

June 11, 2021

Dear X,

Re: Your requests for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [JPS/104/2021 – JPS/105/2021]

On May 3, 2021 the Department of Justice and Public Safety (JPS) received your requests for access to the following records:

JPS/104/2021

Health, Cleaning, Distancing, and Contacts: Related to COVID-19 pandemic prevention and management, I am requesting all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issue to and measures adopted, and all records outlining protocols issued to and measures adopted by your probation offices to restrict community contact for those currently on probation or other forms of community release related to COVID-19 pandemic prevention and management. Date range: October 1 2020 to December 20 2020.

JPS/105/2021

Information Distributed: I am requesting all documents and electronic materials distributed to people on probation and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in probation offices. Date range: October 1 2020 to December 20 2020.

On May 15, you confirmed that these requests could be limited to final, formal documentation.

Please be advised that a decision has been made by the Deputy Minister for JPS to provide access to most of the requested information. However, some information has been refused in accordance with the following exceptions to disclosure, as specified in the **Access to Information and Protection of Privacy Act, 2015** (the Act):

29. (1) The head of a public body may refuse to disclose to an applicant information that would reveal
- (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister;
31. (1) The head of a public body may refuse to disclose information to an applicant where the disclosure could reasonably be expected to
- (a) interfere with or harm a law enforcement matter;
 - (c) reveal investigative techniques and procedures currently used, or likely to be used, in law enforcement;

- (l) reveal the arrangements for the security of property or a system, including a building, a vehicle, a computer system or a communications system;
- (n) adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;

Please note, in relation to JPS/105/2021 – these records were distributed to Adult Probation staff.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request as set out in section 42 of the Act (a copy of this section has been enclosed for your reference). A request to the Commissioner must be made in writing not later than 15 business days of the date of this letter or a longer period that may be allowed by the Commissioner. The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that this request will be published three business days after the response is sent electronically to you or five business days in the case where records are mailed to you. The goal is to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any questions please contact me by telephone at 709-729-7128, or by email at sonjaelgohary@gov.nl.ca.

Sincerely,



Sonja El-Gohary
ATIPP Coordinator

Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42 , the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).

Attention All Visitors

If the answer to any of the below questions is “yes”, please **do not enter the Adult Probation Office**. Return home and contact 811.

1. **Do you have a fever or signs of fever such as chills, sweats, and lightheadedness?**
2. **Do you have new or worsening respiratory symptoms such as cough, runny nose, sore throat, shortness of breath or difficulty breathing, that are not like your usual allergy symptoms?**
3. **Do you have any of the following symptoms that are new, worse, or unexplained?**
 - **Nausea and/or vomiting**
 - **Diarrhea**
 - **Muscle Aches**
 - **Headaches**
 - **Loss of or change to sense of smell or taste**
4. **Have you travelled outside Newfoundland Labrador within the last 14 days?**
5. **Are you a resident of a community along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon) who has travelled outside of these areas in the last 14 days?**
6. **In the past 14 days, have you had close contact with a person with suspect or confirmed COVID-19?**
7. **In the past 14 days, have you had close contact with a person with acute respiratory illness who travelled anywhere outside of Newfoundland and Labrador in the 14 days before their illness?**

If you are a service provider or delivery person you may contact the front desk at (number).

If you are a client reporting for supervision purposes, contact your APO directly, by phone, for further reporting instructions.

Attention All Visitors

If the answer to any of the below questions is “yes”, please **do not enter the Adult Probation Office**. Return home and contact 811.

1. **Do you have a fever or signs of fever such as chills, sweats, and lightheadedness?**
2. **Do you have new or worsening respiratory symptoms such as cough, runny nose, sore throat, shortness of breath or difficulty breathing, that are not like your usual allergy symptoms?**
3. **Do you have any of the following symptoms that are new, worse, or unexplained?**
 - **Nausea and/or vomiting**
 - **Diarrhea**
 - **Muscle Aches**
 - **Headaches**
 - **Loss of or change to sense of smell or taste**
4. **Have you travelled outside the Atlantic Provinces (New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland Labrador) within the last 14 days?**
5. **Are you a resident of a community along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon) who has travelled outside of these areas in the last 14 days?**
6. **In the past 14 days, have you had close contact with a person with suspect or confirmed COVID-19?**
7. **In the past 14 days, have you had close contact with a person with acute respiratory illness who travelled anywhere outside of the Atlantic Provinces in the 14 days before their illness**

If you are a service provider or delivery person you may contact the front desk at (number).

If you are a client reporting for supervision purposes, contact your APO directly, by phone, for further reporting instructions.



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice at the Goose Bay Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the alteration process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the alteration is to take place and will maintain appropriate social distancing at all times.

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the waiting room with the exception of a chair and an open garbage bin as it is necessary for the alteration.

- The APO is to hand sanitize and don gloves and place a Rubbermaid container with [REDACTED] on the front counter, inside of the waiting room *Only bring the supplies/equipment that is necessary for the alteration. *APO may doff gloves and hand sanitize.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin. Also place a clean mask for use by the APO after the alteration has taken place.

Prior to Permitting the Offender into the Building:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - [REDACTED]
 - Place a surgical mask, pair of gloves, hand sanitizer and an empty Ziploc bag on a chair in the building foyer, just inside the door to the building.
 - Place an open garbage bin on the floor next to the chair.
- [REDACTED] the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building [REDACTED] they will immediately be directed to leave and contact the person they wish to speak with by telephone.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer first, remove their personal mask, if wearing one, and place in a Ziploc bag and then proceed with donning of the provided mask and gloves.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- [REDACTED] before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.

After Alteration is Complete:

- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive [REDACTED].
- The APO will leave the main office space through the staff door and attend to the building foyer.
- [REDACTED]
- The APO will then step back from the offender at minimum six feet and instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the waiting room and use the hand sanitizer before donning on their own personal mask and exiting the building. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the building. *If they do not have their own personal mask.

When the Offender Leaves the Building:

- Once the offender has left the building the APO [REDACTED] and bring the supplies (chair, garbage bin and hand sanitizer) back to the waiting room of the Goose Bay Regional Probation Office. * The APO should place the supplies just inside the door and [REDACTED]
- The APO can then enter the main office space through the staff door. The APO will then doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin just inside the main office space next to the front wicket however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are

reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer and don another mask.

- The APO will reenter the waiting room to disinfect in accordance e with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at LCC

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Arrangements are to be made with LCC for application to occur.

The following procedure has been developed for this task:

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO while wearing a mask will don gloves and will place the [REDACTED] [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. [REDACTED] [REDACTED] will be placed in the same kitchen bag. Another Ziploc bag with a mask and a pair of gloves (for the prisoner) should also be placed in the kitchen bag. The kitchen bag should be lightly tied.

- The APO will place the kitchen bag of EM equipment/supplies, a pump/spray bottle of hand sanitizer, a large Ziploc bag with eye protection, mask and a pair of gloves, a small Ziploc bag with an extra pair of gloves and mask and a small Ziploc bag with small hand sanitizer in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] for transport to LCC.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to LCC:

- The APO will proceed to the main gate at LCC with the kitchen bag of equipment/supplies and the Ziploc bag with eye protection, mask and gloves. The small Ziploc bag with the gloves and the small Ziploc bag with hand sanitizer should be placed in the APO's pocket(s). The Rubbermaid container will remain [REDACTED] with the lid off and the pump/spray bottle of hand sanitizer easily accessible next to the container. _____
- The Gate Officer shall allow the APO entry. The APO will don mask, eye protection and gloves from the large Ziploc bag while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. *Small hand sanitizer in APO's pocket.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the admitting room and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The Officer who will be escorting the prisoner to the admitting room will be provided the Ziploc bag with gloves and mask for the prisoner. The prisoner being seen shall be provided with PPE which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag with the EM equipment for the residence from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the prison.

- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the eye protection must be placed in the kitchen bag with the other contaminated equipment/supplies).
- The APO should use hand sanitizer after removal of the PPE and don a clean pair of gloves and mask (if necessary) after using the hand sanitizer. *Gloves and mask (if necessary) and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from the Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Returning to the Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the [REDACTED] for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
revised September 2020**



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the Goose Bay Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the application process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the application is to take place and will maintain appropriate social distancing at all times.

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the waiting room with the exception of a chair and an open garbage bin as it is necessary for the application.
- The APO is to hand sanitize and don gloves and [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the counter of the waiting room just inside the main door.
- The APO will place a second copy of the EM agreement (filled in) on the counter with a pen for the offender to sign and leave in the waiting room. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the [REDACTED] in a Rubbermaid container and place the Rubbermaid container on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the application. *APO may doff gloves and hand sanitize.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin. Also place a clean mask for use by the APO after the application has taken place.

Prior to Permitting the Offender into the Building:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - [REDACTED]
 - Place a surgical mask, pair of gloves, hand sanitizer and an empty Ziploc bag on a chair in the building foyer, just inside the door to the building.
 - Place an open garbage bin on the floor next to the chair.
- [REDACTED] the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building [REDACTED] they will immediately be directed to leave and contact the person they wish to speak with by telephone.

- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer first, remove their personal mask, if wearing one, and place in a Ziploc bag and then proceed with donning of the provided mask and gloves.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- [REDACTED] before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.
- The APO will direct the offender to sign the EM agreement with the available pen and leave on the counter.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.

After Application of the Smart Tag is Complete:

- The APO will indicate to the offender that he/she must take home the Ziploc bag filled with EM equipment before they exit the office.
- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive [REDACTED]
- The APO will leave the main office space through the staff door and attend to the building foyer.

- [REDACTED]
- The APO will then step back from the offender at minimum six feet and instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the waiting room and use the hand sanitizer before donning on their own personal mask and exiting the building. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the building. *If they do not have their own personal mask.

When the Offender Leaves the Building:

- Once the offender has left the building the APO [REDACTED] and bring the supplies (chair, garbage bin and hand sanitizer) back to the waiting room of the Goose Bay Regional Probation Office. *The APO should place the supplies just inside the door and [REDACTED]
- The APO can then enter the main office space through the staff door. The APO will then doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin just inside the main office space next to the front wicket however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer and don a new mask.
- The APO is to reenter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.
- Prior to the APO entering the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring the APO is to place the offender's hard file open on the staff side of the counter directly below the opening in the wicket so that once the APO enters the waiting room they may slide the signed EM agreement onto the open file through the opening in the wicket.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Cleaning Practices in relation to Electronic Monitoring for Adult Probation Staff at the Goose Bay Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Hand sanitizer Disinfectant
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

General Cleaning Guidelines:

High touch surfaces

In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected to prevent potential exposure.

- Employees are expected to assess their work area and apply disinfection protocols as required.
- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and eye protection are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the waiting room or in the vacant office depending on the task involved. The equipment will be cleaned and disinfected in the waiting room when an offender presents to the office. The equipment will be cleaned and disinfected in the vacant office when the APO is returning to the office with equipment.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

A list of disinfectants for use against COVID-19 can be found on the Government of Canada's website:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant product is approved for use in the Goose Bay Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines

Task(s):

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**
- **Returning to the Office after attending to the Labrador Correctional Centre (LCC).**

The cleaning process is as follows:

- Upon returning to the Goose Bay Regional Probation Office, staff will enter the office space using the staff entrance.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the desk in the [REDACTED]
- APO will wash hands, and then don gloves.
- APO is to place Spray 9 and paper towel in the [REDACTED]
- APO is to place a bowl filled with clean, warm water in the [REDACTED] to be used for the equipment once clean.
- APO will enter the [REDACTED] and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin in the [REDACTED]. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the [REDACTED]
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and eye protection (if used) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and eye protection, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfecting should be the Rubbermaid container as all the other items once disinfecting should be placed into the Rubbermaid container.

- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container for next use.
- The APO will then proceed to disinfect the [REDACTED] itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the [REDACTED] and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the [REDACTED]
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin in the [REDACTED]. The APO should then proceed to wash their hands thoroughly with soap and water.

Tasks:

- **Completing Hook Ups in the Office;**
- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- If the APO has completed a Hook Up, the APO is to lay the offender's hard file open on the staff side of the counter directly under the opening in the wicket.
- Prior to entering the waiting room area, the APO will wash their hands and don gloves.
- APO is to bring and place Spray 9 and paper towel on the counter in the waiting room.
- APO is to bring and place a bowl filled with clean, warm water, on the counter in the waiting room to be used for the equipment once clean.
- APO is to pick up kitchen bag with the eye protection, if used, next to the garbage bin in the CTIII area and place on the counter in the waiting room.
- APO is to slide the signed EM agreement, if applicable, through the opening in the wicket onto the open offender's hard file. *Leave the pen for cleaning.
- APO is to remove all items from the Rubbermaid container and place on counter.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the waiting room.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and eye

protection, if used, with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.

- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and eye protection, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container where it is normally stored until the waiting room has been cleaned and disinfected before laying the bottle of hand sanitizer back into the waiting room for next use.
- The APO will then proceed to disinfect the waiting room and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the waiting room and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the waiting room.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and mask and dispose of them in the garbage bin just inside the waiting room door. The APO should then proceed to wash their hands thoroughly with soap and water.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home (Goose Bay Region)

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

s.31(1)(a);(c);(l);(n)

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender’s Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender’s home.

It is of note that removing EM equipment at an offender’s home is to be used as a last resort option, and is not to take the place of removal in the Goose Bay Regional Probation Office. Removal at the offender’s home should only occur when removal at the office is not feasible

[Redacted]

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Goose Bay Regional Probation Office:

s.31(1)(a);(c);(l);(n)

- The APO while wearing a mask will don gloves and will then place the [Redacted] and a pair of gloves into a kitchen bag and tie the bag.

- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available but needed.
- The APO will place the kitchen bag of EM equipment/supplies and a pump/spray bottle of hand sanitizer and a clean pair of gloves and a mask in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED]
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED]. The APO will don gloves and mask, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container and [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and [REDACTED]

- The offender will be instructed to place all the EM equipment [REDACTED] into the kitchen bag and place bag on their doorstep.
- The APO, still wearing gloves and a mask, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves and mask into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container.
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Returning to the Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the vacant staff office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump/spray hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**

Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC)

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC):


In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Arrangements are to be made with LCC for removal to occur.

The following procedure has been developed for this task:

s.31(1)(a);(c);(l);(n)

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO while wearing a mask will don gloves and will place  and a Ziploc bag with a mask and pair of gloves (for the prisoner) in a kitchen bag.
- The APO will place the kitchen bag of EM equipment/supplies, a pump/spray bottle of hand sanitizer, a large Ziploc bag with eye protection, mask and a pair of gloves and a small Ziploc bag with an extra pair of gloves and a mask and a small Ziploc bag with small hand sanitizer in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.

