



Justice

Correctional Services Division
810-405 Broadway, Winnipeg, Manitoba, Canada R3C 3L6
T 204-945-7291 F 204-945-5537

July 21, 2021

Kevin Walby
515 Portage Avenue
Winnipeg MB R3B 2E9

Dear Kevin Walby

Re: Your Access Request under the Freedom of Information and Protection of Privacy Act – Our File: # 2021-252

On June 21, 2021, Manitoba Justice received your applications for access under *the Freedom of Information and Protection of Privacy Act* (FIPPA) for the following:

FIPPA # 2021-252: "I am requesting all documents and electronic materials distributed to prisoners and visitors concerning COVID-19 measures taken in correctional institutions. From October 1, 2020 to December 2020."

One of the purposes of FIPPA is to allow any person a right of access to records in custody or under the control of a public body, subject to limited and specific exemptions, which are set out in the Act. Access is granted in full to the records. Responsive records are enclosed

Subsection 59(1) of FIPPA provides that you may complain about our decision respecting your request for access to the Manitoba Ombudsman. You have 60 days from the receipt of this letter to make a complaint on the prescribed form to the Manitoba Ombudsman, 750-500 Portage Avenue, Winnipeg, Manitoba, R3C 3X1; telephone: (204) 982-9130 or toll-free at 1-800-665-0531.

If you have any questions, please get in touch with Mr. Rodrigo Thome, FIPPA Access and Privacy Coordinator, at (204) 945-7806 or by mail at 1110-405 Broadway, Winnipeg, MB. R3C 3L6.

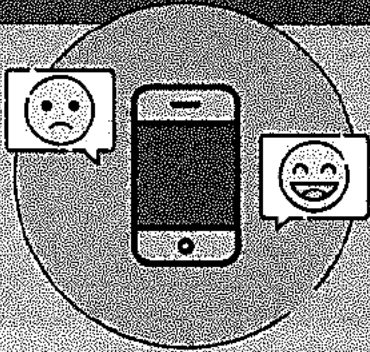
Yours truly,

Todd Clarke
Associate Deputy Minister and
Access and Privacy Officer

c. R. Thome, FIPPA Access and Privacy Coordinator



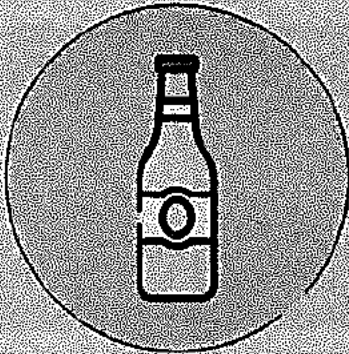
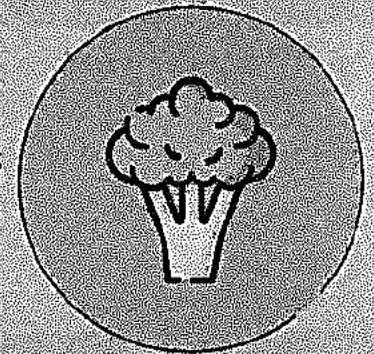
Coping with stress during the 2019-nCoV outbreak



It is normal to feel sad, stressed, confused, scared or angry during a crisis.

Talking to people you trust can help. Contact your friends and family.

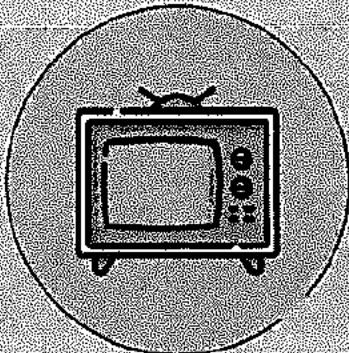
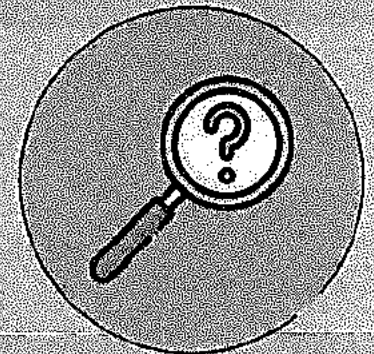
If you must stay at home, maintain a healthy lifestyle - including proper diet, sleep, exercise and social contacts with loved ones at home and by email and phone with other family and friends.



Don't use smoking, alcohol or other drugs to deal with your emotions.

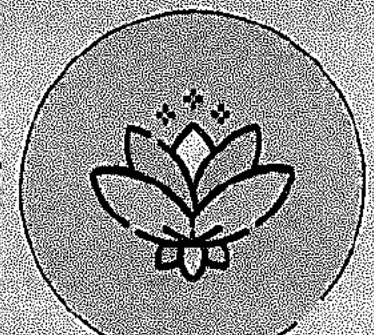
If you feel overwhelmed, talk to a health worker or counsellor. Have a plan, where to go to and how to seek help for physical and mental health needs if required.

