



June 25, 2021

Applicant c/o
Jeffrey Sunstrum, Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 21-067

Decision

The Department of Justice searched the Whitehorse Correctional Centre and identified records responsive to Access Request #21-067.

Our final response on the information is as follows:

Access Granted in Part

The Department of Justice has provided partial access to information and records relating to the request noted below:

***I am requesting final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions offices.
Timeframe: 01 October 2020 - 20 December 2020***

Third party personal information about current or past health history has been withheld under section 70(3)(a)(iii) of the ATIPP Act as disclosure would be an unreasonable invasion of third party privacy.

Information related to login ID's and passwords has been withheld under section 72(1)(b)(vi) as disclosure could reasonably be expected to adversely affect the security of a computer system.

Records containing information about identifiable individuals as it relates to their current or past physical health, including their personal health information, was determined to be out of scope of the request as the records do not relate to COVID-19 and correctional institutions offices.

There will be no charge for this request.


Right to Complain

You have the right to make a complaint in respect of this response to the Yukon Information and Privacy Commissioner under Section 66 of the ATIPP Act, no later than 30 business days after you receive this response. To make a complaint, contact:

Yukon Information and Privacy Commissioner
3162 3rd Ave.
Whitehorse, YK Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)

Contact Person in Department

If there are any questions, please contact Scott Tyrner, Access and Privacy Analyst for the Department of Justice at (867) 667-9477 or jus.atipp@yukon.ca

Reviewed by:	Signatures:
John Phelps, Deputy Minister, Justice	



Memorandum

November 2, 2020

To: Whitehorse Correctional Centre Staff

From: Michael MacLennan
Superintendent

Subject: COVID19 Protocols for Professional Visitors and Volunteers

Due to the increasing numbers of COVID19 cases in Canada, Whitehorse Correctional Centre is implementing measures for the safety of staff, inmates, volunteers and professionals.

Starting immediately, all visitors, volunteers and professionals entering the secure portion of the facility will be required to wear a mask for the duration of their time in the building.

Masks will be made available at reception; however, professionals and volunteers are encouraged to use their own masks. Visitors will be provided masks at reception.

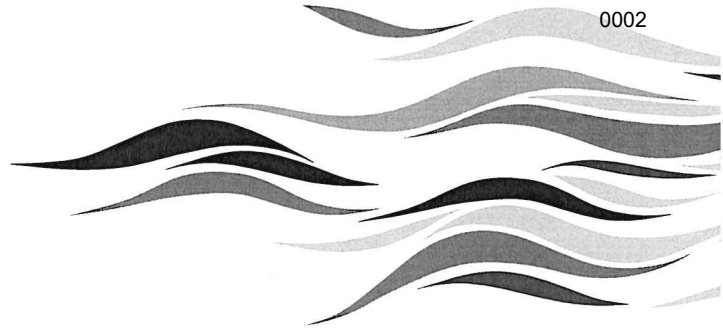
The Yukon government and Whitehorse Correctional Centre will continually adapt and amend policy according to the health crisis in Canada as it unfolds.

Your cooperation is greatly appreciated.

Thank you,

A handwritten signature in black ink, appearing to be "M. MacLennan", written in a cursive style.

Michael MacLennan
Superintendent



Memorandum

October 27, 2020

To: Whitehorse Correctional Centre Staff

From: Michael MacLennan
Superintendent

Subject: A&D APU & Intake PPE Required

While assigned to A&D, APU or the Intake / Isolation Unit, all staff must wear surgical masks, eye protection and gloves when directly exposed to inmates or when working within 2 meters of an inmate in the absence of a solid barrier (e.g. closed solid door). The inmates are required to wear a surgical mask when they are out of their cells in the dayroom, while engaging with staff member or while under escort throughout the WCC.

Your cooperation is appreciated.

Thank you,

A handwritten signature in black ink, appearing to be "M. MacLennan", written over a light gray background.

Michael MacLennan
Superintendent



Memorandum

October 27, 2020

To: Whitehorse Correctional Centre Staff

From: Michael MacLennan
Superintendent

Subject: All Employees Returning from British Columbia

Due to the increasing numbers of COVID19 cases in Canada, particularly British Columbia, Whitehorse Correctional Centre is implementing measures to keep employees, inmates and community safe and healthy during this second wave of infection.

All employees returning from British Columbia will be required to wear masks while inside the Whitehorse Correctional Centre at all times for 14 days commencing the date they returned to Yukon Territory. Staff returning from other areas of the country will continue to be required to follow Yukon Government self-isolation protocols.

The Yukon government and Whitehorse Correctional Centre will continually adapt and amend policy according to the health crisis in Canada as it unfolds.

Your cooperation is greatly appreciated.

Thank you,

A handwritten signature in black ink, appearing to be "Michael MacLennan".

Michael MacLennan
Superintendent



Memorandum

November 3, 2020

To: Whitehorse Correctional Centre Staff

From: Michael MacLennan
Superintendent

Subject: COVID-19 Precautions

As many of you are aware, there has recently been an increase in positive COVID-19 cases globally, including some in Canadian correctional institutions. Know that the health and safety of staff and inmates is our primary concern, as such, as things continue to unfold within Yukon, you may see quick changes to mitigate risk against the spread of the virus take place within the Whitehorse Correctional Centre. These changes may include new requirements for PPE, new masking policies/procedures or changes to daily operations. Measured, appropriate changes to mitigate risk will continue to be communicated to staff. Thus far, WCC has done a great job keeping the virus out of the correctional centre, this success is solely attributed to the efforts of each of you.

Although this is not a time for alarm, it is an opportunity for us to be mindful and observe the following precautions:

- Closely self-monitor for symptoms, contact 811 if you have any concerns
- Refrain from work when symptomatic
- Wear a mask when assigned to A&D, APU & Intake Unit(s)
- Wear a mask at all times while attending WCC for 14 days upon returning from B.C.
- Self isolate for 14 days when returning from outside the territories and B.C.
- If you become ill, self-isolate and seek medical attention with consideration for testing as appropriate, follow direction from 811
- Consider the use of a non-medical mask when outside of the WCC setting when in situations where physical distancing is not possible

I would like to thank all of you for your continued professionalism and dedication to keeping everyone safe during these trying times, your efforts are greatly appreciated.