- The Rubbermaid container is to be [REDACTED]

- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to LCC:

- The APO will proceed to the main gate at LCC with the kitchen bag of equipment/supplies and the Ziploc bag with goggles, mask and gloves. The small Ziploc bag with the gloves and the small Ziploc bag with hand sanitizer should be placed in the APO's pocket(s). The Rubbermaid container will remain [REDACTED] with the lid off and the pump/spray bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall allow the APO entry. The APO will don mask, eye protection and gloves from the large Ziploc bag while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. *Small hand sanitizer in APO's pocket.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the admitting room and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The Officer who will be escorting the prisoner to the admitting room will be provided the Ziploc bag with gloves and mask for the prisoner. The prisoner being seen shall be provided with PPE which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove [REDACTED] from the kitchen bag.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place the contaminated equipment/supplies back into the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the eye protection must be placed in the kitchen bag with the other contaminated equipment/supplies).

- The APO should use hand sanitizer after removal of PPE and don a clean pair of gloves and mask (if necessary) after using the hand sanitizer. *Gloves, mask (if necessary) and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from LCC Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Return to Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the [REDACTED] for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Goose Bay Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

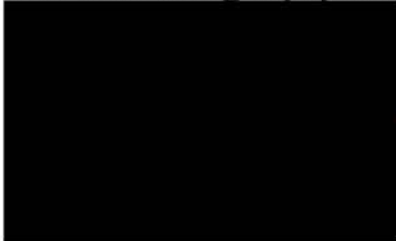
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the removal process. The second staff person will be present in the main office space but will maintain appropriate social distancing at all times.

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the waiting room with the exception of a chair as it is necessary for the removal.

- The APO is to hand sanitize and don gloves and place a Rubbermaid container with the [REDACTED] on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the removal. * APO may doff gloves and hand sanitize.
- Just inside the main office space, next to the staff side of the front wicket, the APO will place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves and will:
 - [REDACTED]
 - Place a pair of gloves and hand sanitizer on a chair in the building foyer, just inside the door to the building. APO should also place a mask in a Ziploc bag and lay on the chair in the event that an offender reports to the building without wearing their own personal mask.
 - Place an open garbage bin on the floor next to the chair.
- [REDACTED] the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building [REDACTED] [REDACTED] they will immediately be directed to leave and contact the person they which to speak with by telephone.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer and then don gloves and the mask, if not already wearing one.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- [REDACTED] before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO, while standing on the staff side of the front wicket, will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

After Removal of the Smart Tag:

- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive [REDACTED].
- The APO will leave the main office space through the staff door and attend to the building foyer.
- [REDACTED]
- The APO will then step back from the offender at minimum six feet and instruct the offender to doff the gloves and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

After Offender Leaves the Building:

- Once the offender has left the building [REDACTED] and bring the supplies (chair, garbage bin, hand sanitizer and mask, if not used) back to the waiting room of the Goose Bay Regional Probation Office. * The APO should place the supplies just inside the door [REDACTED]
- The APO can then enter the main office space through the staff door. The APO will then doff gloves. The gloves will be placed directly into the open garbage bin just inside the main office space next to the front wicket As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.

- The APO will reenter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice at the Nain Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the porch area of the building, if possible, with the exception of an open garbage bin as it is necessary for the alteration.
- The APO is to place a chair on the secure side of the porch area of the building.
- The APO is to hand sanitize and don gloves and place a Rubbermaid container with the [REDACTED] and the needed equipment [REDACTED] on the APO's office desk. *Only bring the supplies/equipment that is necessary for the alteration. *APO may doff gloves and hand sanitize.

- Just inside the APO's office place an open garbage bin and have a clean mask in the office for use by the APO after the alteration has taken place.

Prior to Permitting the Offender into the Building:

- The APO is to don, at minimum, a surgical mask, gloves and eye protection and will:
 - Place a surgical mask (in a Ziploc bag), pair of gloves and hand sanitizer on a chair on the secure side of the porch area of the building.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will pass through the opening the hand sanitizer to the offender to use first and ask the offender to pass the hand sanitizer back. (When APO is attending to the Nain Regional Probation Office they should carry the hand sanitizer back with them.)
- The APO will then pass the offender the Ziploc bag with the surgical mask and direct the offender to don the mask. *If the offender is wearing their own personal mask ask them to remove it and direct them to place it in the Ziploc bag once the surgical mask is removed.
- The APO is to then pass the offender the provided gloves to don.
- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO should remain 6 feet behind the offender.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container that is on the desk.

After Alteration is Complete:

- The APO will escort the offender to the building porch area. APO is to carry the hand sanitizer back to the building porch area.
- The APO will then speak to the offender through the glass partition in the porch area and pass through the opening the hand sanitizer and instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the porch area and use the hand sanitizer before donning of their own personal mask and exiting the building. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the building. *If they do not have their own personal mask.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin, if the property of the Probation Office, and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the eye protection will be placed in the Rubbermaid container on the APO's desk as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use hand sanitizer before donning a clean mask.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

**COVID-19 Application of Electronic Monitoring
 Smart Tags (Ankle Bracelets) at the
 Nain Regional Probation Office**

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the porch area of the building, if possible, with the exception of an open garbage bin as it is necessary for the alteration.
- The APO is to place a chair on the secure side of the porch area of the building.
- The APO is to hand sanitize and don gloves and [REDACTED] copy of wearer guide and copy of EM [REDACTED]

agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the APO's office desk.

- The APO will place a second copy of the EM agreement (filled in) on the office desk with a pen for the offender to sign and leave on the desk. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the s.31(1)(a);(c);(l);(n) in a Rubbermaid container and place the Rubbermaid container on the APO's office desk. *Only bring the supplies/equipment that is necessary for the application.
- Just inside the APO's office place an open garbage bin and have a clean mask in the office for use by the APO after the application has taken place.
- The APO may doff gloves and hand sanitize.

Prior to Permitting the Offender into the Building:

- The APO is to don, at minimum, a surgical mask, gloves and eye protection and will:
 - Place a surgical mask (in a Ziploc bag), pair of gloves and hand sanitizer on a chair on the secure side of the porch area of the building.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will pass through the opening the hand sanitizer to the offender to use first and ask the offender to pass the hand sanitizer back – APO is to carry hand sanitizer back to the Nain Regional Probation Office.
- The APO will then pass the offender the Ziploc bag with the surgical mask and direct the offender to don the mask. *If the offender is wearing their own personal mask ask them to remove it and direct them to place it in the Ziploc bag that the surgical mask had been in.
- The APO is to then pass the offender the provided gloves to don.

- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO should remain 6 feet behind the offender.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office.
- The APO will ask the offender to sign the EM agreement that is on the desk with the available pen.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container that is on the desk.

After Application of the Smart Tag is Complete:

- The APO will provide the offender with the Ziploc bag filled with EM equipment that must be taken home before they exit the office.
- The APO will escort the offender to the building porch area. APO is to carry the hand sanitizer back to the building porch area.
- The APO will then speak to the offender through the glass partition in the porch area and pass through the opening the hand sanitizer and instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the porch area and use the hand sanitizer before donning of their own personal mask and exiting the building. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the building. *If they do not have their own personal mask.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin, if the property of the Probation Office, and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the goggles will be placed in the Rubbermaid container on the APO's desk as they are reusable

and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use hand sanitizer before donning a clean mask.

- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Cleaning Practices in relation to Electronic Monitoring for Adult Probation Staff at the Nain Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Hand sanitizer Disinfectant
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

General Cleaning Guidelines:

High touch surfaces

In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected to prevent potential exposure.

- Employees are expected to assess their work area and apply disinfection protocols as required.
- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and eye protection are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

A list of disinfectants for use against COVID-19 can be found on the Government of Canada's website:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant product is approved for use in the Nain Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines**Task(s):**

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**

The cleaning process is as follows:

- Upon returning to the Nain Regional Probation Office, APO will enter the office space.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the desk in the APO's office.
- APO will wash hands, and then don gloves.
- APO is to place Spray 9 and paper towel in the office.
- APO is to place a bowl filled with clean, warm water in the office to be used for the equipment once clean.
- APO will enter the office and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin in the office. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the office.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container for next use.

- The APO will then proceed to disinfect the office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the office.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin in the office. The APO should then proceed to wash their hands thoroughly with soap and water.

Tasks:

- **Completing Hook Ups in the Office;**
- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- The APO will hand sanitize, don a clean pair of gloves.
- APO is to bring and place Spray 9 and paper towel on the desk in their office.
- APO is to bring and place a bowl filled with clean, warm water, on the desk to be used for the equipment once clean.
- APO is to place the signed EM agreement, if applicable, into the offender's hard file. *Leave the pen for cleaning.
- APO is to remove all items from the Rubbermaid container and place on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and eye protection, if used, with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and eye protection, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.

- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container where it is normally stored.
- The APO will then proceed to disinfect the office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home (Nain Region)

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

s.31(1)(a);(c);(l);(n)

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the Nain Regional Probation Office. Removal at the offender's home should only occur [Redacted]

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Nain Regional Probation Office:

s.31(1)(a);(c);(l);(n)

- The APO while wearing a mask will hand sanitize, don gloves and will then place [Redacted] and a pair of gloves into a kitchen bag and tie the bag.

s.31(1)(a);(c);(l);(n)

- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.
- The APO will place the kitchen bag of EM equipment/supplies and a pump/spray bottle of hand sanitizer and a clean pair of gloves and mask in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED]
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED]. The APO will don gloves and mask, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and [REDACTED]

- The offender will be instructed to place all the EM equipment [REDACTED] into the kitchen bag and place bag on their doorstep.
- The APO, still wearing gloves and mask, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves and mask into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container.
- The APO will then return to the Nain Regional Probation Office.

Upon Returning to the Nain Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container on the desk for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump/spray hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Nain Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

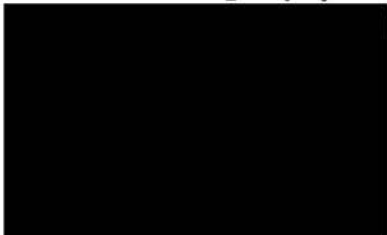
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

-
-
-
-
-
-



Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO while wearing a mask is to clear any loose items from the porch area of the building, if possible, with the exception of an open garbage bin as it is necessary for the alteration.
- The APO is to place a chair on the secure side of the porch area of the building.
- The APO will hand sanitize, don gloves and place a Rubbermaid container with the [redacted] on the APO's office desk. *Only bring the supplies/equipment that is necessary for the removal.
- Just inside the APO's office place an open garbage bin and have a clean mask in the office for use by the APO after the removal has taken place.

- The APO can doff gloves and hand sanitize.

Prior to Permitting the Offender into the Building:

- The APO is to don, at minimum, a surgical mask, gloves and eye protection and will:
 - Place a surgical mask (in a Ziploc bag), pair of gloves and hand sanitizer on a chair on the secure side of the porch area of the building.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will pass through the opening the hand sanitizer to the offender to use first and ask the offender to pass the hand sanitizer back – APO is to carry hand sanitizer back to the Nain Regional Probation Office.
- The APO will then pass the offender the Ziploc bag with the surgical mask and direct the offender to don the mask. *If the offender is wearing their own personal mask ask them to remove it and direct them to place it in the Ziploc bag that the surgical mask had been in.
- The APO is to then pass the offender the provided gloves to don.
- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO should remain 6 feet behind the offender.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office.
- The APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container [REDACTED]
- [REDACTED]
- [REDACTED]

s.31(1)(a);(c);(l);(n)

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After Removal of the Smart Tag:

- The APO will escort the offender to the building porch area. APO is to carry the hand sanitizer back to the building porch area.
- The APO will then speak to the offender through the glass partition in the porch area and pass through the opening the hand sanitizer and instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the porch area and use the hand sanitizer before donning of their own personal mask and exiting the building. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the building. *If they do not have their own personal mask.

After Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin, if property of the probation office, and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the goggles will be placed in the Rubbermaid container on the APO's desk as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice at the St. John's Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

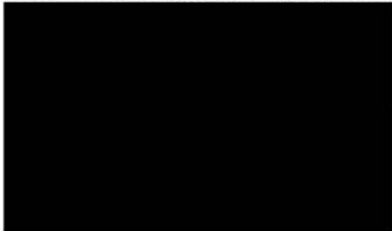
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the St. John's Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the alteration process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the alteration is to take place and will maintain appropriate social distancing at all times.

Upon APO's Arrival to the St. John's Regional Probation Office:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor and an open garbage bin as it is necessary for the alteration.
 - Place a surgical mask and pair of gloves and hand sanitizer on the counter of the waiting room just inside the main door.

- Place a Rubbermaid container with the [REDACTED] and the needed equipment [REDACTED] on the front counter, inside of the waiting room *Only bring the supplies/equipment that is necessary for the alteration.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin. Also place a clean mask for use by the APO after the alteration has taken place.

Prior to Permitting the Offender into the Office Space:

- [REDACTED]
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room [REDACTED]. Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- [REDACTED]
- While standing on the staff side of the front wicket, the APO will direct the offender to use the hand sanitizer first, remove their personal mask, if wearing one, and place on the counter and then proceed with donning of the provided mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.
- The APO will then instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the waiting room and use the hand sanitizer before donning of their own personal mask and exiting the office.
*Only doff mask if they have their own personal mask to reuse.

OR

2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the office.
*If they do not have their own personal mask.

When the Offender Leaves the Office:

- The APO can also doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the waiting room however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer and don another mask.
- The APO will reenter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.
*When entering the waiting room to begin the cleaning and disinfecting process bring the kitchen bag with the eye protection as they will also need to be cleaned/disinfected.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

The following procedure has been developed for this task:

In the St. John's Regional Probation Office:

- The APO while wearing a mask will don gloves and will place the [REDACTED] [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. [REDACTED] also be placed in the same kitchen bag. The kitchen bag should be tied.
- The APO will place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available.

- The APO will place the kitchen bag of EM equipment/supplies, pump bottle of hand sanitizer and eye protection (in a Ziploc bag) in a provided Rubbermaid container and will place the lid on securely. The APO will remove gloves prior to exiting the office and will discard in the garbage bin outside of the secure office.
- The Rubbermaid container is to be [REDACTED]
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to HMP:

- The APO will proceed to the main gate at HMP (Gate House) with the kitchen bag of equipment/supplies and the Ziploc bag with eye protection. The Rubbermaid container will remain [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the visiting room (prisoner side), and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the prison.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.

- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the eye protection must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the Gate House for use after removal of the PPE.
- The APO should don a clean pair of gloves and mask (if necessary) after using the hand sanitizer.
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from HMP Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in a vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the St. John's Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the St. John's Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the application process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the application is to take place and will maintain appropriate social distancing at all times.

Upon APO's Arrival to the St. John's Regional Probation Office:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor and an open garbage bin as it is necessary for the application.