Get the facts. Gather information that will help you accurately determine your risk so that you can take reasonable precautions. Find a credible source you can trust such as WHO website or, a local or state public health agency.



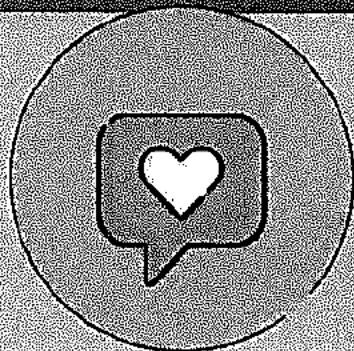
Limit worry and agitation by lessening the time you and your family spend watching or listening to media coverage that you perceive as upsetting.

Draw on skills you have used in the past that have helped you to manage previous life's adversities and use those skills to help you manage your emotions during the challenging time of this outbreak.





Helping children cope with stress during the 2019-nCoV outbreak



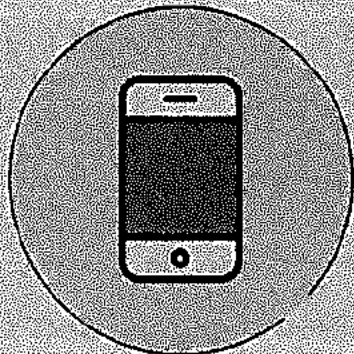
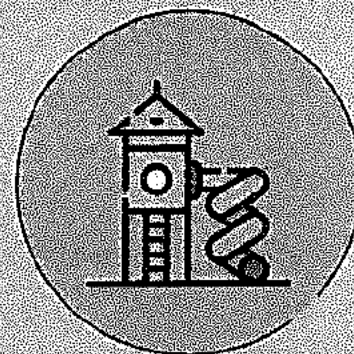
Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

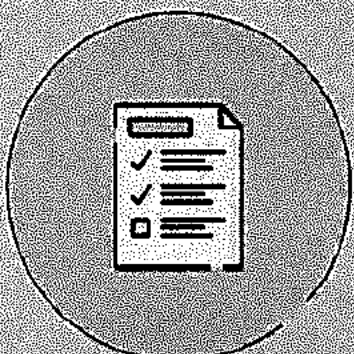
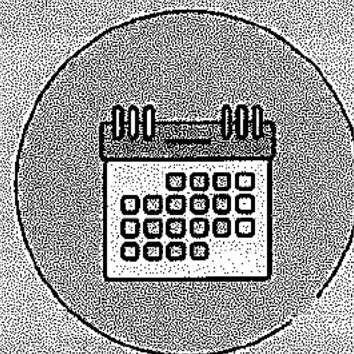
Remember to listen to your children, speak kindly and reassure them.

If possible, make opportunities for the child to play and relax.



Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.



Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

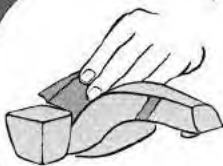
This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).

HAND HYGIENE

USING SOAP AND WATER

Use in all situations where soap and water are available

- Rinse hands with warm running water, add soap to palms and rub hands together to create lather
- Thoroughly cover all the surfaces of your hands and fingers (including nails) for 15 to 20 seconds
- Rinse under warm running water
- Dry hands thoroughly with single-use towel or hand dryer
- Turn off the tap with a clean paper towel



USING AN ALCOHOL-BASED HAND RUB

Use when soap and water are NOT available, except if hands are visibly soiled

- Take a small amount of alcohol-based hand rub (about the size of a nickel)
- Rub it on your fingertips, both sides of your hands and between your fingers
- Continue to rub until your hands are dry
- There is no need to rinse or dry

Warning: The product is flammable when wet so ensure your hands are dry before performing another task.



HELP
PREVENT
THE SPREAD OF
INFECTION

COUGH ETIQUETTE

COVER YOUR COUGH



- Cover your mouth and nose with a tissue when you cough or sneeze

OR

- Cover your mouth and nose using your upper sleeve, not your hands, when you cough or sneeze

- Put the used tissue in a waste basket

- Wash your hands with soap and water

OR

- Clean them with an alcohol-based hand rub if soap and water are not available

If you're visiting a hospital or personal care home when you have a cough or cold, you may be asked to put on a surgical mask to protect others from infection.

HELP
PREVENT
THE SPREAD OF
INFECTION

COVID-19 IS HERE, MANITOBA

It only takes one person to infect many.
DON'T BE THAT ONE PERSON.