A handwritten signature in black ink, appearing to read "Michael MacLennan".

Michael MacLennan
Superintendent



Yukoners are a resilient group and this year proves to be no exception! We've learned about COVID-19 and complying with protocols put in place to keep us safe. If you've been on social media, you'll have noticed the barrage of information about COVID-19, which may start to feel overwhelming. We'd like to share with you some supports and learning resources as we work through this pandemic together.

The Government of Yukon (YG) has developed a [COVID-19 Information](#) page where you can find the latest updates and useful resources, including topics about:

- ✓ your health;
- ✓ travel and border restrictions;
- ✓ essential services;
- ✓ economic and social support;
- ✓ access to health professionals; and
- ✓ links to Government of Canada resources.

The folks at the COVID-19 InfoLine (1-877-374-0425) are ready to answer your non-medical COVID-19 questions (daily from 7:30 a.m. to 8 p.m.).

[EFAP program for YG employees and your families](#)

YG employees can access the [Employee and Family Assistance Program](#) (EFAP). Counselling services are typically available in-person, but check first to confirm; another option may be a virtual session (via Zoom or other platforms). Counselling services are also available via phone or videoconference. EFAP operates 24 hours a day, 7 days a week. Check out their [online resource centre](#), or refer to their Frequently Asked Questions section for more information.

As a Government of Yukon employee, you and your immediate family have access to the EFAP at no cost. To ensure your privacy and confidentiality, fees for the EFAP service have been paid in advance by the Government of Yukon. Up to **7 assessment and counselling visits** with an EFAP counsellor are available to employees and employees' family members. You may split these 7 sessions among your family members. **Up to 4 additional sessions** are available in exceptional circumstances as a bridge to accessing longer term care, such as through employee

extended health benefits. Recommendations for additional sessions can be made by your EFAP counsellor to their clinical supervisor (this is the preferred approach to maintain confidentiality) or by contacting Jeananne Nicloux, Director of Health, Safety and Wellbeing.

You can also call EFAP for immediate support as often as you need; any call for support under 20 minutes does not count towards your 7 counselling sessions. Calls are confidential and answered by EFAP trained counsellors.

To reach the Employee and Family Assistance Program:

- **Call 867-668-3327**
- **Or toll free at 1-800-667-0993.**

Save these numbers within your contact list in your phone so you have the number at your fingertips when you, your family or a colleague need support.

Canada Life benefits

In addition to EFAP, Government of Yukon employees have up to \$1,000 for counselling services and psychological supports through our Canada Life benefits package.

You can find more information on the [Benefits page on Yukonnect](#), or you can log in to your Canada Life [Groupnet account](#).

Canada Life's [Workplace Strategies for Mental Health](#) website offers free tools and information to help support your mental health and safety. You'll find a new series of videos and blogs about managing anxiety around coronavirus, exercises for stress reduction and deep relaxation, and much more.

Credit counselling

Recognizing the financial challenges that many may experience because of COVID-19, Canada Life is offering its plan members the opportunity to access the services of the Credit Counselling Society until December 31, 2020. Government of Yukon employees and retirees with Canada Life benefit coverage will be able to access the services of an accredited credit counsellor for free during this time. These services include providing financial education, resources and strategies for members to help manage expenses, pay off debt, and set financial goals.

Until December 31, 2020, employees can access the services of Credit Counselling Society at no charge by calling 1-888-527-8999. More information on the services of Credit Counselling Society can be found on the [Health, Safety & Wellness blog](#).

LifeSpeak website and phone app

LifeSpeak is YG’s digital wellness platform which offers ongoing access to advice on a wide number of topics ranging from physical and mental health to relationships and finance. You’ll also find a COVID-19 page, which is regularly updated with new resources. LifeSpeak courses can be accessed anywhere and at any time in video, audio or print format. For example, you can learn more about [how to manage anxiety](#) during COVID-19. Clinical psychologist Dr. Brooke Halpern shares thoughts about coping and offers ways to support others, including how to talk to children about COVID-19 so they do not feel anxious.

Click [here](#) to access LifeSpeak or enter Yukongov.lifespeak.com

- **Access through Group Account**
- Our password is ^{72(1)(b)(vi)}

Wellness Together Canada

[Wellness Together Canada](#) is an amazing resource that came to be as a response to the COVID-19 pandemic. It is available to all Canadians.

This online portal provides a variety of electronic mental health offerings ranging from mindfulness, managing depression and anxiety, relationship challenges and substance use. There is a way to track your wellbeing on an ongoing basis. There are options for accessing peer support groups.

It offers access to live counsellors over the phone – 24 hours a day. These are trained clinical counsellors, hired by Homewood Health. They are available for brief phone therapy, and can also provide longer term assistance, with numbers available for adults and youth.

The most current offering online is a “Taking Control of Stress” course through Homewood Health. To access this course, you have to make an account in the [portal](#) and then select “Self-guided tools”. From there, select “Homewood Health”, then select “Taking Control of Stress”. This course provides core education about stress, relaxation strategies, lifestyle strategies, and ways to get more help.

Resources for Supervisors

Talking with employees about COVID-19? Check out these [tips](#) to assist you.

Contact DMU.inquiry@gov.yk.ca to access EFAP brochures, wallet cards and posters for your office.

[Leading your team through COVID-19](#) is also a great resource for supervisors.

Questions?

Call the [COVID-19 InfoLine at 1-877-374-0425](tel:1-877-374-0425) (hours of operation 7:30 a.m. - 8 p.m. daily) if you have a non-medical COVID question.

[Yukon.ca](https://www.yukon.ca) offers links to various topics related to COVID-19 as well as current updates from the Chief Medical Officer of Health (CMOH).

And as always, your Justice [HR team](#) is always ready to assist.