- Place a surgical mask and pair of gloves and hand sanitizer on the counter of the waiting room just inside the main door.
- The APO will also place [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the counter of the waiting room just inside the main door.
- The APO will place a second copy of the EM agreement (filled in) on the counter with a pen for the offender to sign and leave in the waiting room. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP in relation to Electronic Monitoring.
- The APO will place the [REDACTED] in a Rubbermaid container and place the Rubbermaid container on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the application.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin. Also place a clean mask for use by the APO after the application has taken place.

Prior to Permitting the Offender into the Office Space:

- [REDACTED]
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room [REDACTED] [REDACTED] Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- [REDACTED]
- While standing on the staff side of the front wicket, the APO will direct the offender to use the hand sanitizer first, remove their personal mask, if wearing one, and place on the counter and then proceed with donning of the provided mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.

- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.
- The APO will then instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin in the waiting room and use the hand sanitizer before donning of their own personal mask and exiting the office.
*Only doff mask if they have their own personal mask to reuse.
 - OR
 2. Doff gloves but continue to wear mask and use hand sanitizer before exiting the office.
*If they do not have their own personal mask.
- The APO will then indicate to the offender that he/she must take home the Ziploc bag filled with EM equipment before they exit the office.

When the Offender Leaves the Office:

- The APO can also doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the waiting room however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer and don another mask.
- The APO is to reenter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces. *When entering the waiting room to begin the cleaning and disinfecting process bring the kitchen bag with the eye protection as they will also need to be cleaned/disinfected.
- Prior to the APO entering the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring the APO is to place the offender's hard file open on the staff side of the counter directly below the opening in the wicket so that once the APO enters the waiting room they may slide the signed EM agreement onto the open file through the opening in the wicket.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
revised September 2020**



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John's City Lock Up

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's City Lock up.

The following procedure has been developed for this task:

In the St. John's Regional Probation Office:

- The APO while wearing a mask will don gloves and will place [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. [REDACTED] will also be placed in the same kitchen bag. The kitchen bag should be tied.
- The APO will place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available.

- The APO will place the kitchen bag of EM equipment/supplies, pump bottle of hand sanitizer and eye protection (in a Ziploc bag) in a provided Rubbermaid container and will place the lid on securely. The APO will remove gloves prior to exiting the office and will discard in the garbage bin outside of the secure office.
- The Rubbermaid container is to be placed [REDACTED] for transport to the St. John's City Lock Up.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to the St. John's City Lock Up:

- The APO will proceed to the main door of the St. John's City Lock Up with the kitchen bag of equipment/supplies and the Ziploc bag with eye protection. The Rubbermaid container will remain [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Correctional Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the foyer. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the foyer until permitted entry to their designated work area (bench).
- The APO should maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they are brought to the bench area. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the St. John's City Lock Up.
- The APO will then direct the prisoner to face the back of the bench away from the APO with their knee bent on the bench so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.

- The APO will be escorted back to the foyer and will remove their PPE in the foyer (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the foyer for use after removal of the PPE.
- The APO should don a clean pair of gloves and mask (if necessary) after using the hand sanitizer.
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from the St. John's City Lock Up in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in a vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
revised September 2020**



Temporary Safe Work Practice

**COVID-19 Cleaning Practices in relation to Electronic
 Monitoring for Adult Probation Staff
 at the St. John's Regional Probation Office**

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Hand sanitizer Disinfectant
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

General Cleaning Guidelines:

High touch surfaces

In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected to prevent potential exposure.

- Employees are expected to assess their work area and apply disinfection protocols as required.
- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and eye protection are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the waiting room or in a vacant office depending on the task involved. The equipment will be cleaned and disinfected in the waiting room when an offender presents to the office. The equipment will be cleaned and disinfected in a vacant office when the APO is returning to the office with equipment.



Rubbermaid container with lid is to be [redacted] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

A list of disinfectants for use against COVID-19 can be found on the Government of Canada's website:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant product is approved for use in the St. John's Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines

Tasks:

- **Returning to the Office after attending to Her Majesty's Penitentiary;**
- **Returning to the Office after attending to the St. John's City Lock Up; and/or**
- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**

The cleaning process is as follows:

- Upon returning to the St. John's Regional Probation Office, staff will enter the office space using the staff entrance.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the desk in a vacant office.
- APO will wash hands, and then don gloves.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and place in the vacant office.
- APO is to retrieve a bowl from the [REDACTED] and fill the bowl with clean, warm water, which will also be placed in the vacant office to be used for the equipment once clean.
- APO will enter the vacant office and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in the garbage bin in the office. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and eye protection (if used) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and eye protection, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfecting should

be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.

- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items in the [REDACTED]
- Please separate the newly disinfected EM equipment from the regular EM stock by placing [REDACTED]
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container on the floor of the [REDACTED] for next use. Place lid back on the Rubbermaid container with a note on it indicating the date it was cleaned.
- The APO will then proceed to disinfect the vacant office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the vacant office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle is then to be placed [REDACTED] for next use.
- All used paper towel will be disposed of in the garbage bin.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water and/or hand sanitizer.

Tasks:

- **Completing Hook ups in the Office;**
- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- If the APO completed a Hook Up, the APO is to lay the offender's hard file open on the staff side of the counter directly under the opening in the wicket.
- Prior to entering the waiting room area, the APO will wash their hands and don gloves.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and lay on the counter in the waiting room.
- APO is to retrieve a bowl from the [REDACTED] and fill the bowl with clean, warm water, which will also be placed on the counter in the waiting room to be used for the equipment once clean.
- APO is to pick up kitchen bag with the eye protection, if used, next to the garbage bin in the CTIII area and place on the counter in the waiting room.
- APO is to slide the signed EM agreement, if applicable, through the opening in the wicket onto the open offender's hard file. *Leave the pen for cleaning.
- APO is to remove all items from the Rubbermaid container and place on the counter.

- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the waiting room.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and eye protection, if used, with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and eye protection, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items in the [REDACTED]
- Please separate the newly disinfected EM equipment from the regular EM stock by placing it [REDACTED].
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container on the [REDACTED] until the waiting room has been cleaned and disinfected before laying the bottle of hand sanitizer back into the waiting room for next use. *Place lid back on the Rubbermaid container with a note on it indicating the date it was cleaned.
- The APO will then proceed to disinfect the waiting room and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the waiting room and any touched surfaces. _____
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle is then to be placed [REDACTED] for next use.
- All used paper towel will be disposed of in the garbage bin in the waiting room.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in a garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water and/or use hand sanitizer.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**

Temporary Safe Work Practice

**COVID – 19 Removal of Electronic Monitoring Smart Tags
(Ankle Bracelets) at HMP**

Hazards Identified	Covid-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of Covid-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP:

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Participants of the EM program who re-offend and are admitted to the St. John's City Lockup will be required to quarantine at the St. John's City Lockup for 14 days. At the conclusion of the 14 days, they will be transferred to HMP. APOs will not remove EM equipment during the quarantine period. Arrangements are to be made with HMP for removal to occur after the offender has been transferred to HMP.

The following procedure has been developed for this task:

Upon APO's Arrival to the St. John's Regional Probation Office:

- The APO while wearing a mask will don gloves and will place [REDACTED] in a kitchen bag.
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available but needed.

- The APO will place the kitchen bag of EM equipment/supplies, a pump bottle of hand sanitizer and eye protection (in a Ziploc bag) in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office and then use hand sanitizer (located at the staff exit).
- The Rubbermaid container is to be [REDACTED] for transport to HMP.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to HMP:

- The APO will proceed to the main gate at HMP (Gate House) with the kitchen bag of equipment/supplies and the Ziploc bag with eye protection. The Rubbermaid container will remain [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the visiting room (prisoner side), and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove [REDACTED] from the kitchen bag.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place the contaminated equipment/supplies back into the kitchen bag for safe transport and disinfection by the APO.

- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the eye protection must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the Gate House for use after removal of the PPE.
- The APO should don a clean pair of gloves and mask (if necessary) after using the hand sanitizer.
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from HMP Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Return to St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in a vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home (St. John's Region)

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- s.31(1)(a);(c);(l);(n)

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender’s Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender’s home.

It is of note that removing EM equipment at an offender’s home is to be used as a last resort option, and is not to take the place of removal in the St. John’s Regional Probation Office. Removal at the offender’s home should only occur when removal at the office is not feasible

[Redacted]

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the St. John’s Regional Probation Office:

s.31(1)(a);(c);(l);(n)

- The APO while wearing a mask will don gloves and will then place the [Redacted] and a pair of gloves into a kitchen bag and tie the bag.

- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available but needed.
- The APO will place the kitchen bag of EM equipment/supplies and a pump bottle of hand sanitizer and a clean pair of gloves and a mask in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office and then use hand sanitizer (located at the staff exit).
- The Rubbermaid container is to be [REDACTED] for transport to the offender's home.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival at the Offenders Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED]. The APO will don gloves and mask, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container and [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and [REDACTED]

- The offender will be instructed to place all the EM equipment [REDACTED] into the kitchen bag and place bag on their doorstep.
- The APO, still wearing gloves and mask, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves and mask into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container.
- The APO will then return to the St. John's Regional Probation Office.

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the St. John's Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

-
-
-
-
-
-
-



s.31(1)(a);(c);(l);(n)

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the St. John's Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to ensure that a second staff person is on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the removal process. The second staff person will be present in the main office space but will maintain appropriate social distancing at all times.

Upon APO's Arrival to the St. John's Regional Probation Office:

- The APO while wearing a mask will don gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor and an open garbage bin as it is necessary for the removal.
 - Place a pair of gloves and hand sanitizer on the counter of the waiting room just inside the main door.

- Place a Rubbermaid container with the [REDACTED] on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the removal.

Prior to Permitting the Offender into the Office Space:

- [REDACTED]
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room [REDACTED] [REDACTED] Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- [REDACTED]
- The APO will remain on the staff side of the front wicket and maintain appropriate distance from the Lexan-glass divider as an added precaution.
- While standing on the staff side of the front wicket, the APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container [REDACTED] [REDACTED]
- The APO will then direct the offender to use the hand sanitizer and then don gloves. *If the offender is not wearing a mask one will be provided. The APO will pass the mask through the wicket opening laying it on the counter for the offender to pick up and don.
- When the offender is wearing gloves and mask, the APO will [REDACTED] [REDACTED]
- [REDACTED]
- [REDACTED]

After Removal of the Smart Tag:

- The APO will instruct the offender to doff the gloves and place them in the open garbage bin in the waiting room, and to use hand sanitizer before exiting the office.

When the Offender Leaves the Office:

- The APO is to enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John’s City Lock Up

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff, Correctional Officers and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- s.31(1)(a);(c);(l);(n)

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John's City Lock Up:

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's City Lock Up.

s.31(1)(a);(c)

Participants of the EM program who re-offend and are admitted to the St. John's City Lockup [REDACTED]

[REDACTED] Arrangements are to be made with the St. John's City Lock Up for removal to occur after the quarantine period but prior to their transport to the institution.

The following procedure has been developed for this task:

Upon APO's Arrival to the St. John's Regional Probation Office: s.31(1)(a);(c);(l);(n)

- The APO while wearing a mask will don gloves and will place the [REDACTED] in a kitchen bag.
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available but needed.

s.31(1)(a);(c);(l);(n)

- The APO will place the kitchen bag of EM equipment/supplies, a pump bottle of hand sanitizer and eye protection (in a Ziploc bag) in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office and then use hand sanitizer (located at the staff exit).
- The Rubbermaid container is to be [REDACTED] for transport to the St. John's City Lock Up.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival to the St. John's City Lock Up:

- The APO will proceed to the main door of the St. John's City Lock Up with the kitchen bag of equipment/supplies and the Ziploc bag with eye protection. The Rubbermaid container will remain in [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Correctional Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the foyer. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the foyer until permitted entry to their designated work area (bench).
- The APO should maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they are brought to the bench area. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the [REDACTED] from the kitchen bag.
- The APO will then direct the prisoner to face the back of the bench away from the APO with their knee bent on the bench so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the foyer and will remove their PPE in the foyer (gloves and mask can be discarded into the garbage bin but the eye protection must be placed in

the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the foyer for use after removal of the PPE.

- The APO should don a clean pair of gloves and mask (if necessary) after using the hand sanitizer.
- The APO, wearing gloves and mask (if necessary), will carry the bag of contaminated EM equipment/supplies from the St. John's City Lock Up in their non-dominant hand. The APO [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and mask (if used) into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Return to St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in a vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), eye protection and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice at the Wabush Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - Clear all items from the offender-side of the interview room (with plexiglass partition) with the exception of an open garbage bin.
 - Place a mask, pair of gloves, and hand sanitizer on the desk of the staff-side of the interview room (with plexiglass partition).
 - Place a Rubbermaid container with the [REDACTED] and the needed equipment [REDACTED] on the desk of the staff-side of the interview room (with plexiglass partition).

- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, an open kitchen bag and hand sanitizer on the floor next to the garbage bin. Also place a clean mask for use by the APO after the alteration has taken place.

Prior to Permitting the Offender into the Office Space:

- [REDACTED] s.31(1)(a);(c);(l);(n)
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room, the APO will first provide hand sanitizer to the offender through the opening in the plexiglass partition and direct the offender to use the hand sanitizer. The APO will then direct the offender to remove their personal mask, if wearing one, and place on the desk and then proceed with donning of the provided mask and gloves.
- When the offender is wearing PPE, the APO will leave the staff-side of the interview room with the Rubbermaid container with supplies and attend to the offender-side of the interview room.

When the APO (Wearing PPE) Enters the Offender-side of the Interview Room (with plexiglass partition):

- The APO will direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed.
- The APO will place the Rubbermaid container on the desk on the offender-side of the interview room.
- The APO will then proceed with the alteration.
- When alteration is complete, the APO will return to the staff-side of the interview room.
- The APO will then instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin and use the hand sanitizer before donning their own personal mask and exiting. *Only doff mask if they have their own personal mask to reuse. OR

2. Doff gloves and place them in the open garbage bin but continue to wear mask and use hand sanitizer before exiting. *If they do not have their own personal mask.

- [REDACTED] to ensure no one else enters the space before it is cleaned and disinfected.

s.31(1)(a);(c);(l);(n)

When the Offender Leaves the Office:

- The APO can doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the staff-side of the interview room (with plexiglass partition) however the eye protection will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use hand sanitizer before donning a clean mask.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces (especially doorknobs).
- When entering the offender-side of the interview room to begin the cleaning and disinfecting process bring the kitchen bag with the eye protection as they will also need to be cleaned/disinfected.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the Wabush Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO is to don, at minimum, a surgical mask, eye protection and gloves and will:
 - Clear all items from the offender-side of the interview room (with plexiglass partition) with the exception of an open garbage bin.