PROTECT yourself, PROTECT your loved ones and PROTECT your community

SOCIAL DISTANCING (also called Physical Distancing) is the best way to reduce the spread of viruses like COVID-19 during an outbreak. It means changes to our day-to-day lives to minimize close contact with others, whether we know them or not. With patience and cooperation, we can do this, and we need to do it NOW.

DO THIS:



Keep at least 2 arms lengths away

We still need to go out in public for things like essential appointments and shopping. Where possible, spending time outside and utilizing green spaces is also important. In all situations, keep at least **2 metres or 6 feet** from others as much as possible. This only applies if you don't feel sick. If you feel sick, you must stay home.



Stay home as much as possible

Things you can do at home like reading, watching TV, playing games, sitting on your deck, spring cleaning, yard work, and cooking are all good! **Staying home whenever possible makes us all safer right now.**



Shop wisely

There are things we need like groceries, fuel and the like. Where possible, use online shopping and home delivery. Please remember that panic buying is not needed. **Finally remember that if you feel sick, do not go out – you must stay home.**



Use technology to keep in touch

We all need to keep in touch with our friends and loved ones, especially when keeping physical distance. Phone calls, texting, and video chats are all great options.



ALSO REMEMBER:

- Wash your hands for at least 20 seconds and avoid touching your face
- Cough or sneeze into the bend of your arm
- Disinfect frequently-used surfaces often

DON'T DO THIS:



Non-essential gatherings

We all need to avoid things like parties, weddings, birthdays, play-dates, sleepovers for kids and other non-essential visitors to our homes. Also, avoid all non-essential travel.



Physical greetings

Handshakes and hugs are out. We need to get good at non-physical greetings like waving or nodding. Limiting unnecessary touching makes us all safer right now.



Touching surfaces people touch often

Walking or exercising outside is good, but keep your distance from others and avoid things like hand rails, public play structures and public phones whenever possible.



Contact with people at higher risk

We all have a responsibility to protect those in our community who are most at risk from COVID-19, which includes the elderly and those with other health conditions. We can use non-physical ways to stay in touch, and where possible we can help these people with getting groceries and other essential errands.

FOR MORE INFO VISIT: covid19manitoba.ca

STAY SAFE, STAY STRONG
WE'RE IN THIS TOGETHER, MANITOBA.

Manitoba 

COVID-19 EST ICI, AU MANITOBA

Nous devons tous être responsables
et garder nos distances sociales, **MAINTENANT.**

PROTÉGEZ-vous, PROTÉGEZ vos proches, PROTÉGEZ notre communauté.

LA DISTANCE SOCIALE (également appelée distance physique) est la meilleure façon de ralentir la propagation de virus comme la COVID-19 lors d'une épidémie. Cela signifie des changements dans notre vie de tous les jours pour minimiser les contacts avec les autres, que nous les connaissons ou non. Avec de la patience et de la coopération, nous pouvons le faire et nous devons le faire **MAINTENANT.**

À FAIRE :



Gardez au moins 2 longueurs de bras de distance

Nous devons encore sortir en public pour des choses comme les rendez-vous essentiels et les achats de première nécessité. Dans la mesure du possible, passer du temps à l'extérieur et utiliser les espaces verts est également important. Dans toutes les situations, gardez **au moins 2 mètres ou 6 pieds de distance** avec les autres autant que possible. Cela ne s'applique que si vous ne vous sentez pas malade. **Si vous vous sentez malade, vous devez rester à la maison.**



Restez à la maison autant que possible

Les choses que vous pouvez faire à la maison comme lire, regarder la télévision, jouer à des jeux, s'asseoir sur votre terrasse, faire le ménage de printemps, le jardin et cuisiner sont toutes bonnes! **Restez à la maison autant que possible contribue à la sécurité de tous et de toutes en ce moment.**



Achetez judicieusement

Il y a des choses dont nous avons besoin comme l'épicerie, le carburant, etc. Dans la mesure du possible, utilisez les achats en ligne et la livraison à domicile. N'oubliez pas que l'achat de panique n'est pas nécessaire. **Enfin, rappelez-vous que si vous vous sentez malade, vous devez rester à la maison.**



Utilisez la technologie pour rester en contact

Nous devons rester en contact avec nos amis et nos proches, surtout lorsque nous gardons une distance physique. Les appels téléphoniques, les textes et les appels vidéo sont d'excellentes options.



RAPPELLEZ-VOUS :

- Lavez-vous les mains pendant au moins 20 secondes et évitez de toucher votre visage
- Toussez ou éternuez dans le pli de votre bras
- Désinfectez souvent les surfaces qui sont utilisées fréquemment

À NE PAS FAIRE :



Rassemblements non essentiels

Nous devons tous éviter les rassemblements comme les fêtes, les mariages, les anniversaires, les rencontres, les soirées pyjama pour les enfants et autres visiteurs non essentiels dans nos maisons. Évitez également tout voyage non essentiel.