From: [Global.Notes](#)
To: [All Yg Employees](#)
Subject: Changes to the travel bubble and self-isolation requirements
Date: November 19, 2020 17:31:47
Attachments: [image001.png](#)



Changes to the travel bubble and self-isolation requirements

The Chief Medical Officer of Health has announced that as of 5 p.m. on Friday, November 20, everyone other than critical services workers entering Yukon will be required to self-isolate for 14 days. This includes travel from B.C., N.W.T. and Nunavut. Non-essential travel outside the Yukon is not recommended.

If you need to self-isolate following travel, please discuss work-from-home options with your supervisor. Any work-from-home arrangements must be submitted for approval using the [remote work tracking tool in My HR File](#).

If working from home is not operationally possible, COVID-19 leave with pay will be available for self-isolation requirements for anyone who travelled to B.C., N.W.T. and Nunavut prior to the public announcement at 9:30 a.m., November 19.

- More information on leave can be found on the [COVID-19 section on Yukonnect](#).
- For more information on self-isolation visit the [self-isolation page on Yukon.ca](#).

Follow the Safe 6 and workplace health and safety guidance

To minimize the risk of infection in the workplace, continue to **follow the Safe 6** and all applicable health and safety guideline for your operations. [Learn more about the Safe 6 and how it applies in the workplace](#).

If you have any questions, please speak with your human resources branch.

This Global Note was sent on behalf of the Public Service Commission.

ATIPP.Analyst

From: Andrea.Monteiro
Sent: November 23, 2020 16:32
To: Grant.MacDonald; Michael.MacLennan; Robert.Clarke; Ashley.Reed Kurtz; Jody.Morey; Tia.Campbell
Subject: FW: COVID-19 in the Workplace

Hi Managers/Supervisors,

Please note the below regarding our responsibilities and limitations as they pertain to COVID and managing our staff and workplaces.

Sincerely,



Andrea Monteiro
 Director, Corrections
 Justice | Community Justice and Public Safety
 T 867-667-8294 | C 867-332-1464

From: Amanda.Ho
Sent: Monday, November 23, 2020 4:18 PM
To: jus-msb-mc
Subject: COVID-19 in the Workplace

Gentle reminder for your teams on how to respond to potential COVID-19 cases in the workplace. Please make sure all your supervisors are aware of the protocols in YG. See the summary below of what all supervisors need to know.

There is a lot of information out there and I know it can be confusing and stressful for supervisors to know what they can and should do if there is any potential case of COVID-19 in their workplace. If you would like Shannon to join your management team meeting to go over the information and the steps to take, please feel free to contact me. We are here to help.

Here is a quick summary of what all YG supervisors need to know:

- 1) Yukon Communicable Disease Control (YCDC) is the only entity with the authority to disclose information about an infections disease risk - Supervisors must not share information about an employee's COVID-19 status or test results;
- 2) If an employee is a confirmed COVID-19 case, YCDC will contact the supervisor and determine the best course of action and will make recommendations based on their detailed risk assessment. They will work with the employer and will directly notify any individual who may have come in contact with a confirmed COVID-19 case. YCDC will also provide direction to these individuals based on their risk of exposure (e.g. remain in workplace and monitor for symptoms or self-isolate at home and monitor for symptoms, etc.);
- 3) If an employee indicates that they have been contacted by YCDC and they are being tested for COVID-19 - they should be asked to stay home until the test results are received and follow the advice from YCDC. Ensure that the employee is on sick leave (unless they are working from home);
- 4) Supervisors should not disclose the name or any information that could identify the individual to other employees or share information about why they are away from the office;

- 5) YCDC may contact the supervisor of an employee to ask specific questions about the workplace - supervisors⁰⁰¹¹ must provide the information to YCDC and not share it with other employees;
- 6) Supervisors should coach their staff to not speculate about who a case is or who may be at risk in order to protect the personal health information of colleagues and clients;
- 7) Managers and supervisors are not authorized to give advice around health, the level or risk of exposure, closing their workplace or direction around when a sick employee can return to the workplace. YCDC will provide direction on any necessary steps based on their standard procedures for infection control;
- 8) If there are any public inquiries about a case of COVID-19 impacting a Yukon government workplace, please refer to our HPW communications team and they will coordinate with the Department of Health and Social Services and the Public Service Commission;
- 9) Supervisors should assure their employees that unless YCDC confirms a case has put their workplace at risk, it is safe to come to work.
- 10) Please visit webpage for more information [COVID-19 in the workplace \(gov.yk.ca\)](https://gov.yk.ca/COVID-19-in-the-workplace)

If you or your management teams have any questions, please do not hesitate to contact me.



Amanda Ho

A/ Director, Human Resources
Department of Justice | Human Resources
T 867-667-8212 | C 867-332-0226 | Yukon.ca

From: [Andrea.Monteiro](#)
To: [Grant.MacDonald](#); [Michael.MacLennan](#)
Cc: [Laura.Guzman](#); [Sydney.Darling](#); [Claudia.Morgan](#)
Subject: FW: Update "Do not come in" poster available online now.
Date: November 24, 2020 11:47:23
Attachments: [image001.png](#)

FYI...

From: Patricia.Randell

Sent: Tuesday, November 24, 2020 11:22 AM

To: jus-msb-mc

Cc: Fiona.Azizaj

Subject: FW: Update "Do not come in" poster available online now.

Good morning – we have been asked to replace the posters that ask people to not enter if they have symptoms or have traveled, please see links below.

English: <https://yukon.ca/en/covid-19-do-not-come-poster-businesses>

French: <https://yukon.ca/fr/covid-19-do-not-come-poster-businesses>

If you need printed copies please let Fiona know and we can prepare the posters for you.

Many thanks,



Patricia L. Randell B.Sc. M.Sc.

Director

Justice | Policy and Communications

P 867-667-3508 | C 867-334-5093 | Yukon.ca

From: [Global.Notes](#)
To: [All Yg Employees](#)
Subject: Wearing masks in the workplace
Date: November 24, 2020 18:09:35
Attachments: [image001.png](#)



Wearing masks in the workplace

Based on the recommendation by Yukon's Chief Medical Officer of Health, the Government of Yukon has announced that non-medical masks will be required in all indoor public spaces as of December 1.