- Place a mask, pair of gloves and hand sanitizer on the desk of the staff-side of the interview room (with plexiglass partition).
- The APO will place the following in the Rubbermaid Container:
 - [REDACTED] copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag in the Rubbermaid Container.
 - [REDACTED] in the Rubbermaid container.
 - A second copy of the EM agreement (filled in) with a pen for the offender to sign. *This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the Rubbermaid container on the desk on the staff-side of the interview room (with plexiglass partition).
- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, an open kitchen bag and hand sanitizer on the floor next to the garbage bin. Also place a clean mask for use by the APO after the application has taken place.

Prior to Permitting the Offender into the Office Space:

- [REDACTED]
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room, the APO will first provide hand sanitizer to the offender through the opening in the plexiglass partition and direct the offender to use the hand sanitizer. The APO will then direct the offender to remove their personal mask, if wearing one, and place on the desk and then proceed with donning of the provided mask and gloves.
- When the offender is wearing PPE, the APO will leave the staff-side of the interview room with the Rubbermaid container with supplies and attend to the offender-side of the interview room.

When the APO (Wearing PPE) Enters the Offender-side of the Interview Room (with plexiglass partition):

- The APO will place the Rubbermaid container on the desk on the offender-side of the interview room.
- The APO will direct the offender to first sign the EM agreement with the provided pen. Once signed, the APO will place the EM agreement through the opening in the plexiglass partition onto the desk on the staff-side of the interview room.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO will return to the staff-side of the interview room.
- The APO will then instruct the offender to either:
 1. Doff gloves and mask and place them in the open garbage bin and use the hand sanitizer before donning their own personal mask and exiting. *Only doff mask if they have their own personal mask to reuse. OR
 2. Doff gloves and place them in the open garbage bin but continue to wear mask and use hand sanitizer before exiting. *If they do not have their own personal mask.
- The APO will then direct the offender to take home the Ziploc bag filled with EM equipment before they exit the office.
- [REDACTED] to ensure no one else enters the space before it is cleaned and disinfected.

s.31(1)(a);(c);(l);(n)

When the Offender Leaves the Office:

- The APO can doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the staff-side of the interview room (with plexiglass partition) however the eye protection will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use hand sanitizer before donning a clean mask.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), the pen, any other equipment/supplies that may have been touched or used, and any high touch surfaces (especially doorknobs).

- When entering the offender-side of the interview room to begin the cleaning and disinfecting process bring the kitchen bag with the eye protection as they will also need to be cleaned/disinfected.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID-19 Cleaning Practices in relation to Electronic Monitoring for Adult Probation Staff at the Wabush Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Hand sanitizer Disinfectant
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

General Cleaning Guidelines:

High touch surfaces

In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected to prevent potential exposure.

- Employees are expected to assess their work area and apply disinfection protocols as required.
- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and eye protection are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

A list of disinfectants for use against COVID-19 can be found on the Government of Canada's website:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant product is approved for use in the Wabush Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds

4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines

Task(s):

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home**

The cleaning process is as follows:

- The APO will place the Rubbermaid container containing contaminated EM equipment/supplies on the desk on the offender-side of the interview room (with plexiglass partition) and lock the door before entering the main office space.
- APO will wash hands, and then don gloves.
- APO is to bring Spray 9 and paper towel into the offender-side of the interview room (with plexiglass partition).
- APO is to also bring a bowl filled with clean, warm water into the offender-side of the interview room (with plexiglass partition) to be used for the EM equipment once clean.
- APO will enter the offender-side of the interview room (with plexiglass partition) and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning/disinfecting process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle(s) of hand sanitizer, if used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle(s) of hand sanitizer, if used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.

- Please separate the newly disinfected EM equipment from the regular EM stock.
- The APO will then proceed to disinfect the offender-side of the interview room (with plexiglass partition) itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the offender-side of the interview room (with plexiglass partition) and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the offender-side of the interview room (with plexiglass partition).
- Once all equipment and areas have been cleaned and disinfected, the APO is to properly doff their gloves and dispose of them in the garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water or use hand sanitizer.

Tasks:

- **Completing Hook Ups in the Office;**
- **Completing Alterations in the Office; and/or**
- **Removals in the Office.**

The cleaning process is as follows:

- The APO will wash their hands and don gloves.
- APO is to bring and place Spray 9 and paper towel on the desk on the offender-side of the interview room.
- APO is to bring and place a bowl filled with clean, warm water, on the desk on the offender-side of the interview room to be used for the EM equipment once cleaned and disinfected.
- APO is to pick up kitchen bag with the eye protection, if used, next to the staff-side of the interview room and place on the desk on the offender-side of the interview room.
- APO is to remove all items from the Rubbermaid container and place on desk.
- All paper towel that will be used in the cleaning/disinfecting process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, pen (if used), Rubbermaid container (inside and out) and eye protection (if used) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, pen (if used), Rubbermaid container (inside and out) and eye protection (if used) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.

- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- The APO will then proceed to clean/disinfect the main office space, the staff-side of the interview room (with plexiglass partition), and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the areas.
- Once all areas and surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bins located throughout the office.
- Once all equipment and areas have been cleaned/disinfected, the APO is to properly doff their gloves and dispose of them in a garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water or use hand sanitizer.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**

Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home (Wabush Region)

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Employees	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

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s.31(1)(a);(c);(l);(n)

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the Wabush Regional Probation Office. Removal at the offender's home should only occur when removal at the office is not feasible

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Wabush Regional Probation Office:

s.31(1)(a);(c);(l);(n)

- The APO while wearing a mask will don gloves and will then place the [REDACTED] and a pair of gloves into a kitchen bag and tie the bag.
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and a mask in a separate Ziploc bag to take with them [REDACTED]

s.31(1)(a);(c);(l);(n)

while completing EM duties in the event that hand sanitizer and/or gloves/mask are not otherwise available but needed.

- The APO will place the kitchen bag of EM equipment/supplies and a pump/spray bottle of hand sanitizer and a clean pair of gloves and a mask in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] for transport to the offender's home.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED]. The APO will don gloves and mask and remove the pump/spray bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container and [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and will instruct the offender to [REDACTED]

- The offender will be instructed to place all the EM equipment [REDACTED] into the kitchen bag and place bag on their doorstep.
- The APO, still wearing gloves and mask, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves and mask into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container.
- The APO will then return to the Wabush Regional Probation Office.

Upon Returning to the Wabush Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container on the desk in the offender-side of the interview room (with plexiglass partition) for cleaning/disinfecting purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump/spray hand sanitizer is to be cleaned/disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Wabush Regional Probation Office

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

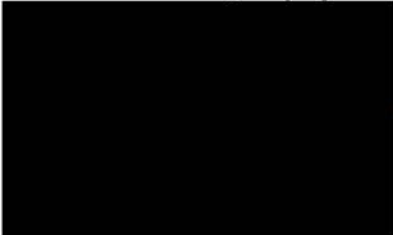
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

-
-
-
-
-
-



s.31(1)(a);(c);(l);(n)

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):


In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO while wearing a mask is to don gloves and will:
 - Clear any loose items from the offender-side of the interview room (with plexiglass partition) with the exception of a chair, an open garbage bin and an empty Rubbermaid container, as these items are necessary for the removal.
 - Place a surgical mask, pair of gloves, hand sanitizer and  on the desk of the staff-side of the interview room (with plexiglass partition).

s.31(1)(a);(c);(l);(n)

Prior to Permitting the Offender into the Office Space:

- [REDACTED]
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room (with plexiglass partition), the APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container [REDACTED]
- The APO will then direct the offender to use the hand sanitizer and then don gloves. *If the offender is not wearing a mask one will be provided.
- When the offender is wearing gloves and mask, [REDACTED]
- [REDACTED]
- [REDACTED]

After Removal of the Smart Tag (Ankle Bracelet):

- The APO will instruct the offender to duff the gloves and place them in the open garbage bin and to use hand sanitizer before exiting the office.
- [REDACTED] to ensure no one else enters the space before it is cleaned and disinfected.

When the Offender Leaves the Office:

- The APO is to enter the offender-side of the interview room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning Practices in relation to Electronic Monitoring. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer (or Designate)**

**Temporary SWP
Revised September 2020**

El-Gohary, Sonja

From: Hardman, Ashley
Sent: Wednesday, November 4, 2020 9:39 AM
To: Antle, Amanda; Bennett, Bailey; Browne, Emilie; Burke, Lynn; Butler, Brenda M.; Campbell, Stella; Channing, Robert; Coffin, Sharon; Cumby, Tracy; Delaney, Barry; Eddy, Ashley; Evans, Megan; Greene, Gerard; Groves, Renee M.; Hall, Marion; Kelloway, Jason; Bradley, Angela; Lucas, Graham; Lyall, George; Morrissey, Robert; Olson, Anna; Pierce, Kevin; Power, Michele; Power, Patricia A; Roach, Heather; Russell, Erin V. E.; Sampson, Meagan; Snow, Chris; Sweet, Katherine; Waterman, Danielle; Waye, Rhonda G.; Whiffen, Jerry; Wiseman, Monica; Bozec-Young, Carmie; Chiasson, Edith; Collier, Holly; Farewell, Bernadine; Holloway, Penny; King, Charlotte; Oates, Johanna; Penney, Beverley; Piercey, Elaine 1; Wicks, Dana (Justice)
Cc: Pottle, Kimberly; Hicks-Young, Tammy
Subject: Updates to Contingency Plan and SWP's
Attachments: Contingency Plan_6 11.4.2020.pdf; SWP_Personal Hygiene_AP VS_October.pdf; SWP_Physical Distancing_AP VS_October.pdf; SWP_Shared Workstations_AP VS_October.pdf; hand sanitizer whmis-ghs sds 2020-03-17.pdf; Limited Resumption of Client Contact Guidelines 20-9-4.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning all,

Attached you will find an updated contingency plan, as well as three updated SWP's.

The contingency plan has been updated to reflect changes that have been communicated via email over the previous weeks, and has also been updated to permit a return to standard/pre-COVID practices in regions where partners permit.

The SWP's for physical distancing, shared workstations and personal hygiene have been updated to better reflect the current GNL standard SWP's. These are attached. Also attached is the SDS sheet for the Triton hand sanitizer that we have been using to date.

There have not been any changes to the Limited Resumption of Client Contact Guidelines, however they too are attached here as these guidelines remain in place.

Please ensure you carefully review each of the attached.

Finally, we have explored the option of continuing to provide staff with masks. We have been advised that due to the Special Measures Order that is in effect which requires masks to be worn in all indoor public places, that GNL is no longer purchasing masks for staff use. We are able to continue to supply a small stock of masks in each regional office for instances where a staff members personal mask becomes soiled and cannot be used. We can also continue to stock a supply of masks for vulnerable persons (our clients) who may not have the means necessary to have one, or who reports with one that is visibly dirty or damaged. We will continue to stock masks for EM purposes.

As always, please let one of us know if you have any questions,
 Ashley, Kim and Tammy

Ashley Hardman
 Chief Adult Probation Officer (A)

Corrections and Community Services
Department of Justice and Public Safety
Office: (709) 729-0407
Cell: (709) 631-2006

 Please consider the environment before printing this e-mail.



Government of Newfoundland and Labrador
Department of Justice and Public Safety
Corrections and Community Services

**Adult Probation COVID-19 Contingency Plan
Update #6: Office Procedure and Client Reporting
October 29th, 2020**

Attention: All Employees of Adult Probation

Since the last Contingency Plan was issued on June 29, 2020, staff are now back to the physical workplace and we have had limited resumption of client contact within the office. Our contingency plan has been updated to reflect this. Below you will find both an update on the status of key partners as well as an update to how Probation will adjust services based on the information and resources we have available to us. Please keep in mind that our contingency plan may have to change at any point in time to ensure we are able to complete critical duties, and can do so based on what information, services, and/or resources are currently available.

As always, our contingency plan will remain fluid, and will be updated whenever new direction or information is received from the Department of Justice and Public Safety, the Department of Health and Community Services, or if updated information from a key stakeholder or partner will change the way in which we will provide services.

Bi-weekly conference calls have been suspended but mandatory conference calls will be scheduled in advance as necessary. Everyone will receive a calendar invitation if a call is required. The call-in information is as follows:

Toll free dial in number: 1 855-453-6963

Conference ID: [REDACTED] — s.31(1)(l)

Please remember that despite best efforts, information is constantly changing and we may not have answers to all challenges immediately. We rely on staff to present challenges in their respective regions for resolve, and may at times rely on offices to find solutions with partners in their specific regions. Thank you all for your patience and continued efforts during this challenging time.

Take care and stay safe,

Ashley, Kim and Tammy

Update to General Probation Practices

Working from Home:

- Is no longer permitted.

Working from the Office:

- There is various training to be completed and information requiring review prior to, or immediately upon, returning to the workplace. The required training and information for review is as follows:
 - PAccess Modules (4 separate modules): *Returning to Work; Preparing the Workplace; Distancing and Hygiene; and Controlling Access.*
 - WHIMIS 2015
 - Pandemic Recovery Plan information and video. This can be found at: [REDACTED] s.31(1)(l)
- The information on the Pandemic Recovery Plan site is to be reviewed regularly as information is continuously changing.
- All staff are to remain familiar with the current Safe Work Procedures (SWP's) and are to be diligent in ensuring the health and safety of themselves and others.
- While the offices are locked/available by appointment the following voicemail message is to be used:
 - *You have reached (APO/Front Desk) of (location) Regional Probation Office. Please be advised that (I/we) are currently on-site, however for precautionary measures access to our office is by appointment only. Otherwise services will continue to be provided by phone and/or email.*
 - *If you are calling for reporting purposes, please note that voicemails will no longer be accepted as phone reports, and you must speak directly with your Probation Officer.*
 - *In case of police or medical emergency please dial 911. The Mental Health Crisis Line is also available at 1-888-737-4668. For other health related concerns please call 811. Thank you.*
- Staff are to update their email replies when out of office as per pre-COVID practices.
- All staff will check email, answer/return calls, and check voicemails as per pre-COVID practices.

Client Access

- On September 8, 2020, we resumed limited client contact in our offices. Safe Work Procedures and a Limited Resumption of Client Contact Guideline were circulated to guide this process. These remain in place, and all staff are to remain familiar with the SWP and guidelines. Any updates to these will be circulated.
- While the office remains closed to the general public a sign will be placed on the office door indicating that Service Providers are to call the main line to determine if access is required. Clients reporting to the office for scheduled reporting purposes will be directed to call their APO.