Salutations physiques

Nous devons éviter les poignées de main et les étreintes. Nous devons privilégier les salutations non physiques comme faire un signe de la main ou hocher la tête. Limiter les contacts inutiles contribue à la sécurité de tous et de toutes en ce moment.



Toucher les surfaces que les gens touchent souvent

Marcher ou faire de l'exercice à l'extérieur est une bonne chose, mais gardez vos distances avec les autres et évitez autant que possible les rampes, les structures de jeux publiques et les téléphones publics.



Contact avec des personnes à plus haut risque de COVID-19

Nous avons tous la responsabilité de protéger les membres de notre communauté les plus exposés à la COVID-19, notamment les personnes âgées et celles souffrant d'autres problèmes de santé. Nous pouvons utiliser des moyens non physiques pour rester en contact et, dans la mesure du possible, nous pouvons aider ces personnes à faire l'épicerie et d'autres achats essentiels.

Pour plus d'information, visitez : covid19manitoba.ca

RESTEZ EN SÉCURITÉ, RESTEZ FORT.
NOUS TRAVERSONS CELA ENSEMBLE, AU MANITOBA.

Manitoba 

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



COVID-19

NOVEL CORONAVIRUS

AUGUST 2020



Are you sick?

Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



Have you travelled in the past 14 days?

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

manitoba.ca/covid19

Manitoba 

COVID-19

Use of Cloth Face Masks*

**Cloth face masks are defined as non-medical masks. Canada's Chief Public Health Officer and Head of the Public Health Agency of Canada (PHAC) Dr. Theresa Tam has advised Canadians to "wear a face mask to help cut down the spread of the novel coronavirus when you are in situations where you can't always maintain proper physical distance from others".*

*Wearing a non-medical (cloth) mask does not replace physical distancing or hand washing but it can be another way to protect others around you, even if you have no symptoms. Strict hand cleaning (washing or sanitizer), social and physical distancing, and staying home when sick (or whenever possible) are the **best** ways to slow the spread of the virus.*

When to wear a cloth mask

- When staying two meters (six feet) away from others is not possible

When to remove your mask:

- For breaks
- Prior to – and during - eating a meal
- Remember to use social and physical distancing when not wearing a mask (stay 2 metres/6 feet from others)

When to change and/or wash your mask:

- At the end of your shift
- When it is visibly soiled
- When it becomes damp (sweat, humidity from breathing)
- When you have touched the front of your mask
- If the mask comes in direct contact with a client
- When you have been directly exposed to respiratory droplets (someone has coughed or sneezed into your face).

CARING FOR YOUR CLOTH MASK - WASH BEFORE USE AND AFTER EVERY USE

- Wash masks on a hot cycle in a washing machine and dry completely
- Do not share your mask with anyone
- Make sure the mask is clean and dry before wearing
- Remove and wash mask if it becomes damp or dirty



- put it into the washing machine or a bag that can be emptied into the washing machine and then disposed of
- cloth masks can be washed with other items using a hot cycle, and then dried thoroughly
- Avoid touching your face and the mask while it is being worn

Step	Putting on your mask	
1.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
2.	Place mask over your nose and mouth and secure to your head or ears with its ties or ear loops <ul style="list-style-type: none"> ○ Make sure nose and mouth are fully covered ○ The mask should fit snugly to the cheeks and there should not be any gaps ○ Clean your hands when done and continue to clean hands often while wearing the mask 	
Step	Removal during breaks	
2.	Perform strict hand hygiene	Use either alcohol based hand rub (ABHR) or liquid soap and water
3.	Remove eye/face shields if using	Clean, disinfect and store as per <u>guidelines</u>
4.	Remove mask by using the ear loops or ties at the back of the ears/head	If mask has ties - untie at base of the neck first and then at the back of the head, remove mask using the top set of ties
5.	Immediately place mask in washing machine or into a bag that can be emptied directly into washing machine and then discarded	Wash and thoroughly dry mask before reusing
6.	Put on a new, clean cloth mask when you return from your break.	
<i>Move slowly and thoughtfully - never touch the front of the mask</i>		
7.	Perform strict hand hygiene	Use either ABHR or liquid soap and water

COVID-19 Custody Release Planning (CRP) Protocol

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CRP – ALL

- All inmates receive a Custody Release Plan (CRP), with a residence identified. All CRPs are completed in consultation with Probation/RRI (where applicable).
- All inmates have access to the *Health Links COVID-19 Fact Sheet* and have the numbers to call.
- All inmates are reminded of proper social distancing and told to call Shared Health if their conditions change.
- **Planning in advance is critical.** Shelters have limited space and have Intake processes—*phone in advance!*



COVID EFFECTED

- Inmates who are COVID-19 Positive or Presumptive are being followed up by Public Health (PH).
- Inmates who are symptomatic, have been in contact with someone COVID+, or are waiting for their first test-result are not being followed by Public Health.
- Contact the Medical Unit to determine if the inmate is being followed by Public Health (PH).