To ensure the health and safety of employees and the public, the Deputy Ministers' Executive Committee has issued a [new directive](#) for employees, which implements the requirements for wearing of non-medical masks by employees in indoor public spaces that are Yukon government workplaces.

In addition to indoor public spaces, the directive requires employees to wear non-medical masks in the indoor common areas of all Yukon government workplaces that are not public spaces.

Common areas include but are not limited to:

- bathrooms;
- break rooms and kitchens;
- elevators, staircases and hallways;
- office supply areas such as printers and photocopiers;
- areas outside of meeting rooms.

[Please read the directive](#) for more details, examples and exemptions to these rules.

Although this directive takes effect December 1, we encourage employees to start implementing the changes as soon as they can.

Employees are encouraged to wear their own reusable non-medical mask. However, if you do not have a non-medical mask, please discuss with your supervisor who can arrange to have one provided for you.

Continue to follow the Safe 6

Non-medical masks are not a substitute for physical distancing and staying home when sick. Please continue to practice the Safe 6 and adhere to other health and safety guidelines appropriate to your operations.

More information

[Learn more about non-medical masks in the workplace](#)

[COVID-19 Directive 6 – Masks in Yukon Government Workplaces](#)

If you have any questions, please speak with your supervisor or human resources branch.

This Global Note was sent on behalf of the Deputy Ministers' Executive Committee

From: [Global.Notes](#)
Subject: For all managers: Changes to travel bubble and new non-medical mask requirements
Date: November 24, 2020 18:20:03

This message is distributed to all managers, supervisors and HR consultants in the Yukon government.

As the situation evolves quickly in Yukon and across the country, the Yukon government has made changes to orders under the Civil Emergency Measures Act that will also have implications for our workplaces and are likely leading to questions from employees.

The recent developments may be disappointing for many. The changes to the travel bubble will disrupt travel plans, and the increase in local cases as well as non-medical mask requirements may create further anxiety. Continue to remind employees of the [mental health supports](#) available, and please reiterate the importance of following the [Safe 6](#) and all health and safety guidance applicable to your operations.

Please ensure that all relevant information is shared with your teams, especially those employees who do not have regular access to emails or the Intranet.

Changes to the travel bubble

- The B.C., N.W.T. and Nunavut travel bubble has been rescinded. Anyone entering Yukon is now required to self-isolate for 14 days.
- There are some exclusions related to critical workers, however, critical workers are still required to self-isolate when not working.
- If an employee is returning from travel, consider working-from-home options when it is operationally possible to do so. Ask employees to submit a work from home request using the [Remote Work Tracking tool in My HR File](#).
- COVID-19 leave with pay will be available for those who left the territory to B.C., N.W.T. or Nunavut prior to the CMOH announcement on November 19 at 9:30 a.m., and are returning to Yukon after November 20 at 5 p.m.
- Access to COVID-19 leave with pay is not available to employees who left Yukon to locations other than the recently rescinded travel bubble.

Masks

- **Following advice from the Chief Medical Officer of Health, the Yukon government has made it mandatory to wear a non-medical mask in indoor public spaces as of December 1. This includes all Yukon government public spaces.**
- The Deputy Ministers' Executive Committee has issued a Directive to implement this requirement for employees in Yukon government public spaces. In addition, the Directive requires employees to wear non-medical masks in the common areas of all Yukon government workplaces that are not public spaces, as of December 1 as well.
- [Directive 6](#) provides details on the non-medical mask requirement.
- The Directive comes into effect on December 1 but we are asking people to start implementing it as soon as they can.

Employees are encouraged to wear their own reusable non-medical mask. If they do not have a non-medical mask already, we have asked employees to discuss this with their supervisors who can arrange to order masks through HPW's [Acquisition Services and Planning](#).

- If an employee refuses to wear a non-medical mask in a Yukon government workplace use these talking points and tips from the Respectful Workplace Office to have a discussion with employees:
 - This is new territory for all of us. Wearing non-medical masks in public and at work is new and different for most of us, and it will take some getting used to.
 - Let's work together with kindness and compassion.
 - We need to be kind and respectful to each other – part of that is doing what we can to keep each other safe.
 - Taking a caring and honest approach that is not judgmental and describes how you are impacted is more likely to elicit a positive response, and avoid your colleague becoming defensive or the situation escalating.
 - If you need help having these discussions internally with your teams and would like some advice, the Respectful Workplace Office can be reached at respectful.workplace@gov.yk.ca.
- This requirement is a workplace policy and while we want to encourage and educate employees on the importance of wearing a non-medical mask, but refusal to do so could result in disciplinary action.
- Non-medical masks are not a substitute for the Safe 6. Employees should continue to maintain physical distancing and stay home when sick.

Social bubbles do not apply in the workplace

- Employees should not consider themselves to be part of the same “social bubble” when in the workplace.
- Colleagues should always follow the Safe 6 in the workplace, regardless of the relationships inside and outside of their employment.

For more information

- If you have any questions about this guidance, please discuss with your HR branch.
- If you have any questions or requests regarding internal communication and information material for employees, please contact pscwebsite@gov.yk.ca.

Visit the [COVID-19 section on Yukonnect](#) for more information.

From: [John.Phelps](#)
To: [JUS-Staff](#)
Subject: Directive on Non-Medical Masks
Date: November 25, 2020 12:50:18
Attachments: [image001.png](#)

Following the announcement about the requirement as of December 1 to wear non-medical masks in all indoor public spaces, the Deputy Ministers' Executive Committee has issued a new directive which will also come into effect on December 1.

The Directive implements the requirement for the wearing of non-medical masks by YG employees in indoor public spaces that are YG workplaces. In addition, this Directive sets out the requirements for mandatory wearing of non-medical masks by YG employees in indoor common areas of all YG workplaces that are not public spaces. They are not meant to replace the specific measures in place in certain areas, such as the safety measures at the Whitehorse Correctional Centre or those set out by the Judiciary for Court Services. To the extent that they provide for additional measures, those measure must be followed.