Service Provider Access:

- If it is determined that access for a service provider is required (i.e. for the delivery of mail etc.), it is recommended that access be granted into a waiting room only, wherever possible. Where possible, the service provider will remain in the waiting area and the staff person behind the front wicket plexi-glass divider.
- Whenever a service provider is required to enter a Regional Probation Office, the office is responsible for communicating what SWP's are in place for social distancing and personal hygiene;
- Should it be necessary for a service provider to enter the office space beyond the waiting room the following will occur:
 - Staff will advise what SWP's are in place for social distancing and hygiene;
 - The bottle of hand sanitizer labeled "shared" will be placed in the waiting room for service provider use;
 - The service provider will be instructed to use the hand sanitizer, and then don a mask, if they are not already wearing one;
 - If the person does not have a mask, one will be provided to them;
 - The staff and the service provider will maintain social distancing measures as outlined in the SWP at all times while the service provider is within the staff areas;
 - At the conclusion of the visit, staff will escort the service provider to the waiting room where they will exit.

General Supervision and Case Management Practices
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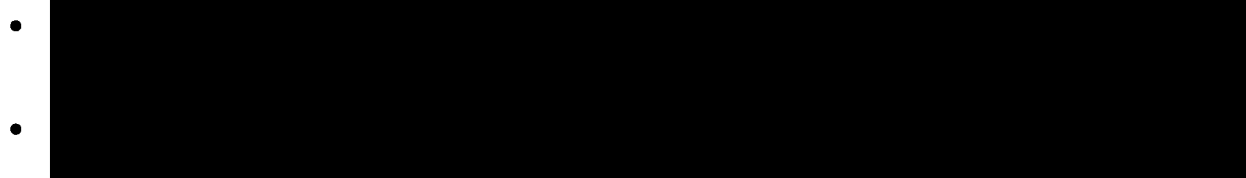
Staff are reminded that supervision and case management processes are subject to change as new information becomes available. This may result in an increase or decrease in supervision or case management expectations. There is currently no indication as to when opening to the general public may occur; therefore, we need to plan and act in such a way that ensures we maintain contact with offenders, and that we uphold our duty to maintain public safety in the best way possible, with the resources available to us.

New Orders:

- **Provincial Court Orders:**
 - APOII's (or designate) are to liaise with their respective court centres to determine the method of receiving all new orders and PSR requisitions. It is permissible to resume pre-COVID practices if that is the agreed upon method.
 - APOII's (or designate) are still required to check IPCIS daily for new sentencings and advise their RM if new orders are not received;
 - Should court documents continue to be sent from Provincial Court to RM's by email for distribution then RM's will forward a scanned copy of new court orders to the APOII and the CTIII for each office for the purpose of PCOMS entry and saving a copy on the shared drive. APOII's will have to advise CTIII's who the order is to be assigned to. The APOII is responsible for informing the APOI in their office when a new order is assigned.
 - All new CSO's are to be **emailed** to Patricia Power and Elaine Piercey in St. John's office for on-call purposes.
- **Supreme Court Orders:**
 - APOII's (or designate) are to liaise with the respective Supreme Courts to determine the method for receiving all new orders and PSR requisitions.

Intake

- The Acknowledgement of Court Order and consent should now be completed in person as per usual practice.



New Releases:

- APO's are to continue to monitor the docket to ensure release dates have not changed for any remand or incarcerated files assigned to them;
- Release planning should occur with Classification as per policy. Reporting instructions are to be provided as per Limited Resumption of Client Contact Guidelines and intake.

LS/CMI's and Static 99's:

- LS/CMI and Static 99's will be completed as per Adult Probation Policies and Procedures. All LS/CMI's which were delayed due to COVID-19 were all due to be updated by September 29, 2020.
 - LS/CMI and Static 99 interviews can be completed in person or by phone as per Limited Resumption of Client Contact Guidelines;

Probation Supervision

- Follow SWP and Limited Resumption of Client Contact Guidelines for the resumption of clients reporting in person.
- Voicemails are not accepted as phone reports. The offender is required to speak directly with their APO. APO's are to schedule and complete phone reports as per pre-COVID practices;
- [Redacted] as per the aforementioned SWP and guidelines. Minimum contact standards are required as per policy.
- Overrides to deviate frequency of contact require a consultation as per policy.
- Home visits may be considered as a means of supervision for offenders on Probation. This is to assist in regaining contact with offenders who were difficult to maintain contact with due to COVID.
 - [Redacted]
- Home visits are to be completed in accordance with the SWP for Clients Reporting in Person.
 - The rationale for the home visit will be documented in PCOMS;
 - APO's are to indicate on their travel claim that the travel was for a Probation client. Stating "PO" next to the visit will suffice.
 - Level One or Level Two visits are permitted in accordance with the SWP for Clients Reporting in Person.

Conditional Sentence Supervision:

- Follow SWP and Limited Resumption of Client Contact Guidelines for the resumption of clients reporting in person.
- Voicemails are not accepted as phone reports. The offender is required to speak directly with their APO. APO's are to schedule and complete phone reports as per pre-COVID practices:
- [REDACTED] s.31(1)(a), s.31(1)(c) as per the aforementioned SWP and guidelines. Minimum contact standards are required as per policy.
- Overrides to deviate frequency of contact require a consultation as per policy.
- Home visits for CSO's are to be completed as per policy frequency and in accordance with the SWP for Clients Reporting in Person.
 - Level One or Level Two visits are permitted, as well as employment site visits.

PSR's: General

- Interviews can occur in person or by telephone.
- Follow SWP and Limited Resumption of Client Contact Guidelines for the resumption of clients reporting in person.
- It is imperative that PSR's assigned are completed as per the dates identified in the requisition; A backlog of PSR's can occur quite easily and we will not be requesting extensions to complete reports that were not completed when initially requested;
- Consent may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted.

PSR's Provincial Court

- APOII's (or designate) are to liaise with their respective court centres to determine the method of receiving all new orders and PSR requisitions. It is permissible to resume pre-COVID practices if that is the agreed upon method.
- If email continues to be the preferred practice then the following guidelines remain in effect:
 - PSR's must be saved as pdf documents prior to being emailed to court to ensure that documents cannot be edited after we submit them.
 - PSR's must be emailed in secure format using the Managed File Transfer system. An initial email must be sent to the recipient notifying them that you will be sending them documents through a secure MFT link/email, as well as providing them with the receiving instructions. You will find the receiving instructions listed in the general MFT instructions for you to copy and paste into the initial email.
 - Email addresses for each court centre are as follows:
 - stjohns@provincial.court.nl.ca
 - harbourgrace@provincial.court.nl.ca
 - grandbank@provincial.court.nl.ca
 - clareville@provincial.court.nl.ca
 - gander@provincial.court.nl.ca
 - grandfallswindsor@provincial.court.nl.ca
 - cornerbrook@provincial.court.nl.ca
 - stephenville@provincial.court.nl.ca
 - happyvalleygoosebay@provincial.court.nl.ca
 - wabush@provincial.court.nl.ca

- When submitting a Pre-Sentence Report by email using MFT, the subject line of your email should state: **PSR on (client initials) – Sentencing Date (enter date)**

PSR's Supreme Court

- The original, plus two copies, of all PSR's will either have to be mailed to Supreme Court, or placed in their drop boxes;
- If you cannot access a drop box you will have to mail your PSR in;
- Please refer to the following should you use the mail in option:
 - Given that the delivery times for mail may be unpredictable, please ensure you mail your PSR in at least one week prior to the due date to ensure it arrives in time.
 - Fax a copy of the PSR to Supreme Court when you are mailing the original. This is used as an added measure to ensure that a copy of the PSR is available should the mail be delayed. The fax cover page should state that all hard copies have been mailed.
 - The court will distribute as necessary when received.

CPIC

APOII's (or designate) are to liaise with their local detachments regarding the method for requesting and receiving CPICS. Should email continue to be the agreed upon method, then the below information remains in effect:

- St. John's: Request via email with "Attention CPIC" as the subject on our standard form to: RNCIMD@rnc.gov.nl.ca Indicate your phone number in the email and request a call when ready. When picking up CPIC's call the RNC Headquarters front desk at [REDACTED] when you arrive in the parking lot and they will either unlock the door or bring them to the door for you.
- Carbonear: Request as usual, will be emailed when prepared;
- Marystown: Request as usual, will be emailed when prepared;
- Clarenville: Request as usual, will be emailed when prepared;
- Gander: Request as usual, will be emailed when prepared (may differ between detachments);
- Grand Falls: Request as usual, will be emailed when prepared;
- Corner Brook RCMP: email Janice.pennell@rcmp-grc.gc.ca with the request, it will be emailed when prepared;
- Corner Brook RNC: email either danielreid@rnc.gov.nl.ca or patriciabarrett@rnc.gov.nl.ca ; include your phone # / email address and they will contact you to come pick it up in person
- Stephenville: Request by fax, will be faxed back when prepared;
- Port Saunders: Fax as usual 709-861-3140, returned by fax
- Wabush: email officer peterkelly@rnc.gov.nl.ca , will deliver when prepared
- Happy Valley-Goose Bay: Can continue to fax/email requests, will be faxed/emailed back when prepared
- Nain: fax as usual, faxed back

s.31(1)(l)

Breach: General

APOII's (or designate) are to liaise with their respective court centres/police agencies to determine the method for filing breach charges. It is permissible to resume pre-COVID practices if that is the agreed upon method.

Should email continue to be the agreed upon method, then the instructions below remain in effect:

Breach of Probation

Warrants – If proceeding by way of warrant you must add the additional statement in the Information, in a new paragraph below the above statement: *I pray a warrant for the arrest of the said (enter offender name).*

- As per the directive issued on September 15th, 2020:
 - It is required that if you are proceeding by way of warrant for a Breach of Probation then you are to consult with your Regional Manager prior to issuing the warrant to discuss if the warrant should be endorsed. [REDACTED]

s.31(1)(a);(c);
s.29(1)(a)

- When an endorsement for release by an officer is determined as appropriate you will have to advise the court clerk of that when you either send the breach documents by email or appear at court to swear the Information and warrant. The court clerk will then bring the warrant to a Judge for issuance. [REDACTED]

s.31(1)(a);(c)

- [REDACTED] whichever is appropriate at each court centre.

- When you provide the warrant to the policing agencies for service please ensure to attach the “Police Records Copy” of the Information to the warrant.

Summons – Prior to issuing a summons the APOII for each office is responsible for connecting with their individual court centre to discuss the date for the court appearance

- As per the directive issued on September 24th, 2020:
 - APO’s are to attach the “Police Records Copy” of the Information to summons when we are sending them to police agencies for service.
 - Please note that if you are sending a summons to the Sheriff’s Office for service, it is not necessary to attach the Information.

Email process:

- Request certified copies of the Probation Order and Criminal Record by emailing the appropriate court centre. Request that they return the copies by email to the address specified in the email request (court email addresses are listed above in the PSR section);
- Complete your Information and sign with electronic signature. Below the charge, in a new paragraph, include the statement: *All matters contained in this information are true to the best of my knowledge and belief.*
- Breach documents must be saved as pdf documents prior to being emailed to court to ensure that documents cannot be edited after we submit them.
- All breach packages must be emailed in secure format. An initial email must be sent to the recipient notifying them that you will be sending them documents through a secure MFT link/email, as well as providing them with the receiving instructions. You will find the receiving instructions listed in the general MFT instructions for you to copy and paste into the initial email.

- All breach packages are to be submitted to the appropriate court centre at the previously noted email addresses;
- In your email submission please be sure to clearly indicate that you need the signed documents returned to you by email as you will need to circulate the documents to the Crown, RNC/RCMP or Sheriff's office. The Court cannot circulate these documents on our behalf.
- Crown copies – Complete Breach packages including certified copies of order and record, information, and summons or warrant are to be emailed to: provcrownwash@gov.nl.ca. Please indicate your region in your email to allow for faster processing by the Crown.
- RCMP warrants and summons – Email to the appropriate RCMP detachment in your area. If you have difficulty reaching the detachment please call the RCMP Communications Centre at 709-772-5400.
- RNC (Provincially) warrants (or summons as applicable outside St. John's) – Email to RNCIMD@rnc.gov.nl.ca
- St. John's Sheriff's Office summons – Please email summons to 3 parties: kerrysears@gov.nl.ca; KatherineYates@gov.nl.ca; and NicholasBruce@gov.nl.ca. Please also include any special instructions that may be received from the court for the individual being summonsed referencing how they are appearing, and any telephone number for them to call for more information. This information can be requested when you call the St. John's Registry to determine an appropriate date for the summons.

Breach of CSO

- Breach documents can be faxed or emailed to the police agency, as per the identified agreed upon method.

Email process:

- Must be emailed in secure format. An initial email must be sent to the recipient notifying them that you will be sending them documents through a secure MFT link/email, as well as providing them with the receiving instructions. You will find the receiving instructions listed in the general MFT instructions for you to copy and paste into the initial email;
- RCMP – Call and then email the appropriate RCMP detachment in your area. If you have difficulty reaching the detachment please call the RCMP Communications Centre at 709-772-5400;
- RNC (Provincially) – Call and then email (if requested) to RNCIMD@rnc.gov.nl.ca
- Once arrested we continue to rely on police to swear affidavits for CSO breaches outside of St. John's. Correctional Officers at The St. John's Lock Up will swear to affidavits for St. John's clients. Please see the process in the WASH Court Section below for arranging service of documents at the St. John's Lock Up. APO's are to request that a copy of the signed affidavit be returned to them via email upon signing;
- APO's will include the affidavit in the full breach package when we send it to court. If the affidavit is not received in time, please forward the breach package to the court and indicate in the email that the affidavit will be forwarded when received from (indicate detachment);

Email process for circulation of breach:

- All breach packages must be emailed in secure format. An initial email must be sent to the recipient notifying them that you will be sending them documents through a secure MFT link/email, as well as providing them with the receiving instructions. You will find the

All redactions on this page made under s.31(1)(a);(c);(l);(n)

receiving instructions listed in the general MFT instructions for you to copy and paste into the initial email.

- All breach packages from the entire province are to be submitted to the appropriate court centre at the previously noted email addresses, and to the Provincial Crown at: provcrownwash@gov.nl.ca or to the Federal Crown at: Elaine.Reid@ppsc-sppc.gc.ca

Court Appearances

- Prior to attending a court center, staff are to review the most current guidelines issued by Supreme Court or Provincial Court.