WHO TO CALL

- If the inmate being released **IS** followed by PH and part of the *Alternative Isolation Program*—phone **(204) 795-3093** between between 08:30 -16:30 hrs (7 days/week), to arrange transportation to the program.
- If the inmate being released **IS NOT** followed by PH and needs shelter, phone the *Emergency Shelter Isolation Intake Unit* - **204-306-7857** between 09:00 - 17:00 hrs (7 days/week) to arrange intake.



SHELTER

- If the inmate is being followed by PH and the location to be released is the *Alternative Isolation (Hotel Program)*, phone **(204) 795-3093** to inform them and confirm in advance. Consult with the Medical Unit, as they are in touch with PH. Public Health will arrange transportation during business hours for those enrolled in the program.
- If the inmate is being followed by PH and the location to be released is an Emergency Shelter, phone **204-306-7857** to advise the *Alternative Isolation Shelter Program* of the release, transport to 777 Sergeant Ave (business hours only). After hours - transport Inmate to 75 Martha Avenue.



TRANSPORTATION

- Custody will transport inmates who are COVID Positive/Presumptive, who have no means of getting to their self isolation residence within Winnipeg.
- If the location to be released is a private residence identified in the CRP and there is nobody who can provide safe transportation – we will transport them.
- If the inmate is released *after hours* and is being tracked by Public Health, and has no place to self isolate—transfer/escort the inmate to the Main Street Project (75 Martha Ave). If space is available they may be directed to 190 Disraeli until the next day.
- If no space is available at the shelter they may direct the individual to the hospital.
- Follow the PPE Guidelines for transporting inmates - outlined in the *Pandemic Operations Document – April 22nd*

Frequently Asked Questions (FAQ)

The complexity of the COVID-19 pandemic and its effect on individuals, communities, and workplaces cannot be understated. Information is evolving rapidly, and the Manitoba Government is receiving advice from the Chief Provincial Public Health Officer at the same time as Manitobans. This means we are working around the clock with a dedicated team to assess new information, interpret health advice, assess measures that protect the health and safety of employees, and plan for increased disruptions to the work of the public service.

There are many questions that we are still working to answer. If you do not see the answer to your question here, please communicate with your supervisor/manager. New information will be added as this becomes available. Policies and guidelines for public servants will evolve as the situation changes. It is up to everyone to stay informed and play their part in preventing the spread of COVID-19.

Where can I get more information about COVID-19?

COVID-19 information is located in two key places:

- The [Manitoba Government COVID-19 website](#) provides up-to-date, evidence-based advice that all Manitobans should follow.
- Messages, policies, tools, and guidelines for public servants are located on the [MBGPS COVID-19 website](#).

Will the Manitoba Government continue to provide public services as usual?

The Manitoba Government has an obligation to provide essential services to Manitobans, and will continue to provide public services based on the advice provided by the Chief Provincial Public Health Officer.

The health and safety of our employees is a priority that is considered in all of our business continuity planning and decision-making. Depending on the evolution of the COVID-19 situation, decisions may be made about *which* public services are critical for Manitobans as well as the level of public services that would be delivered.

We know that this situation is causing staff concern about potential health risks. Our health care system is working hard and is well prepared to manage this situation. We are actively working with partners in health care at the municipal, provincial and federal levels to monitor, detect and contain this evolving issue in the province.

We will continue to monitor developments on COVID-19 and take the advice provided by Manitoba Health Seniors and Active Living, Chief Provincial Public Health Officer. We will keep employees informed of any new developments related to their work. If you have questions about how the advice provided to Manitobans relates to your work, please speak with your supervisor.

What is the Manitoba Government doing to protect its employees from COVID-19?

The health and safety of our employees is a priority for the Manitoba government.

In addition to implementing [social distancing measures](#) and recommending proper cough etiquette and hand hygiene, other measures are being taken to protect employees and the public from COVID-19.

Building managers/landlords are posting signage in the workplace, encouraging proper cough etiquette and hand hygiene to ensure staff and clients are aware of these important safety steps. Posters are available in multiple languages at: www.gov.mb.ca/health/coronavirus/providers.html

Can I work from home?