These new measures are an important health and safety measure to assist in mitigating the spread of COVID-19 and to protect all of us and our families.

This new directive will come into effect on December 1, although I am encouraging everyone to start wearing non-medical masks in the workplace as soon as they can. I started the practice on Monday and find that the adjustment does take some time. That said, it becomes less novel and more comfortable as I continue with the practice.

You should have received a Global Note about the new directive, which includes a link to a [new page on Yukonnect with additional information](#). Please take some time to review this information.

I encourage everyone to wear their own reusable non-medical masks if possible – however, if you do not have a mask available, please let your supervisor know and they can arrange to make a mask available.

It is important to remember that non-medical masks are still not a substitute for the Safe 6. Please continue to follow the guidance on physical distancing, stay home when sick and practice proper hand hygiene.

Given the recent increase in COVID-19 cases in Yukon, the changes to the travel bubble with BC and the new order regarding non-medical masks, I recognize that this may be a stressful time for many of us. While these developments are not unexpected, they are still challenges for our personal and work lives.

I would ask that we all continue to support and care for one another – and remember that we have access to [excellent support resources](#).

Stay safe, and take care.

John Phelps
Deputy Minister and Deputy Attorney General
Justice | Deputy Minister's Office
T 867-667-5959 | Yukon.ca



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ATIPP.Analyst

From: Andrea.Monteiro
Sent: November 27, 2020 12:04
To: Grant.MacDonald; Michael.MacLennan; Robert.Clarke; Valerie.Goodkey
Subject: FW: Information - Employees who indicate they cannot wear a mask for medical reasons

Importance: High

Hi Everyone,

Below is information from PSC outlining guidance if you have employees refusing to wear masks. HR has indicated that you must keep them informed of any of these instances because an accommodation may need to be put in place.



Andrea Monteiro
 Director, Corrections
 Justice | Community Justice and Public Safety
 T 867-667-8294

From: Jeananne.Nicloux <Jeananne.Nicloux@gov.yk.ca>
Sent: Thursday, November 26, 2020 9:35 AM
To: HRMAC <HRMAC@gov.yk.ca>; AHRC <AHRC@gov.yk.ca>
Cc: PSC-Health, Safety and Wellbeing <PSC-Health&SafetyandWellbeing@gov.yk.ca>
Subject: Information - Employees who indicate they cannot wear a mask for medical reasons
Importance: High

Hi all,

Some questions are coming in regarding employees who indicate that they may not be able to wear masks for medical reasons. Health, Safety and Wellbeing is seeking some additional guidance from CMOH on which types of medical conditions would warrant an exemption from wearing a mask, we expect to have that before the Dec 1st order takes effect.

Health, Safety and Wellbeing is updating our earlier guidance on vulnerable persons to include considerations regarding mask wearing. We will share that asap and recommend that approach to fulfilling the duty to inquire and accommodate people who may have medical restrictions and limitations that exempt them from wearing masks.

If you have employees reporting that they cannot wear masks and/or they are submitting medical notes that indicate they cannot wear masks, you can call one of the Disability Accommodation Consultants for advice on how to gather information about the employee's restrictions and limitations. **Our preference is that HR or Supervisors bring these matters to Health, Safety and Wellbeing so that we understand the context of the job and conversations that have occurred.**

The first step will be to support the supervisor/HR Consultant or Disability Accommodation Consultation to have a conversation with the employee to understand their medical limitation or restriction and overall health status. Below are some high level points to consider when supporting those conversations:

- Start with educating the employee about the places where the orders apply and ensure they understand the requirement. Offer wellbeing and educational supports to help them adjust to the change and health and safety information to understand how wear/use masks.
 - Counselling or workshops to address anxiety and increase coping skills are available through FSEAP
- Remind employees that not wearing a mask can be socially isolating and lead to anxiety or increase anxiety, so we want to support them to wear masks.
- The CEMA order regarding mandatory masks in indoor public spaces applies to all Yukoners with **very limited exceptions**.
- Medical information is required to support the exemption. A conversation is required to understand the medical information provided. The conversation will ask specific questions to obtain enough information to validate the need for the exception. In some cases we may need to ask the doctor specific follow up questions.
- Canada Public Health indicates that medical exceptions include (1) people with physical limitations that prevent people from independently putting the mask on and taking it off and (2) people who have difficulty breathing. These conditions should be the focus of the conversation until we have more guidance from CMOH.
- Face shields are NOT an acceptable alternative to wearing masks. In the very limited exceptions where masks cannot be worn, face shields may be recommended when used in combination with enhanced health and safety measures that increase distancing and limit exposure to other people.
- Accommodation measures that include alternative work arrangements may need to be considered in some situations, but it will be very difficult to find indoor work that does not require wearing masks, so we must be very thorough in our efforts to understand the limitation before shifting to face shields and other enhanced health and safety measures.

I hope that helps for now, if you have other questions HRMT may be a good place to flag them or you can reach out to Health, Safety and Wellbeing.



Jeananne Nicloux

Director, Health, Safety and Wellbeing

Public Service Commission | Health, Safety and Wellbeing

T 867-667-5197 | C 867-334-5430 | F 867-456-3977 | Yukon.ca

I acknowledge, recognize, and respect that I live and work within the traditional territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council.

From: [Andrea.Monteiro](#)
To: [Grant.MacDonald](#); [Michael.MacLennan](#); [Robert.Clarke](#); [Valerie.Goodkey](#)
Cc: [Sydney.Darling](#); [Steven.Verwoert](#); [Laura.Guzman](#)
Subject: FW: Mask required posters and more
Date: November 27, 2020 13:20:27
Attachments: [image002.png](#)

For appropriate action within your work units. Note PCU's offer to print the posters if you want to take them up on it.

Andrea

From: Patricia.Randell
Sent: Friday, November 27, 2020 1:15 PM
To: jus-msb-mc
Cc: Fiona.Azizaj
Subject: FW: Mask required posters and more

Good afternoon,

Please find below links to posters with respect to the upcoming mask requirements.