WASH Court (inclusive of On-Call and Standby)

- On-Call and Standby for WASH as well as EM will continue as scheduled. Any schedule changes will be communicated by Patricia Power and/or Renee Groves;
- At the end of the day on Friday Patricia Power will update the On-Call Voicemail at [REDACTED] as follows:
 - *You have reached [REDACTED] the breach line with Corrections and Community Services. Due to COVID 19 Corrections and Community Services has made adjustments to the conditional sentence breach process. On call workers continue to monitor the breach line for court purposes. Should you have a conditional sentence breach, please leave a detailed message on this line for the on call worker. In addition, we also ask that you please email a copy of the CSO as well as the event occurrence to (person on call @ gov.nl.ca). Thank you.*
 - Voicemail is updated after WASH Court to Renee Groves email address;
- There will be no transportation of in custody accused to the Provincial Court from the St. John's lock up for the purposes of WASH court. Any accused will appear in WASH Court by telephone;
- Breach packages must be emailed in secure format. An initial email must be sent to the recipient notifying them that you will be sending them documents through a secure MFT link/email, as well as providing them with the receiving instructions. You will find the receiving instructions listed in the general MFT instructions for you to copy and paste into the initial email;
- In the event of a St. John's breach, APO's are to call the lock up at 729-3873 or [REDACTED] to consult with lock up staff and arrange service. APO's are to arrange to send the breach package by email to the on duty correctional officer; APO's are to include a blank affidavit and request that it be signed and returned by email to the APO once the documents are served to the offender. Please be advised that while operating at restricted capacities that service may take additional time;
- In the event of an out of town breach the police are advised on our voicemail to email their documents to us instead of faxing them. Upon contacting the police and confirming the police email address, please send them the breach package and a blank affidavit by email, requesting that they serve the offender and send the signed affidavit back to you by email for you to forward to the court;
- The Provincial Court clerk for WASH Court is Audrey Genge. All breach packages are to be emailed to her in secure format AudreyGenge@provincial.court.nl.ca. To ensure that we have confirmation the documents are received please send the email with a "Send notification on file delivery" option that requires a check mark to be enabled; it is located just above the "Send" button. This is included in the general MFT instructions. If there is any

reason that Ms. Genge is not available the on-call probation officer will be notified by probation management of the alternate contact person. As a backup plan, in the event of any difficulty connecting with Provincial Court by email for WASH Court, the WASH Court clerk will monitor messages left at 729-1539. The WASH Court clerk is on duty beginning at 8:30am. Please note that the clerk will be in the courtroom at 10:45am and cannot monitor the voicemail while court is in session. If you anticipate any delay in providing the documents prior to 10:45am please call and advise the clerk of the delay prior to that time. You may also be able to communicate with the clerk via Skype;

- Once the breach package is complete, email it in secure format to the Court as above, and to the Crown Attorney's office at: provcrownwash@gov.nl.ca .

Status of Pilot Programs and Speciality Courts

All speciality Courts are fully reinstated.

Family Violence Intervention Court (FVIC)

- The court will notify if appearances are required virtually or in person;
- Bail Supervision for FVIC should continue as per supervision standards outlined in FVIC Policies and Procedures and in accordance with current SWP and the Limited Resumption of Client Contact Guidelines for clients reporting in person.

Electronic Monitoring

- EM has resumed in all four regions;
- The SWPs for EM in all four regions have been revised (to coincide with the newest SWP for Limited Resumption of Client Contact) and are awaiting final approval and sign off. They will be distributed once this occurs;
- The following remains in place:
 - On-call and standby will continue as scheduled;
 - Those currently subject to EM will continue on EM;
 - EM referrals will be processed as per the normal EM policies and procedures; and
 - The SWPs developed for each region are to be followed.

Bail Supervision

- Remains on hold until further notice.

Fines Repayment

- Remains on hold until further notice;

Diversions

- Referrals are being accepted, and Diversions has resumed.
- Should there be instances where a client cannot complete the necessary/contracted Diversion due to COVID related measures/issues (i.e. unavailable community resources) than the APO is to advise the Crown.

Partner and Stakeholder Information

Provincial Court

- Notices to the Profession will continue to be circulated as they are received from Provincial Court. Please refer to the latest updates or Provincial court website for further information.

Supreme Court

- Supreme Court of NL Guidelines will continue to be circulated as they are received from Supreme Court. Please refer to the latest update or Supreme Court website for further information.

Adult Custody

- Operations as usual, but limiting persons entering the prisons.

Sheriff's Office

- Operations as usual.

John Howard Society

- APO's are to continue to make referrals to JHS where appropriate;
- Howard House and West Bridge House are fully operational.

Victim Services

- VSRC's are on-site, contact directly for further information or in office availability.

Crown Attorney's Office

- Contact directly by telephone regarding in office availability.

Legal Aid Offices

- Contact directly by telephone regarding in office availability

National Sex Offender Registry (NSOR)

- Annual in-person registrations are being completed by appointment due to the COVID-19 pandemic;
- All offenders must call the NSOR office at 709-772-8479 or 1-866-709-6767 for direction on or before their registration due date;
- Failure to contact the NSOR on or before their registration due date may result in criminal charges;
- All NSOR conditions remain in effect during the COVID-19 pandemic.

DNA Orders

- For questions regarding DNA Order appointments in RNC jurisdictions, Sgt. Stuckless has been identified as a contact with the RNC. She can be reached by phone at (709)729-8144.
- For questions regarding DNA Orders outside of RNC jurisdictions, contact the local RCMP detachment for local practices during COVID-19

Other Items/General Operations

Accommodations:

- Should an accommodation be required the standard/pre-COVID practices are in place.

Leave: General

- Requests for annual leave will return to pre-COVID practices. As a reminder:
 - Annual leave must be approved by the direct report prior to the leave being taken;
 - APOII's will return to the practice of emailing the weekly leave requests/approvals to their RM each Friday.

Sick Leave: General

- As per usual practice, all staff are to inform their direct report of sick leave as soon as it is known that they will not be able to report to work due to illness.

Sick Leave: COVID and SWP related

- All GNL employees are directed to not report to work if they are feeling ill. You are to return home if you become ill during the workday and follow Public Health Advisories.
 - The link to the COVID-19 Self-Assessment tool is:
<https://www.811healthline.ca/covid-19-self-assessment/>
 - Any person who cannot report to work due to illness is required to inform their direct report.
- Current HRS direction is that anyone who cannot report to work due to illness is required to use leave.

Sending/Receiving Mail

- Internal and external mail services are available.

General Health and Safety Requirements	
Covid-19 Contamination Prevention in the Workplace – Personal Hygiene	
Hazards Identified	Covid-19 exposure from contaminated surfaces
PPE Required	Hand sanitizer, paper towels, face mask.
Training	Pandemic Recovery Readiness Modules; Provided video; provided reading materials.
Potentially Exposed Employees	All employees of Victim Services and Adult Probation.

Safe Work Practice

As per your Risk Assessment Protocol, please consider the risks specific to your organization. Procedure noted is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Personal Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others.

- Wash your hands with soap and water for at least 20 seconds often (refer to the attached hand washing poster). Use Alcohol-Based Hand Rub/Sanitizer when soap and water are unavailable. All staff will be issued hand sanitizer, a spray bottle, and paper towels for their own personal use. This sanitizer is to be used both for hand sanitizing and for cleaning surfaces. Both before and after leaving your workstation to enter any shared workspace you are required to ~~sanitize~~ your hands.
- Effective August 24, 2020, in accordance with the latest Special Measures Order from the Chief Medical Officer, masks are mandatory in any shared workspace or common areas within our offices and in office buildings. Common areas include lobbies, hallways, stairwells, elevators, reception areas, washrooms, breakrooms, and conference rooms.
- Cough or sneeze into a tissue or the bend of your arm, not your hand; dispose of any tissues used afterwards in a lined wastebasket and wash your hands afterwards, or use hand sanitizer.
- Avoid touching your eyes, nose or mouth with unwashed hands or when wearing nitrile gloves as PPE.

Personal Effects

- Outerwear, coats, boots, as well as umbrella, purses, lunch bags, and carry bags must be kept in each staff person's office or at their workstation and not be hung and housed in common spaces such as on coat racks, closets, or kitchens.

Regulations, Standards and References:

<https://www.gov.nl.ca/covid-19/>

<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

<https://www.intranet.gov.nl.ca/emails/important-information-on-mandatory-mask-policy-for-provincial-government/>

Health and Safety Review by: *Off. Ryan* Date: *October 2020*

Approved by: *Anita Stanley* Date: *October 2020*
Victim Services Program Manager (or designate)

Approved by: *CAH* Date: *October 2020*
Chief Adult Probation Officer (or designate)

General Health and Safety Requirements

Covid-19 Contamination Prevention in the Workplace – Physical Distancing

Hazards Identified	Covid-19 exposure from being in close proximity with others in the workplace.
PPE Required	None Required
Training	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
Potentially Exposed Employees	All employees of Victim Services and Adult Probation

Safe Work Practice

As per your Risk Assessment Protocol, please consider the risks specific to your organization. Procedure noted is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Physical Distancing

Physical distancing means limiting your physical contact with other people as to stop, slow, or contain the spread of Covid-19. The Chief Medical Officer recommended that individuals refrain from gathering in groups, and maintain a minimum distance of at least 2 meters (6 feet).

Within the workplace, consider the following:

- Avoid non-essential staff meetings. Opt to utilize virtual meetings, skype, email or phone calls to contact co-workers where possible. Staff are permitted to meet with co-workers in their individual offices where absolutely necessary, while adhering to social distancing and mask wearing guidelines.
- Avoid sitting in groups during breaks and in lunchrooms while in AP or VS offices spaces.
- Boardrooms may be used for work meetings, where required and by appointment only. Public health guidelines are to be followed such as proper hand hygiene and physical distancing where possible and if not possible a mask must be worn.
- Staff are permitted to enter kitchen areas to use appliances and water coolers. If you want to use the kitchen and another employee is already using it, wait in your office until the area is free and the other employee has returned to their office before proceeding. Office setups vary by location and some offices may need alternate procedures for physical distancing; consult with your manager or supervisor if needed.

- Staff are required to clean whatever appliances they use and wipe down commonly touched surfaces, such as the counter top, both prior to and after use.
- Avoid standing, walking or talking in close proximity to co-workers.
- All sign-in books, reading materials in the waiting room, and pens must be removed from public areas until further notice. Use of shared office materials is to be avoided if possible, used with caution if necessary, and the employee is to clean/sanitize their hands prior to and after use.
- Assume all individuals/items entering workspace are potentially contaminated and follow strict hygiene protocols after touching potentially contaminated surfaces (i.e. handwashing afterwards and avoid touching face)
- There may be adjustments and modifications required to work spaces and within buildings to ensure that safe physical distancing can be maintained.
- Follow any other social distancing measures put in place at your building (such as navigating the building by using specific routes/directions etc.).

If safe physical distancing cannot be maintained due to job task or nature of work, the need for Personal Protective Equipment will be determined via further risk assessments with SWP, Covid-19 When Physical Distancing is not possible, and through consultation with Corporate Safety.

Regulations, Standards and References:

<https://www.gov.nl.ca/covid-19/>

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

<https://www.gov.nl.ca/covid-19/physical-distancing/>

Health and Safety Review by: *Off Ryan* Date: *October 2020*

Approved by: *Anastanley* Date: *October 2020*
Victim Services Program Manager (or designate)

Approved by: *[Signature]* Date: *October 2020*
Chief Adult Probation Officer (or designate)

General Health and Safety Requirements	
Covid-19 Shared Workstations	
Hazards Identified	Potential cross contamination and exposure to Covid-19 virus from shared workstations and frequently touched surfaces.
PPE Required	Masks, Hand Sanitizer
Training	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
Potentially Exposed Employees	All employees of Victim Services and Adult Probation

Safe Work Practice

Procedure noted in this SWP is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Section A: Cross Contamination Mitigation

Employees may share workstations, equipment, cell phones, and computers to complete daily work tasks. It is important to avoid potential cross contamination of frequently touched surfaces. Employees can do this by taking the necessary steps to protect themselves and reducing the spread of Covid-19 through cross contamination while completing daily work tasks.

Masks- Effective August 24, 2020, in accordance with the latest Special Measures Order from the Chief Medical Officer, masks are mandatory in any shared workspace or common areas within our offices and in office buildings. Common areas include lobbies, hallways, stairwells, elevators, reception areas, washrooms, breakrooms, and conference rooms.

Gloves – If you are wearing gloves while interacting with individuals, objects, or surfaces it is important to remove your gloves prior to interacting with any shared workstations or high touch object. Gloves worn may be contaminated and thus may contaminate the shared workstation. Prior to interacting with the workstation or high touch object remove and dispose of your gloves as per the guidelines available. Be sure to dispose the gloves

to avoid cross contamination and clean your hands with Alcohol Based Hand Rub or wash your hands with soap and water for at least 20 seconds before utilizing the workstation.

Best practice would also include removing gloves prior to interacting with frequently touched objects in the workplace such as light fixtures, door knobs, rails, key pads or desks.

Hand Hygiene – If gloves are not worn and you have interacted with surfaces, objects or individuals, clean your hands with Alcohol Based Hand Rub or wash your hands with soap and water for at least 20 seconds prior to utilizing the workstation, or interacting with the shared environment.

Secure codes for printers should be disabled, where practical, to reduce the number of times the keypad has to be used and a pencil or other like instrument used on multi function equipment.

Staplers, pens, paperclip holders etc. should not be shared unless absolutely necessary. Wherever possible each employee should have their own supplies and keep them located in their office. . If these items have to be shared they should be cleaned before and after use. Staff should not use any computer other than their own unless absolutely necessary. If this is required then the SWP for cleaning should be followed.

Section B: Physical Distancing & Workstation Cleaning

Workstation Cleaning – Prior to and after utilizing a shared workstation, clean the shared workstation and surrounding surface as per the cleaning swp.

Physical Distancing - When using a shared workstation, practice proper physical distancing where possible. Separate yourself at least 2 meters/6 feet from other individuals where you can. If you approach a work station and another employee is already using that area consider returning at a later time. Try to work out a schedule within your office for use of the shared workstation to limit the number of people in the shared workstation area at the same time.

Hand Hygiene – After utilizing a shared workstation, remember to practice good hand hygiene.

- Wash your hands for at least 20 seconds with warm water and soap;
- Clean your hands with Alcohol Based Hand Rub if soap and water is unavailable;
- Do not touch your face after using shared workstations.

Regulations, Standards and References:

<https://www.gov.nl.ca/covid-19/>

<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

SWP, Covid 19 - Cleaning

Health and Safety Review by: Off. Ryan Date: Oct 2020

Approved by: Anta Stanley Date: October 2020
Victim Services Program Manager (or designate)

Approved by: CAH Date: October 2020
Chief Adult Probation Officer (or designate)

Section 1: IDENTIFICATION

Product Name: Hand Sanitizer

Synonyms: Not available.

Product Use: Hand Sanitizer.

Restrictions on Use: Not available.