The Manitoba government continues to deliver service to Manitobans. If you are healthy and not subject to self-isolation, you should continue to come to work unless otherwise directed.

We know not all jobs in government can reasonably be done from home. Minimum service levels are being considered as part of business-continuity planning. If you have ideas about which services could be delivered in alternate ways, please share those ideas with your supervisor.

Departments will support working from home options if it is needed and possible to do so. Please talk to your supervisor if you want to discuss the possibility of working from home and whether that can be accommodated.

I unexpectedly have no one to care for my children during the day, what do I do?

Many families are in this situation as our school system has taken appropriate steps to reduce the spread of COVID-19.

If you have already considered your options for alternate arrangements and need to remain home, you should discuss working from home with your supervisor. If that is not an option, employees can access any available Family Related Leave,

vacation, or accrued overtime credits. Employees may also have the option of making up all or part of the time. All of these options should be discussed with your supervisor.

On Friday March 20, the Provincial Government announced that child care would be made available for Essential Workers during this time of the pandemic, which includes all corrections staff who are doing such incredible work during these very difficult circumstances. Those staff who need child-care options should call 204-945-0776 or (toll-free) 1-888-213-4754, or e-mail cdcinfo@gov.mb.ca.

We know this will be a stressful time for many people and we will be as flexible as possible in helping employees.

I was scheduled to take vacation before the end of March, but I have cancelled my trip. Can I carry over my vacation?

In light of current travel-related recommendations, many vacations are being cancelled. Unless your vacation approval is rescinded for operational reasons, current approvals remain in place. If you think it would be operationally useful for you to delay your vacation, you are encouraged to discuss your situation with your supervisor. The Manitoba Government has existing processes in place to approve vacation carry-over, and these processes would continue to be used in the current situation.

I am concerned that by travelling to work on public transit, I may contract COVID-19. Do I have to report to work?

Currently, there is no information to suggest that taking public transit in Manitoba poses any increased risk for acquiring COVID-19.

The City of Winnipeg is reporting the measures Winnipeg Transit is undertaking to minimize the risk of using the public transportation system. For up-to-date information on Winnipeg Transit and other Winnipeg services, visit <https://www.winnipeg.ca/emergweb/covid-19/default>.

The Manitoba Government will continue to reassess its advice to employees as the situation evolves and new recommendations are provided by the Chief Provincial Public Health Officer.

Should I come to work if I am sick, or based on recent travel, have been to a location where self-isolation upon return is recommended? Or, what if someone in my home is recommended to self-isolate?

If you are sick, you should stay home. If someone in your home has been asked to self-isolate, please follow the advice provided on the [Manitoba Government COVID-19 website](#).

Staff need to make choices that are right for them, their families and their co-workers. If you feel that you are getting a cold or the flu, follow the advice on the website, which includes calling Health Links at 204-788-8200 or toll-free 1-888-315-9257 for advice on when to visit a medical facility.

Staff returning from international travel are required to self-isolate for 14 days (from the arrival date) and should not report for work during this time.

Even if you are confident that you have not been exposed to the Coronavirus, if you are coughing, have a runny nose or are otherwise exhibiting any symptoms that are consistent with the flu, it is important that you consider the potential concern that this may cause your co-workers and you are encouraged to stay home until such time as your symptoms have resolved.

Do I need to provide a doctor's note if I am away?

While the province does, under normal circumstances, have the ability to request a sick note when an employee is away ill, we understand that COVID-19 is putting additional pressure on our health system. In order to best support our employee's health, and not put unnecessary strain on the health system, medical notes will not be required. Staff in our custody centres are required to provide a statutory declaration – staff and senior manager signatures are required.

However, there may be situations where a medical note related to an absence or a return to work is necessary. In these cases, managers should contact their Human Resource Consultant before requesting documentation from the employee. The collection of personal information related to illness may be necessary for the employer to manage its workforce and to contain any potential spread of an infection within the Manitoba Government, and will be done in accordance with the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act.

If I am sick, or based on medical advice am required to self-isolate for 14 days, will I be paid my normal salary?

If you are not able to come to work because you are sick or advised to self-isolate, you may be able to use sick leave or other paid leave credits such as vacation or accrued overtime.

If you are required to self-isolate, consideration will be given, based on your role, to establishing a working from home arrangement. If you are unable to work from

home or have no paid leave credits accrued, you should speak with your manager about options to make up the time.

We know this is an unprecedented circumstance. We will support our employees to be healthy, and minimize any negative impacts. We will be as flexible as we can.

For part-time staff who are required to self-isolate, all shifts in the affected pay period will be marked off as 'sick', which would allow you to receive SL pro-rated against your hours averaged over the previous 8-week period.

Do I need to advise the employer if I have been directed to self-isolate or if I have been diagnosed with COVID-19?