<https://yukon.ca/en/mask-required-poster>

<https://yukon.ca/en/how-wear-non-medical-mask-poster>

If you would like Communications to print the posters for your area, please contact Fiona directly.

Thanks,



Patricia L. Randell B.Sc. M.Sc.

Director

Justice | Policy and Communications

P 867-667-3508 | C 867-334-5093 | Yukon.ca

From: [John.Phelps](#)
To: [JUS-Staff](#)
Subject: Directive 6 in Effect Today
Date: December 1, 2020 08:26:25
Attachments: [image001.png](#)

Good Morning:

As you know, the new CEMA order on mandatory masks in all indoor public spaces and the Yukon government's [Directive 6](#) come into effect today (December 1). I recognize that many of you have already begun to adjust and I want to thank you for helping to normalize this change.

The requirement to wear a mask in Yukon government workplaces applies to all employees, with very limited exceptions. If you have questions related to wearing masks please discuss with you supervisor or HR. More information is available on the [non-medical masks in the workplace page](#) on Yukonnect.

Since the beginning of the pandemic, we have all actively modified our ways of working to adjust to the situation.. The way we work has adapted so we can continue to deliver services in a manner that is safe for employees and the public. In addition to the other measures implemented to date (for example workplace assessments, installation of plexi-glass barriers, hand-washing and use of sanitizers, cleaning protocols, signage, and physical distancing) wearing masks is another measure we have to respond to the evolving situation and reduce the risks of the spread of COVID-19.

I know these are trying times and I want to thank you for your adaptability and your continued efforts to take care of your colleagues, your community and yourself. Please follow the Safe 6, wear a mask whenever required and remember that there are [supports](#) available to help manage through these challenging times.



John Phelps
Deputy Minister and Deputy Attorney General
Justice | Deputy Minister's Office
T 867-667-5959 | Yukon.ca

Privilege and Confidentiality Warning – This message and any attachments are strictly and solely for the use of the intended recipient (s) are confidential, not for distribution, and may be privileged. If you are not the intended recipient please notify the sender immediately and delete this message and any attachments from your system.

From: [Robert.Clarke](#)
To: [JUS-CJPS-CC-WCC](#)
Subject: RE: Enhanced cleaning services
Date: December 3, 2020 15:05:38
Attachments: [image001.png](#)

Allow me to clarify:

Cleaning will take place up to control, but not in control. Staff do not have to worry about anyone entering main control however, I do expect the control operator to ensure their post is cleaned regularly.

Please ensure all components of your workstation is appropriately sanitized prior to post takeover, and ensure the handrails and touch points (door handles specifically) are wiped down frequently. If you need any cleaning materials, please contact Mark Vigneau or myself and we'll get you set you up.

Thank you,



Robert L. Clarke

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-2251 | Yukon.ca

From: Robert.Clarke
Sent: Thursday, December 3, 2020 10:46 AM
To: JUS-CJPS-CC-WCC
Subject: Enhanced cleaning services

Hello all

This is just for information purposes, but to assist us with keeping the workplace clean and safe for all of us, Dave's Cleaning has been contracted to be on site twice daily from Monday to Friday to assist with keeping all touch points clean for us. Monday-Friday at 1pm and again at 9:30pm, they will have one cleaner on site who will be signing out a card at reception and then left to clean all areas from Admin offices back to control as well as Stairwell 5 and 8.

They are not required to enter inmate accessible areas, other than visits, so you will not see them in the main corridor.

Please contact myself or Gary Seeley should you have any questions on this.

Thank you,



Robert L. Clarke

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-2251 | Yukon.ca

From: [Global.Notes](#)
To: [All Yg Employees](#)
Subject: Working from home: new guidance for employees
Date: December 4, 2020 10:38:02
Attachments: [image001.png](#)



Working from home: new guidance for employees

Based on the recommendation by Yukon's Chief Medical Officer of Health, we will be actively reducing the number of employees in Yukon government workplaces in the coming weeks.

[New guidance](#) from the Deputy Ministers' Executive Committee directs supervisors to support more employees to work from home as a proactive, short-term public health measure.

Employees who can use technology to work from home should work from home either full-time or on a rotational basis while this guidance is in effect, until January 31, 2021.

Submit requests for remote work tracking through MyHRFile

All employees working from home must submit a request using the [remote work tracking tool](#) on MyHRFile and complete a [work from home health and safety checklist](#).

Health and safety requirements in workplaces

If you are continuing to work in a Yukon government workplace and not from home, you must follow the mask requirements and all other health and safety measures.

Meetings and training should continue to be held virtually where possible. However, there is some flexibility for small groups to meet in person provided physical distancing and other health measures are strictly adhered to.

Please stay home if you are feeling ill

As Dr. Hanley said on Tuesday, December 1, "If you're sick, it is your responsibility to protect your partners and your friends at work, your family at home, and others that you associate with... If there's one thing to take from today's briefing, please stay home if you're feeling sick."

More information:

- [Supplementary Guidance to Directive 5](#)
- [COVID-19 Directive 5 – Working Arrangements During COVID-19](#)
- [Work from home during COVID-19](#)

This Global Note was sent on behalf of the Public Service Commission.

From: [Steven.Verwoert](#)
To: [JUS-CJPS-CC-WCC](#)
Subject: FW: COVID Verbal screening
Date: December 7, 2020 11:28:46
Attachments: [image001.png](#)
[2020.11.30 - Blank MCS Report.docx](#)
[WCC - COVID SCREENING DEC 2020.pdf](#)
[2020-12-07 Verbal COVID Screening - RC.pdf](#)

Please find attached a memo from DSO Clarke

Steven

From: Robert.Clarke

Sent: Monday, December 7, 2020 11:13

To: Steven.Verwoert

Subject: COVID Verbal screening

A copy of the memo is printing. Can you bring to me for signature then scan and send out with the attached two docs please to all WCC staff?