Manufacturer/Supplier: Triton Cleaning Products
(A Division of Fluid Energy Group Ltd.)
#1500, 140 – 10 Ave SE, Calgary, AB, T2G 0R1

Phone Number: +1 (403) 463-5843

Emergency Phone: Chemtrec (US & Canada) 1-800-424-9300
Chemtrec (outside the US & Canada) 1-703-537-3887

Date of Preparation of SDS: March 17, 2020

Section 2: HAZARD(S) IDENTIFICATION

GHS INFORMATION

Classification: Flammable Liquids, Category 2
Eye Irritation, Category 2A
Specific Target Organ Toxicity (Single Exposure), Category 3 - Narcotic Effects

LABEL ELEMENTS

Hazard

Pictogram(s):



Signal Word: Danger

Hazard Statements: Highly flammable liquid and vapor.
Causes serious eye irritation.
May cause drowsiness or dizziness.

Precautionary Statements

Prevention: Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.
Keep container tightly closed.
Ground and bond container and receiving equipment.
Use explosion-proof electrical, ventilating, and lighting equipment.
Use non-sparking tools.
Take action to prevent static discharges.
Avoid breathing mist, vapours, or spray.
Wash thoroughly after handling.
Use only outdoors or in a well-ventilated area.
Wear protective gloves, protective clothing and eye protection.

Response: IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower.
IF INHALED: Remove person to fresh air and keep comfortable for breathing.

SAFETY DATA SHEET

Hand Sanitizer

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IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
Call a POISON CENTER or doctor if you feel unwell.
If eye irritation persists: Get medical attention.
In case of fire: Use dry chemical, CO₂, water spray or alcohol-resistant foam to extinguish.

Storage: Store in a well-ventilated place. Keep container tightly closed.
Keep cool.
Store locked up.

Disposal: Dispose of contents/container in accordance with applicable regional, national and local laws and regulations.

Hazards Not Otherwise Classified: Not applicable.

Ingredients with Unknown Toxicity: None.

This material is considered hazardous by the Hazardous Products Regulations.

Section 3: COMPOSITION / INFORMATION ON INGREDIENTS

Hazardous Ingredient(s)	Common name / Synonyms	CAS No.	% wt./wt.
Ethanol	Not available.	64-17-5	70 - 80
2-Propanol	Isopropyl alcohol	67-63-0	1 - 5
Hydrogen peroxide (H ₂ O ₂)	Hydrogen peroxide	7722-84-1	0.1 - 1
Non-Hazardous Ingredient(s)	Common name / Synonyms	CAS No.	% wt./wt.
Water	Not available.	7732-18-5	10 - 30
1,2,3-Propanetriol	Glycerin	56-81-5	1 - 5

Actual concentration range(s) withheld as a trade secret.

Section 4: FIRST-AID MEASURES

Inhalation: If used as recommended, no first-aid measures are necessary. If handling large amounts of vapour is inhaled, remove person to fresh air and keep comfortable for breathing. Call a poison center or doctor if you feel unwell. If breathing or the heart stops, trained personnel should immediately begin artificial respiration (AR) or cardiopulmonary resuscitation (CPR) respectively. Get medical attention immediately.

Acute and delayed symptoms and effects: Normal use is not expected to cause any adverse effects. Excessive inhalation may cause headache, dizziness, confusion, loss of appetite and/or loss of consciousness.

Eye Contact: If in eyes: Rinse cautiously with water for at least 20 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.

Acute and delayed symptoms and effects: Causes serious eye irritation. Signs/symptoms may include redness, swelling, pain, tearing, and blurred or hazy vision. Ethanol may cause painful sensitization to light, chemical

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conjunctivitis and corneal damage. Isopropanol may cause transient corneal injury.

Skin Contact: If used as recommended, no first-aid measures are necessary. If in contact with large amounts of product: Rinse skin with water or shower. Call a poison center or doctor if you feel unwell.

Acute and delayed symptoms and effects: No adverse effects are expected under normal conditions of use. Handling of large amounts may cause skin dryness and/or irritation.

Ingestion: If swallowed: Call a poison center or doctor if you feel unwell. If vomiting occurs naturally, have victim lean forward to reduce the risk of aspiration. Do NOT induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. If breathing or the heart stops, trained personnel should immediately begin artificial respiration (AR) or cardiopulmonary resuscitation (CPR) respectively. Get medical attention immediately.

Acute and delayed symptoms and effects: May cause gastrointestinal irritation. Signs/symptoms may include abdominal pain, stomach upset, nausea, vomiting and diarrhea.

General Advice: In case of accident or if you feel unwell, seek medical advice immediately (show the label or SDS where possible).

Note to Physicians: Symptoms may not appear immediately.

Section 5: FIRE-FIGHTING MEASURES

FLAMMABILITY AND EXPLOSION INFORMATION

Highly flammable liquid and vapor. Will be easily ignited by heat, sparks or flames. Vapors may form explosive mixtures with air. Vapors may travel to source of ignition and flash back. Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks). Vapor explosion hazard indoors, outdoors or in sewers. Runoff to sewer may create fire or explosion hazard. Containers may explode when heated. Liquid is lighter than water.

If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.

Fire involving Tanks or Car/Trailer Loads: Fight fire from maximum distance or use unmanned hose holders or monitor nozzles. Cool containers with flooding quantities of water until well after fire is out. Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. ALWAYS stay away from tanks engulfed in fire. For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.

Sensitivity to Mechanical Impact: This material is not sensitive to mechanical impact.

Sensitivity to Static Discharge: Take action to prevent static discharges. This material is sensitive to static discharge.

MEANS OF EXTINCTION

Suitable Extinguishing Media: Small Fire: Dry chemical, CO₂, water spray or alcohol-resistant foam.

Large Fire: Water spray, fog or alcohol-resistant foam. Move containers from fire area if you can do it without risk.

Unsuitable Extinguishing Media: Do not use straight streams. CAUTION: This product has a very low flash point: Use of water spray when fighting fire may be inefficient.

Products of Combustion: Oxides of carbon. Acrolein.

Protection of Firefighters: Inhalation or contact with material may irritate or burn skin and eyes. Fire may produce irritating, corrosive and/or toxic gases. Vapors may cause dizziness or suffocation. Runoff from fire control may cause pollution. Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters' protective clothing will only provide limited protection.

Section 6: ACCIDENTAL RELEASE MEASURES

Emergency Procedures: As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions. Keep unauthorized personnel away. Stay upwind. Keep out of low areas. Ventilate closed spaces before entering. ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area). All equipment used when handling the product must be grounded.

Personal Precautions: Do not touch or walk through spilled material. Use personal protection recommended in Section 8.

Environmental Precautions: Prevent entry into waterways, sewers, basements or confined areas.

Methods for Containment: Stop leak if you can do it without risk. A vapor suppressing foam may be used to reduce vapors.

Methods for Clean-Up: Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers. Use clean non-sparking tools to collect absorbed material.

Other Information: See Section 13 for disposal considerations.

Section 7: HANDLING AND STORAGE

Handling: Do not swallow. Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Keep container tightly closed. Ground and bond container and receiving equipment. Use non-sparking tools. Take action to prevent static discharges. Avoid breathing mist, vapours, or spray. Wash thoroughly after handling. Use only outdoors or in a well-ventilated area. See Section 8 for information on Personal Protective Equipment.

Storage: Store in a well-ventilated place. Keep container tightly closed. Keep cool. Store locked up. Store away from incompatible materials. See Section 10 for information on Incompatible Materials. Keep out of the reach of children.

Section 8: EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Guidelines

Component

Ethanol [CAS No. 64-17-5]

ACGIH: 1000 ppm (TWA); A3 (2008)

OSHA: 1000 ppm (TWA), 1900 mg/m³ (TWA);

Isopropyl alcohol [CAS No. 67-63-0]

ACGIH: 200 ppm (TWA); 400 ppm (STEL); A4; BEI (2001)

OSHA: 400 ppm (TWA), 980 mg/m³ (TWA);
500 ppm (STEL) [Vacated];

Hydrogen peroxide [CAS No. 7722-84-1]

ACGIH: 1 ppm (TWA); A3 (1990)

OSHA: 1 ppm (TWA), 1.4 mg/m³ (TWA);

Water [CAS No. 7732-18-5]

ACGIH: No TLV established.

OSHA: No PEL established.

Glycerin [CAS No. 56-81-5]

ACGIH: No TLV established.

OSHA: 15 mg/m³ (Total particulate) (TWA), 5 mg/m³ (Respirable fraction) (TWA);
10 mg/m³ (Total particulate) (TWA) [Vacated];

PEL: Permissible Exposure Limit

TLV: Threshold Limit Value

TWA: Time-Weighted Average

STEL: Short-Term Exposure Limit

Engineering Controls:

Use ventilation adequate to keep exposures (airborne levels of dust, fume, vapour, gas, etc.) below recommended exposure limits. Use explosion-proof electrical, ventilating, and lighting equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Eye/Face Protection:

Wear chemical safety goggles when handling large amounts of product. Ensure that eyewash stations are close to the workstation location. Use equipment for eye protection that meets the standards referenced by CSA Standard CAN/CSA-Z94.3-92 for Personal Protective Equipment.

Hand Protection:

Wear protective gloves when handling large amounts of product. Consult manufacturer specifications for further information.

Skin and Body Protection:

Wear protective clothing when handling large amounts of product. Flame resistant clothing that meets the NFPA 2112

Hand Sanitizer

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and CAN/CGSB 155.20 standards is recommended in areas where material is stored or handled.

Respiratory Protection:

Not necessary under normal conditions of use. If handling large amounts of product, if engineering controls and ventilation are not sufficient to control exposure to below the allowable limits then an appropriate NIOSH/MSHA approved air-purifying respirator that meets the requirements of CSA Standard CAN/CSA-Z94.4-11, with organic vapor cartridge, or self-contained breathing apparatus must be used. Supplied air breathing apparatus must be used when oxygen concentrations are low or if airborne concentrations exceed the limits of the air-purifying respirators.

General Hygiene Considerations:

Handle according to established industrial hygiene and safety practices. Consult a competent industrial hygienist to determine hazard potential and/or the PPE manufacturers to ensure adequate protection.

Section 9: PHYSICAL AND CHEMICAL PROPERTIES

Appearance:	Clear liquid.
Colour:	Colourless.
Odour:	Alcohol.
Odour Threshold:	Not available.
Physical State:	Liquid.
pH:	Not available.
Melting Point / Freezing Point:	Not available.
Initial Boiling Point:	78 °C (172.4 °F) (Ethanol)
Boiling Range:	Not available.
Flash Point:	12 °C (53.6 °F) (Closed Cup - Ethanol)
Evaporation Rate:	Not available.
Flammability (solid, gas):	Not applicable.
Lower Flammability Limit:	Not available.
Upper Flammability Limit:	Not available.
Vapor Pressure:	Not available.
Vapor Density:	Not available.
Relative Density:	0.850 (Water = 1)
Solubilities:	Miscible in water.
Partition Coefficient: n-Octanol/Water:	Not available.

SAFETY DATA SHEET

Hand Sanitizer

Date of Preparation: March 17, 2020

Auto-ignition Temperature: 400 °C (752 °F) (Ethanol)**Decomposition Temperature:** Not available.**Viscosity:** Not available.**Percent Volatile, wt. %:** Not available.**VOC content, wt. %:** Not available.**Density:** Not available.**Coefficient of Water/Oil Distribution:** Not available.

Section 10: STABILITY AND REACTIVITY

Reactivity: Contact with incompatible materials. Sources of ignition. Exposure to heat.**Chemical Stability:** Stable under normal storage conditions.**Possibility of Hazardous Reactions:** None known.**Conditions to Avoid:** Contact with incompatible materials. Sources of ignition. Exposure to heat.**Incompatible Materials:** Acids. Strong oxidizers.**Hazardous Decomposition Products:** Not available.

Section 11: TOXICOLOGICAL INFORMATION
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EFFECTS OF ACUTE EXPOSURE**Product Toxicity****Oral:** Not available.**Dermal:** Not available.**Inhalation:** Not available.**Component Toxicity**

Component	CAS No.	LD ₅₀ oral	LD ₅₀ dermal	LC ₅₀
Ethanol	64-17-5	7060 mg/kg (rat)	20000 mg/kg (rabbit)	20000 ppm (rat); 10H
Isopropyl alcohol	67-63-0	3600 mg/kg (mouse)	12800 mg/kg (rabbit)	16000 ppm (rat); 8H
Hydrogen peroxide	7722-84-1	376 mg/kg (rat)	4060 mg/kg (rat)	2000 mg/m ³ (rat); 4H
Water	7732-18-5	Not available.	Not available.	> 90000 µl/kg (rat); 4H
Glycerin	56-81-5	12600 mg/kg (rat)	> 10000 mg/kg (rabbit)	> 570 mg/m ³ (rat); 1H

Likely Routes of Exposure: Eye contact. Skin contact. Inhalation. Ingestion.**Target Organs:** Eyes. Gastrointestinal tract. Respiratory system.

Symptoms (including delayed and immediate effects)

Inhalation: Normal use is not expected to cause any adverse effects. Excessive inhalation may cause headache, dizziness, confusion, loss of appetite and/or loss of consciousness.

Eye: Causes serious eye irritation. Signs/symptoms may include redness, swelling, pain, tearing, and blurred or hazy vision. Ethanol may cause painful sensitization to light, chemical conjunctivitis and corneal damage. Isopropanol may cause transient corneal injury.

Skin: No adverse effects are expected under normal conditions of use. Handling of large amounts may cause skin dryness and/or irritation.

Ingestion: May cause gastrointestinal irritation. Signs/symptoms may include abdominal pain, stomach upset, nausea, vomiting and diarrhea.

Skin Sensitization: Not available.

Respiratory Sensitization: Not available.

Medical Conditions Not available.

Aggravated By Exposure:

EFFECTS OF CHRONIC EXPOSURE (from short and long-term exposure)

Target Organs: Skin. Eyes. Gastrointestinal tract. Respiratory system. Blood. Cardiovascular system. Liver. Kidneys. Reproductive system. Central nervous system.

Chronic Effects: Prolonged or repeated contact may dry skin and cause irritation. High vapour concentrations, generally greater than 10% by volume, may sensitize the heart and lead to lethal cardiac arrhythmias.

Carcinogenicity: Product is not classified as a carcinogen. See Component Carcinogenicity table below for information on individual components. Animal studies with Ethanol have reported the development of tumours.

Component Carcinogenicity

Component	ACGIH	IARC	NTP	OSHA	Prop 65
Ethanol	A3	Group 1	Not listed.	OSHA Carcinogen.	Not listed.
Isopropyl alcohol	A4	Group 3	Not listed.	Not listed.	Not listed.
Hydrogen peroxide	A3	Group 3	Not listed.	Not listed.	Not listed.

Mutagenicity: Laboratory experiments with Ethanol have resulted in mutagenic effects.

Reproductive Effects: Ethanol may cause reproductive effects.

Developmental Effects

Teratogenicity: Not available.

Embryotoxicity: Ethanol has been shown to produce fetotoxicity in the embryo or fetus of laboratory animals if swallowed. Prenatal exposure to ethanol by ingestion is associated with a distinct pattern of congenital malformations that have collectively been termed the "fetal alcohol syndrome".