No. As the employer, we need to be advised that you will be off sick and the approximate duration of the absence so that we can ensure that operational needs are met. If you wish to advise of the Coronavirus connection, that is your choice.

What do I do if a co-worker appears ill at work and this is causing me concern?

Respectfully and appropriately advise your co-worker of your concern. If you are the sick worker and your co-worker approaches you, attempt to understand their position and do not argue about the situation. Thank them for their concern and speak to your Supervisor or Manager.

If you bring this concern to your apparently sick co-worker and they do not appear to do anything, speak to your supervisor or manager who assess the situation and speak with the sick employee.

A supervisor or manager will not compel you to leave sick, but may bring the matter to a Senior Manager for review. A senior manager has the authority to put staff off sick, if this is necessary.

What would happen if an employee in my workplace is diagnosed with COVID-19 or is self-isolating?

If there is a COVID-19 laboratory diagnosis in my workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases. Anyone at risk of contracting the virus from a colleague will be notified by Public Health.

Otherwise, each employees' personal health information is theirs to manage and employees are not required to provide the employer with a health diagnosis and the employer has a responsibility to safeguard personal health information. Personal health information will not be shared with other employees.

Will employees be provided medical masks, gloves, and hand sanitizers?

Employees whose work or job duties may put them at increased risk, such as workers in residential care facilities, correctional facilities, group homes and transportation in health care settings, are advised to take normal precautions and follow the relevant [Infection Prevention and Control Guidelines](#) provided by Manitoba Health, Seniors and Active Living.

Most employees are not required to wear personal protective equipment (PPE). Your manager will determine the need for PPE based on the circumstances of each workplace and the nature of the services provided.

Public Health officials are not recommending the use of masks in public places, as there is no evidence that wearing masks significantly reduces the risk of getting the virus.

Good hand hygiene is known to provide significant protection from viral respiratory illnesses. To reduce exposure to and transmission of a range of illnesses, including COVID-19, remember to:

- wash your hands often with soap and water or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- keep your own workstation clean
- practice social distancing
- stay at home if you are sick

What do I do if I believe my workplace is unsafe?

You should immediately speak with your supervisor to explain the situation. In some cases, employees may express their concern by refusing either to come into work or by refusing certain work assignments.

The Workplace Safety and Health Act gives employees the right to refuse to work or do particular work at a workplace if they believe on reasonable grounds that the work constitutes a danger to their safety or health. This right is outlined in

most collective agreements. The work refusal process that may result from COVID-19 concerns is no different than it would be in any other situations.

Supervisors should contact their human resource consultant immediately should a refusal to work situation occur so that we can help resolve the issue and seek alternative solutions if needed.

For more information on Workplace Safety and Health expectations, please visit www.safemanitoba.com, or contact the Workplace Safety and Health Division's main switchboard at: (204)945-3446 or toll-free in Manitoba at 1-866-888-8186.

How do managers/supervisors address anxiety that some employees may be experiencing?

The risks posed by COVID-19 to Manitobans remain low at this time. However given all of the measures being taken, and in circumstances such as these, it is natural to experience anxiety.

If you feel anxious, please speak to your supervisor, who can advise you on what is being done to keep you safe, and also how to access services such as the Employee Assistance Program.

To reduce exposure to and transmission of a range of illnesses, including coronaviruses, remember to:

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- sneeze and cough into your sleeve
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- keep your own workstation clean
- practice the principles of social distancing
- avoid contact with people who are sick
- stay home if you are sick

What if I take sick leave and this pushes me over the institutional sick leave average?

Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately.

What happens if I don't have enough paid sick leave to cover my absence?

If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use of other leave banks, including next year's accrued vacation if necessary. Time limits for stat time and OT are temporarily suspended.

If staff have no leave available to them to cover an absence, Employment Insurance is also an option and there have been special arrangements made as noted on the [EI website](#) that waives the waiting period for staff off due to Coronavirus.

Frequently Asked Questions (FAQ)

The complexity of the COVID-19 pandemic and its effect on individuals, communities, and workplaces cannot be understated. Information is evolving rapidly, and the Manitoba Government is receiving advice from the Chief Provincial Public Health Officer at the same time as Manitobans. This means we are working around the clock with a dedicated team to assess new information, interpret health advice, assess measures that protect the health and safety of employees, and plan for increased disruptions to the work of the public service.

There are many questions that we are still working to answer. If you do not see the answer to your question here, please communicate with your supervisor/manager. New information will be added as this becomes available. Policies and guidelines for public servants will evolve as the situation changes. It is up to everyone to stay informed and play their part in preventing the spread of COVID-19.

Where can I get more information about COVID-19?