Thank you,



Robert L. Clarke

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-2251 | Yukon.ca

SHIFT REPORT

0026

Date:		Day Shift 0700-1900	
MCS Name:		Evening Shift 1900-0700	
Manager on Call:			

Incident Type	Quantity	Details
Security Incidents		Time of incident and on call notification
Hearings		
Property Damage		
Segregation Placement		Time of incident and on call notification
Restrictive Confinement Placement		
H / F-Unit Placement		
Inmate Complaints		
New Internal Charges		

H-West				
Name (LAST, First)	Location	Date Placed	Review Date	CAR Sec.
	H 326			
	H 327			
	H 328			
	H 329			
	H 330			
	H 331			
	H 332			

H-East				
Name (LAST, First)	Location	Date Placed	Review Date	Rationale/ Classification
	H 301			
	H 302			
	H 303			
	H 304			
	H 305			
	H 306			
	H 307			

Self-Harm Checks		
Name (LAST, First)	Location	Date Placed

Restrictive Confinement / Segregation Placement				
Name (LAST, First)	Location	Date Placed	Reason	Review Date

Intermittent Cell Confinement (ICC)				
Name (LAST, First)	Location	Date Placed	Review Date	Time

Rotational Unlock				
Name (LAST, First)	Location	Date Placed	Review Date	Unlock Group

Observation Check Sheet		
Name (LAST, First)	Location	Review Date

Assigned Posts				
Post	Day	Night	d8	e8

SHIFT REPORT

Date:		Day Shift 0700-1900	
MCS Name:		Evening Shift 1900-0700	
Manager on Call:			

MCS				
Control				
SEG/SLU				
B				
D				
E				
F				
G				
Prowl				
Prowl				
Cover				
APU				
APU				
A&D				
Programs				
Work Crew				
Nursing				
Nursing				
Nursing				
Provost				
Provost				

STAFF ABSENT				
Name	Sick / special lv	Replacement	OT authorize by	Assigned Post

Releases: ➤ (Inmate , Unit & time)
New Admits: ➤ (Inmate , Unit & time)
Courts: ➤ (Inmate , Unit & time)
Escorts: ➤ (Inmate , Unit & time) plus names of officers
Moves: ➤
Violation Hearings:
Searches:
B Unit: (Unit Officer) ➤
D Unit: (Unit Officer) ➤
E Unit: (Unit Officer) ➤
F Unit: (Unit Officer) ➤
G Unit: (Unit Officer) ➤
SEG / SLU: (Unit Officer)

SHIFT REPORT

0028

Date:		Day Shift 0700-1900	
MCS Name:		Evening Shift 1900-0700	
Manager on Call:			

➤				
BSCS Issues:				
Building Issues:				
Memos:				
Visits:				
Programs:				
ION Scan Verification: (Officer & time)				
Outside Check: (Officer & time)				
COUNTS: inside + Court = Total				
	Sentenced	Remand	Males	Females
All of WCC				

INFORMATION FOR ONCOMING SHIFT				
Releases:				
Escorts:				
Appointments:				
Visits:				
Programs:				
APU:				
Other:				

Shift Report Completed and Verified by:
Signature:
Date/Time:
Shift Briefing Completed by:
Oncoming MCS Briefed by:

Reports Completed and Scanned:
➤

COVID Verbal Screening completed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------



WHITEHORSE CORRECTIONAL CENTER COVID-19 SCREENING FORM

Name: _____
Phone Number: _____
Email: _____
Address: _____

PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
<p>Have you currently experiencing any of the following symptoms?</p> <ul style="list-style-type: none">• Fever/Chills• Cough• Shortness of breath• Fatigue• Muscle aches• Headache• Loss of appetite• New loss of sense of taste or smell• Sore throat• Runny nose• Nausea and/or vomiting• Diarrhea	YES	NO
<p>Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:</p> <ul style="list-style-type: none">• Anyone who is known to have laboratory-confirmed COVID-19? Or• Anyone who has symptoms consistent with COVID-19?	YES	NO
<p>Have you been asked/directed to self-isolate (this could be due to illness, travel or contact)?</p>	YES	NO
<p>Are you currently waiting on the results of a COVID-19 test?</p>	YES	NO

Signature: _____

Date: _____



Memorandum

December 7, 2020

To: All Managers

From: Robert Clarke
Deputy Superintendent, Operations
Whitehorse Correctional Centre

Subject: Verbal COVID Screening of staff

Hello all

To complement our efforts to keep COVID19 out of our facility and to ensure the safety of our staff and population, the following will be implemented with immediate effect.

At the beginning of each shift, managers are required to conduct a verbal screening of their staff by asking the following questions:

Have you currently experiencing any of the following symptoms?

- Fever/Chills
 - Cough
 - Shortness of breath
 - Fatigue
 - Muscle aches
 - Headache
 - Loss of appetite
 - New loss of sense of taste or smell
 - Sore throat
 - Runny nose
 - Nausea and/or vomiting
 - Diarrhea
-

Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:

- Anyone who is known to have laboratory-confirmed COVID-19?
 - Or
 - Anyone who has symptoms consistent with COVID-19?
-

Have you been asked/directed to self-isolate (this could be due to illness, travel or contact)?

Are you currently waiting on the results of a COVID-19 test?

Should anyone answer yes to the above questions, they should be advised to go home and consult 811 for further advice and direction.

For all MCS personnel, the MCS Shift report has been amended to include a check box to ensure that the verbal screening has been completed.

Thank you,

A handwritten signature in black ink, appearing to read 'R Clarke', written over a horizontal line.

Robert Clarke
Deputy Superintendent, Operations

ATIPP.Analyst

From: Andrea.Monteiro
Sent: December 10, 2020 08:41
To: Jeff.Simons
Cc: Laura.Scott; Claudia.Morgan
Subject: Heads of Corrections - Custody Best Practice Guide for COVID-19
Attachments: HOC Pandemic Best Practices Guidelines Final.pdf

Morning Jeff,

Attached is the Heads of Corrections (HOC) COVID-19 Pandemic Best Practice Guide that has been prepared by the HOC Custody Subcommittee which I represent Yukon on. This document has been reviewed and presented to the main HOC table (where I also represent Yukon). A number of the HOC subcommittees have prepared similar documents but this one may be beneficial to share with the DM and Minister in advance of the Minister's FPT meeting next week.

