
**To:** Matheson, Allister T <[Allister.Matheson@novascotia.ca](mailto:Allister.Matheson@novascotia.ca)>; Forsey, James R <[James.Forsey@novascotia.ca](mailto:James.Forsey@novascotia.ca)>; MacKinnon Ballah, Dina J <[Dina.MacKinnon-Ballah@novascotia.ca](mailto:Dina.MacKinnon-Ballah@novascotia.ca)>  
**Subject:** reporting

Hi Guys,

Are we seeing only high risk offenders in secure interview rooms (if we have them). Are we sending letters to other offenders to report by phone? Not sure if we should be sending letters out to explain the process due to the virus.

Valerie Dolhanty, Senior Probation Officer  
Justice, Correctional Services  
66 Wentworth Street Suite 100  
Sydney NS B1P 6T4  
Ph: (902) 563-3582  
Cell (902) 578-4925

## Quinn, Michael D

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**From:** Quinn, Michael D  
**Sent:** March 26, 2020 3:24 PM  
**To:** Martin, Jeffrey D  
**Cc:** Beumer, Remco R; Croft, Ryan G; Robertson, Tammy  
 (Tammy.J.Robertson@novascotia.ca)  
**Subject:** Dartmouth Courthouse - Mail Delivery/Offender Access

Jeff,

Due to restricted entry at the Dartmouth Courthouse because of COVID-19 protocols, see the below process developed with Sheriff Services to address mail delivery and offender access to HYAC and the Dartmouth Probation Office. Please share with your staff and ensure this process is followed as outlined.

- A. Mail delivery: Mail deliveries are permitted to be dropped off at the Probation Offices.
- B. Offender arrival at Courthouse:
- 1) If the offender arrives at the Dartmouth Courthouse looking to go to the Dartmouth Probation Office or HYAC, the Sheriff will direct the offender to contact the phone numbers identified for Dartmouth Probation or HYAC as outlined in the notices posted on the doors. If the offender states he/she does not have a phone and needs to see a Probation Officer, the following steps will be taken by the Sheriff's.
    - 2) The Sheriff Service will conduct the COVID-19 screening assessment as utilized by 811 services.
    - 3) If the offender passes the screening tool, the Sheriff agreed to:
      - escort the offender to the appropriate office
      - wait while the offender is processed quickly by the Probation Officer (confirm address, phone number, any changes and provided a next report date)
      - escort the offender back out.

In order to avoid unnecessary waiting by the Sheriff, Probation staff are to wait with entering documentation (notes in JEIN and NRD appt's in calendars) until offender leaves with Sheriff escort.

- 4) If a situation occurs where its determined the offender will need or is required to meet with a Probation Officer for longer than the (recommended) brief check-in appt :
  - The Sheriff providing the escort will be informed of this requirement immediately
  - The offender will be seen at the front window or if necessary in secure interview room
  - Once done, the offender will be escorted back to Sheriff station area by the Probation Officer while exercising recommended SOCIAL DISTANCING.
  - The Probation Officer will inform the offender this approach will be taken.
  - The offender is must be escorted directly back to the Sheriff station. The offender is not permitted to move throughout the building unsupervised.

If the offender fails to comply with this directive inform the Sheriff.

- The Probation Officer can use any PPE, like rubber gloves, to handle door knobs when exiting from/returning to office after the escort followed by disinfecting/hand washing etc.

5) If the offender is screened with the 811 approved COVID-19 tool and denied entrance to the building, the Sheriff will contact appropriate office with the phone numbers provided or come to the appropriate office to request a Probation Officer come to main area to provide next reporting appointment card.



277 Pleasant Street, Suite 101,  
Dartmouth, NS B2Y 4B7

Michael Quinn, Senior Probation Officer  
Community Corrections, Youth Division

Correctional Services  
902-424-4611 Office  
902-222-0212 Cell  
902-424-1525 Fax

[Michael.Quinn@novascotia.ca](mailto:Michael.Quinn@novascotia.ca)

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## Quinn, Michael D

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**From:** Quinn, Michael D  
**Sent:** March 26, 2020 3:31 PM  
**To:** Nagy, Sarah J; Moore, Terri-Lynn; Ashford, Susan L; Cormier, Tom; Pick, Lewis; Kenny, Amanda; Lorencovitch, Maureen A  
**Cc:** Bower, Lorri; Carroll, Tim; Coady, Doreen  
**Subject:** Dartmouth Courthouse - Mail Delivery/Offender Access

Hi all,

Due to restricted entry at the Dartmouth Courthouse because of COVID-19 protocols, see the below process developed with Sheriff Services to address mail delivery and offender access to HYAC and the Dartmouth Probation Office. The Dartmouth Probation Office will follow the same process.

- A. Mail delivery: Mail deliveries are permitted to be dropped off at the Probation Offices.
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277 Pleasant Street, Suite 101,  
Dartmouth, NS B2Y 4B7

Michael Quinn, Senior Probation Officer  
Community Corrections, Youth Division

Correctional Services  
902-424-4611 Office  
902-222-0212 Cell  
902-424-1525 Fax  
[Michael.Quinn@novascotia.ca](mailto:Michael.Quinn@novascotia.ca)

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**Greek, Corey W**

---

**From:** sscjs@eastlink.ca  
**Sent:** March 13, 2020 2:09 PM  
**To:** Greek, Corey W  
**Subject:** COVID-19 Protocol

**\*\* EXTERNAL EMAIL / COURRIEL EXTERNE \*\***

Exercice caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Hey Corey,

I'm wondering if you and I could have a chat about COVID-19 and the measures your office will be taking? If I remember correctly I believe you are off today.

Let me know when you're back in office and have some time to chat. 😊

Thanks so much,

**Nicolle Lovett**  
Executive Director  
South Shore Community Justice Society  
129 Aberdeen Road, Suite 208  
Bridgewater, NS  
B4V 2S7  
Phone: (902) 543-1766  
Fax: (902) 543-3177