COVID-19 information is located in two key places:

- The [Manitoba Government COVID-19 website](#) provides up-to-date, evidence-based advice that all Manitobans should follow.
- Messages, policies, tools, and guidelines for public servants are located on the [MBGPS COVID-19 website](#).

Will the Manitoba Government continue to provide public services as usual?

The Manitoba Government has an obligation to provide essential services to Manitobans, and will continue to provide public services based on the advice provided by the Chief Provincial Public Health Officer.

The health and safety of our employees is a priority that is considered in all of our business continuity planning and decision-making. Depending on the evolution of the COVID-19 situation, decisions may be made about *which* public services are critical for Manitobans as well as the level of public services that would be delivered.

We know that this situation is causing staff concern about potential health risks. Our health care system is working hard and is well prepared to manage this situation. We are actively working with partners in health care at the municipal, provincial and federal levels to monitor, detect and contain this evolving issue in the province.

We will continue to monitor developments on COVID-19 and take the advice provided by Manitoba Health Seniors and Active Living, Chief Provincial Public Health Officer. We will keep employees informed of any new developments related to their work. If you have questions about how the advice provided to Manitobans relates to your work, please speak with your supervisor.

What is the Manitoba Government doing to protect its employees from COVID-19?

The health and safety of our employees is a priority for the Manitoba government.

In addition to implementing [social distancing measures](#) and recommending proper cough etiquette and hand hygiene, other measures are being taken to protect employees and the public from COVID-19.

Building managers/landlords are posting signage in the workplace, encouraging proper cough etiquette and hand hygiene to ensure staff and clients are aware of these important safety steps. Posters are available in multiple languages at: www.gov.mb.ca/health/coronavirus/providers.html

Can I work from home?

The Manitoba government continues to deliver service to Manitobans. If you are healthy and not subject to self-isolation, you should continue to come to work unless otherwise directed.

We know not all jobs in government can reasonably be done from home. Minimum service levels are being considered as part of business-continuity planning. If you have ideas about which services could be delivered in alternate ways, please share those ideas with your supervisor.

Departments will support working from home options if it is needed and possible to do so. Please talk to your supervisor if you want to discuss the possibility of working from home and whether that can be accommodated.

I unexpectedly have no one to care for my children during the day, what do I do?

Many families are in this situation as our school system has taken appropriate steps to reduce the spread of COVID-19.

If you have already considered your options for alternate arrangements and need to remain home, you should discuss working from home with your supervisor. If that is not an option, employees can access any available Family Related Leave,

vacation, or accrued overtime credits. Employees may also have the option of making up all or part of the time. All of these options should be discussed with your supervisor.

We know this will be a stressful time for many people and we will be as flexible as possible in helping employees.

I was scheduled to take vacation before the end of March, but I have cancelled my trip. Can I carry over my vacation?

In light of current travel-related recommendations, many vacations are being cancelled. Unless your vacation approval is rescinded for operational reasons, current approvals remain in place. If you think it would be operationally useful for you to delay your vacation, you are encouraged to discuss your situation with your supervisor. The Manitoba Government has existing processes in place to approve vacation carry-over, and these processes would continue to be used in the current situation.

I am concerned that by travelling to work on public transit, I may contract COVID-19. Do I have to report to work?

Currently, there is no information to suggest that taking public transit in Manitoba poses any increased risk for acquiring COVID-19.

The City of Winnipeg is reporting the measures Winnipeg Transit is undertaking to minimize the risk of using the public transportation system. For up-to-date information on Winnipeg Transit and other Winnipeg services, visit <https://www.winnipeg.ca/emergweb/covid-19/default>.

The Manitoba Government will continue to reassess its advice to employees as the situation evolves and new recommendations are provided by the Chief Provincial Public Health Officer.

Should I come to work if I am sick, or based on recent travel, have been to a location where self-isolation upon return is recommended? Or, what if someone in my home is recommended to self-isolate?

Staff need to make choices that are right for them, their families and their co-workers. If you feel that you are getting a cold or the flu, follow the advice on the [Manitoba Government COVID-19 website](#), which includes calling Health Links at 204-788-8200 or toll-free 1-888-315-9257 for advice on when to visit a medical facility.

Staff returning from international travel are required to self-isolate for 14 days (from the arrival date) and should not report for work during this time.

If you are sick, you should stay home. If someone in your home has been asked to self-isolate, please follow the advice provided on the Manitoba Government COVID-19 website.

Even if you are confident that you have not been exposed to the Coronavirus, if you are coughing, have a runny nose or are otherwise exhibiting any symptoms that are consistent with the flu, it is important that you consider the potential concern that this may cause your co-workers and you are encouraged to stay home until such time as your symptoms have resolved.

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