Toxicologically Synergistic Materials: Not available.

Section 12: ECOLOGICAL INFORMATION

Ecotoxicity: Not available.

Persistence / Degradability: Not available.

Bioaccumulation / Accumulation: Not available.

Mobility in Environment: Not available.

Other Adverse Effects: Not available.

Section 13: DISPOSAL CONSIDERATIONS

Disposal Instructions: Disposal should be in accordance with applicable regional, national and local laws and regulations. Local regulations may be more stringent than regional or national requirements.

Section 14: TRANSPORT INFORMATION

Canada Transportation of Dangerous Goods (TDG)

Proper Shipping Name: UN1987, ALCOHOLS, N.O.S., 3, PG II

Class: 3

UN Number: UN1987

Packing Group: II

Label Code:



ICAO/IATA

Proper Shipping Name: UN1987, ALCOHOLS, N.O.S., 3, PG II

Class: 3

UN Number: UN1987

Packing Group: II

Label Code:



IMDG

Proper Shipping Name: UN1987, ALCOHOLS, N.O.S., 3, PG II

Class: 3

UN Number: UN1987

Packing Group: II

Label Code:



Section 15: REGULATORY INFORMATION

Chemical Inventories

Canada (DSL)

The components of this product are in compliance with the chemical notification requirements of the NSN Regulations under CEPA, 1999.

Section 16: OTHER INFORMATION

Disclaimer:

The information contained in this document applies to this specific material as supplied. It may not be valid for this material if it is used in combination with any other materials. It is the user's responsibility to satisfy oneself as to the suitability and completeness of this information for their own particular use.

Date of Preparation of SDS: March 17, 2020

Version: 1.0

GHS SDS Prepared by: Deerfoot Consulting Inc.
Phone: (403) 720-3700

Adult Probation
Limited Resumption of Client Contact
 Last Revised: September 4, 2020

General Information

Commencing Tuesday, September 8, 2020, Adult Probation will begin the limited resumption of direct client contact, permissible by appointment only. This document will outline the processes necessary for resumption.

It is of note that the design of each space, staffing levels, and caseload sizes vary. Therefore alterations or additions to these guidelines will need to be considered in spaces where the general guidelines, or aspects therein, cannot be applied. This document is a general guideline, and any offices requiring alterations will consult with their Regional Manager (RM) or Chief Adult Probation Officer (CAPO).

Pertinent Safe Work Procedures (SWP's)

- SWP's that have been distributed remain in effect for all modes of client contact.
- An additional SWP has been developed and approved for client contact. This SWP is attached.
- GNL has developed a SWP for Visitors to Government Buildings. This SWP is attached.

Reporting by Appointment Only


- Main doors for the Probation Offices will remain locked. Access to the office will be granted by appointment only.
- Any client reporting unscheduled will not be granted access and will be directed to contact their supervising APO for further reporting instructions.
- Signs had previously been provided that indicate that access is by appointment only with contact numbers for the front desk and APO's. These will remain in use. An additional GNL sign for appointments only is attached.

Scheduling of Appointments

- Each APO will be provided with a "block" of time where they are to schedule appointments with clients on their caseload.
 - No more than one client can be scheduled to report at any given time. Additional time should be factored into the appointment time to account for late arrivals or appointments that may take longer than anticipated.
 - Additional time will also be factored in to permit disinfecting surfaces between visits.
- How "blocks" of time are arranged is at the discretion of the Regional Office, and requires the approval of the APOII. However, APO's blocks of time are not to overlap.
- When scheduling appointments it will be necessary to inform the client of the COVID related processes and reporting expectations. A guideline to use when informing the client is enclosed as Appendix A.
- In offices that are shared with Victim Services additional measures may need to be considered, and consultation with the Victim Services Regional Coordinator may need to occur to ensure appointment times for both program areas are not conflicting.

COVID Client Screening

- A screening questionnaire and information to share with the client is enclosed as Appendix B.

- The screening questionnaire will be read/reviewed with the client in all instances where they will be reporting to the office. As per Appendix A: Guideline for Setting Client Appointments, if a client has access to a cell phone the questions will be reviewed by phone prior to permitting access to the office. If the client does not have a phone it will be completed as soon as the client enters the waiting area. In addition:
 - Where possible, a copy of the questions may be emailed to the client in advance for review.
 - A copy of the questions will also be placed on the main door of the Regional Office indicating that the client is to return home and contact 811 should their response be “yes” to any of the screening questions. The sign for self-screening is attached.
- The following points pertain to the use of a screening tool and the disclosure of information:
 - For health and safety of employees, it is reasonable to ask screening questions;
 - Individuals should be informed that the purpose of the questions is to determine if a person will be permitted to enter the office;
 - APO’s are only permitted to ask the questions noted. We are not permitted to access more detail than is required.
 - Individuals’ privacy is to be respected at all times. **No data regarding screening questions, inclusive of the responses, is to be recorded or collected in relation to any individual.** This includes whether or not the individual was successful in entering the space.
 - However, as per standard practice all appointments should be noted in PCOMS, and all contact notes entered as per policy guidelines.
 - Additionally, a book is to be kept at the front desk of each office where the name of the client, the date/time they reported, the method of reporting (desk, secure office, or office space) as well as the APO’s name will be recorded. This may be used for contact tracing purposes if deemed necessary by Public Health;
 - When appointments are being arranged, advise the client of new procedures and any PPE that will be required;
 - 
- The following information pertains to the release of personal information:
 - It is possible that Adult Probation could provide personal information to a Health Authority for the purposes of contract tracking pursuant to s.68(1)(p) of ATIPPA:

s.31(1)(a);(c)

68. (1) A public body may disclose personal information only (p) where the head of a public body determines that compelling circumstances exist that affect a person’s health or safety and where notice of disclosure is given in the form appropriate in the circumstances to the individual the information is about;
 - As such, we are to inform the client that it may be necessary to provide Public Health with their contact information should it be required for contract tracing purposes in relation to COVID-19.
- Additional guidance on COVID-19 screening can be found here: <https://www.gov.nl.ca/atipp/files/Guidance-on-Covid-19-Screening.pdf>

Provision of PPE – Client Use

- Hand sanitizer: will be placed in the waiting area for offender use. This is to remain on the wicket counter in view of the CTIII wherever possible.

- Masks: extra masks will be provided to each office in the event that a client does not have access to one. Where necessary, clients will be provided with one mask only, which is required for the duration of their appointment.
- As of Monday, August 24th masks became mandatory in all public places throughout Newfoundland and Labrador, this is inclusive of the Probation Offices and the buildings in which they are located. As such, all clients reporting to a Probation Office are required to wear a mask and they are to be informed of this requirement when scheduling appointments.

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s,31(1)(a);(c)

Modes of Reporting

General Information

- Commencing direct offender contact is limited to the clients where deemed necessary for the provision of adequate supervision and to regain meaningful contact with those who were difficult to contact throughout the COVID pandemic.
- Limited contact is not intended for all clients, rather it is intended for those most in need of direct contact.
- The frequency of supervision is to be maintained as per the supervision standards directed in policy and in our Contingency Plan. The 3 Levels of reporting to the office and the addition of Level 2 home visits (all outlined below), provide optional modes of supervision to be used along with phone reporting, as deemed appropriate and necessary for case management.
- All APO's are to review their caseloads to identify high priority clients that will commence reporting in person.
- When reviewing the following is to be adhered to:
 - Priority is to be given to those who:
 - Are currently on a CSO
 - Are sexual offenders
 - Are domestic offenders
 - Have received a new order and have not been seen in person
 - Have been difficult to maintain contact with during the COVID pandemic
 - Consideration is to be given to those who:
 - Are assessed as a high risk to reoffend but are not in a group identified as a priority
 - The nature of the offence(s) or offending history is of particular concern to the APO
 - Consideration may be given to those who:
 - Have extenuating circumstances that warrant direct contact
 - Are reporting for the completion of a PSR where the APO determines that an in-person interview is absolutely necessary (i.e. the client does not have consistent and/or private access to a phone);
 - Are reporting for the completion of an LS/CMI where the APO determines that an in-person interview is absolutely necessary (i.e. the client does not have consistent and/or private access to a phone);

- Any other client, who in the professional judgement of the APO, requires in person contact to ensure adequate supervision is provided
- When assessing which method of reporting is suitable, APO's must first consider Level 1: Desk Reporting. Only when Level 1 is deemed not suitable will Level 2: Secure Office be considered. Only when Level 2 is not deemed suitable (or available) will a Level 3: Individual Office be considered.
- APO's are required to exercise sound professional judgement when determining the level of contact that will occur and when identifying clients to commence in person reporting.
- SWP's for client contact are to be adhered to for all levels of client contact.
- APO's are responsible for monitoring Satellite Offices to determine when they will be available/accessible to us. We will resume client contact in Satellite Offices once those offices permit us to use their space. We will be required to follow the SWP's for those office when we enter and we will follow our SWP for "In Office Meetings" when in a private meeting space with clients.

Level 1: Desk Reporting

- In resuming limited direct client contact, desk reporting is the preferred method of contact.
- Unless absolutely necessary, all clients reporting will utilize the desk reporting option.
- Desk reporting is not intended for appointments where clients will have to report highly confidential or personal information. This should continue to be completed by phone wherever and whenever possible.
- Desk reporting is intended to be brief, and for instances where the information shared is not sensitive.

Level 2: Secure Office

- In limited situations a client may be reporting for purposes where conversing in the front desk area is not suitable. These situations would be limited to the following:
 - The nature of the appointment requires a space where the client's confidentiality can be maintained.
 - The client reports in crisis which cannot be mitigated at the front desk
- In these instances the client may be seen in the secure office.

Level 3: Individual Office

- Appointments that occur in an APO's individual office will only be considered when a Level 1 and Level 2 appointment is deemed unsuitable or unavailable.
- Only when deemed absolutely necessary will a client be scheduled to report for an appointment that will occur in the APO's individual office.
- The use of a boardroom, where available, may be considered in lieu of meeting in an individual office

Home Visits

- Previous COVID contingency plans have permitted the use of a Level 1: Drive By for the purposes of CSO home visits, and for maintaining contact with those subject to Probation Orders. This continues to be permissible.
- A Level 2: Face to Face Home Visit will now be permissible, with some alterations and additions, in instances where deemed necessary.
 - See: Client Contact SWP for information pertaining to Home Visits: Face to Face as additional safety and distancing measures have been added beyond those of the standard working alone protocols.

- A Level 2 home visit is permissible for CSO supervision.
- A Level 2 home visit is also permissible for those subject to a Probation Order who have been difficult to contact through the COVID pandemic, specifically for those who have not had access, or consistent access, to a phone/email for reporting purposes. In these cases, a Level 2 visit is permissible for the purposes of confirming the client's location and for the provision of an appointment time to report to the office.

Electronic Monitoring (EM)

- Electronic Monitoring has been fully reinstated in all 4 offices engaged in the pilot program.
- SWP's have been developed, approved, and provided. These remain in effect at all times while completing EM related duties.
- Electronic monitoring does continue to require direct offender contact and the level/means of contact continues to be as stated in the SWP's for each Regional Office.
- Additional considerations will be required for the scheduling of appointment times for EM hook-ups, alterations, and removals that are to occur in the Probation Office.
 - Given that these appointments may occur with little notice, the supervising APO is to make arrangements for the appointment time by ensuring no other clients are scheduled to report for regular supervision at that time. Where applicable, this will require consulting with the APO who is scheduled for their blocked time on the day/time that the EM duty is required.

**Appendix A:
Guideline for Setting Client Appointments:**

- 1) Your appointment time is (time), on (date) with (APO name) we are located at (address).
 - You cannot arrive more than 10 minutes prior to your appointment time, or later than 10 minutes after your scheduled appointment time. Please be respectful of this as we are not permitting any more than one client into our offices at a time.

- 2) In keeping with Public Health measures you will be required to wear a mask for the duration of your appointment and at all times while in the building. If you do not have a mask one will be made available to you. You should make every effort to maintain 6 feet of distance between you and others whenever possible. Hand sanitizer will be available within the office and you will be required to use this prior to and immediately after your appointment time.

- 3) IF THE BUILDING IS CLOSED TO THE PUBLIC
 - When you arrive at the building, the main doors will be locked.
 - IF client HAS a cell: When you arrive you are to call (APO's number or front desk) to advise that you have arrived and your APO will unlock the door for you.
 - IF client DOES NOT have a cell: Your APO will be waiting for your arrival and will only unlock the door once you are present.

 - IF THE BUILDING IS NOT CLOSED TO THE PUBLIC
 - When you arrive at the office, the door will be locked.
 - IF client HAS a cell: When you arrive at the office you are to call (APO's number or front desk) to advise that you have arrived and your APO will unlock the door for you.
 - IF client DOES NOT have a cell: Your APO will be waiting for your arrival and will only unlock the door once you are present.

 - You are not permitted to bring anyone with you to your appointment unless previously approved by your APO.

- 4) You will be required to answer screening questions prior to your appointment.
 - IF THE CLIENT HAS A CELL PHONE
 - When you call to advise that you have arrived you will be asked some brief COVID screening questions
 - IF THE CLIENT DOES NOT HAVE A CELL PHONE
 - As soon as you enter the waiting room, you will be asked some brief COVID screening questions

Appendix B: **Screening Questions and Information for the Client**

The following information will be communicated to the client when asking the screening questions:

- For the Health and Safety of you and our staff, we will ask you some brief COVID related questions prior to the appointment continuing.
- It is important that you know that these questions are being asked only to determine if your appointment can proceed. We will not record or keep any record of your responses.
- However, we have to advise that it may be necessary for us to provide Public Health with your contact information should it be required for contact tracing purposes in relation to COVID-19.

Self-Assessment Questions

Due to the current COVID-19 pandemic any visitors to government workplaces will be screened using the following questions. Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu. All visitors must answer yes or no to the following 7 questions.

1. Do you have a fever or signs of fever such as chills, sweats, and lightheadedness?
2. Do you have new or worsening respiratory symptoms such as cough, runny nose, sore throat, shortness of breath or difficulty breathing, that are not like your usual allergy symptoms?
3. Do you have any of the following symptoms that are new, worse, or unexplained?
 - Nausea and/or vomiting
 - Diarrhea
 - Muscle Aches
 - Headaches
 - Loss of or change to sense of smell or taste
4. Have you travelled outside the Atlantic Provinces (New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland Labrador) within the last 14 days?
5. Are you a resident of a community along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon) who has travelled outside of these areas in the last 14 days?
6. In the past 14 days, have you had close contact with a person with suspect or confirmed COVID-19?

7. In the past 14 days, have you had close contact with a person with acute respiratory illness who travelled anywhere outside of the Atlantic Provinces in the 14 days before their illness