If required, I would be happy to provide a briefing on the information if anyone would like one.

This may also be a document that the DM wants to share with MC based on past discussions about wanting to receive updates happening at the various FPT tables.

Let me know if you would like any additional information on this.

Best,



Andrea Monteiro
Director, Corrections
Justice | Community Justice and Public Safety
T 867-667-8294 | C 867-332-1464

HEADS OF CORRECTIONS

ADULT INSTITUTIONS SUB-COMMITTEE

COVID-19 RESPONSE BEST PRACTICES

COVID-19 has had a direct and significant impact across correctional jurisdictions and will continue to do so for the foreseeable future. Jurisdictions have responded swiftly to ensure the continuation of essential public services and the protection of the health and safety of individuals in custody, staff who work in correctional settings, and visitors. Acknowledging the need to continue to respond to COVID-19 and prepare for additional waves, the Heads of Corrections (HOC) identified the need to review best practices to plan for the future.

The Adult Institutions Sub-Committee was tasked by the HOC to develop a best practices document that correctional jurisdictions across Canada can use to inform their response to COVID-19. To create the best practices document, the Sub-Committee reviewed and identified best practices implemented in correctional facilities across Canadian jurisdictions, as well as systemic gaps. Additionally, the working group identified and prioritized strategies that can be collaboratively developed and implemented by jurisdictions.

The best practice document is intended to serve as a guide for correctional jurisdictions to respond to COVID-19 or other pandemics, recognizing that jurisdictions differ in size and scope of operations and therefore not all practices will be applicable to all jurisdictions.

CONTEXT

Correctional environments are uniquely vulnerable to the risks posed by infectious diseases such as COVID-19. Correctional facilities have frequent movements in and out for a variety of reasons, including court transfers; individuals may transfer between facilities; and there is daily attendance of correctional staff, healthcare workers, food service personnel, and other service providers.

Physical distancing can be challenging in a correctional environment. People in custody live together in close environments, heightening the potential for spread if a disease is introduced into a facility. Individuals in custody may also be more vulnerable to diseases due to poor health or due to facing barriers in accessing medical treatment in the community.

Understanding these risks, correctional jurisdictions in Canada responded rapidly to the threat posed by COVID-19. Measures taken by correctional jurisdictions focused on the following strategies:

- Reducing counts in correctional facilities to better support physical distancing;
- Active screening and isolation procedures for staff and inmates;
- Procurement, use, and tracking of Personal Protective Equipment (PPE) in correctional facilities;
- Increased use of technology to support activities such as visitation and virtual court attendance for remanded inmates;

- Risk assessment and release planning for temporary absences and releases to the community; and
- Communication with staff, inmates, and stakeholders.

The first part of this document highlights the strategies and best practices implemented by HOC jurisdictions in these areas.

Jurisdictions described challenges encountered in responding to the constantly evolving COVID-19 landscape. Some of these challenges mirror those experienced by other sectors (e.g., shortages of cleaning products and difficult acquiring PPE), while others are more specific to corrections (e.g., release planning). The second part of this document provides an overview of challenges experienced and highlights some of the solutions implemented.

The third part of this document describes how jurisdictions are moving forward with recovery planning as the prevalence of COVID-19 in the community fluctuates.

A future version of this best practices document will more fully address recovery planning, including opportunities for jurisdictions to work collaboratively to develop and implement strategies in anticipation of future waves of COVID-19 or other pandemics.

BEST PRACTICES

The following best practices were used by correctional jurisdictions in Canada to prevent the introduction and spread of COVID-19 into correctional facilities. Pandemic preparation, prevention, and infection control measures, when consistently applied, can help to reduce the risk of infectious diseases in correctional settings.

1. Strategies to reduce counts in correctional facilities to allow for physical distancing

Recognizing the unique vulnerabilities encountered by correctional facilities in the face of COVID-19, and that physical distancing is one of the most effective strategies for preventing the spread of the virus, jurisdictions quickly implemented strategies to reduce counts in correctional facilities.

Strategies commonly employed to reduce counts in correctional facilities include:

1. Supporting the continuation of court proceedings for remanded inmates;
2. Working with justice partners to limit new admissions to essential cases only; and
3. Looking for opportunities for release to the community.

To ensure the success of these strategies, jurisdictions reported close collaboration with justice partners, health care partners, and communities.

To [maintain continued access to court proceedings for remanded inmates](#), jurisdictions collaborated with the judiciary, prosecution services, and defense counsel associations. The primary method of facilitating court appearances was through increased reliance on video court technology. The increased demand on this technology did present some challenges, as outlined later in this document. Some jurisdictions collaborated with justice partners to identify individuals awaiting bail and sentencing hearings to prioritize these appearances and facilitate potential release of remanded individuals from custody. When in-person attendance was mandatory, coordination between the site, courts and pre-trial

facility was completed to ensure self-isolation procedures were in place and to minimize movement as much as possible.

Jurisdictions also collaborated with justice partners, including the judiciary and police agencies, to [limit new admissions to correctional facilities to essential cases only](#). This involved placing accused persons on bail supervision when safe to do so, with remand used for priority cases only. Decreases in new admissions were also facilitated by the wide-scale reduction of court proceedings; with fewer cases being heard, fewer individuals could be placed in remand or admitted with a new sentence.

Correctional jurisdictions dedicated resources to [find opportunities for release to the community](#), when appropriate and safe to do so, mostly through the use of temporary absences. Given the complexity and safety issues related to the use of temporary absences, this topic is discussed in more detail later in this document in the section dedicated to risk assessment and release planning for temporary absences and releases to the community

These combined measures were successful in reducing the adult correctional population in many jurisdictions in Canada, with some seeing custody counts decrease by hundreds of individuals within the first few months of their work collaborating with justice partners.

2. Active screening and isolation procedures for staff and inmates

In addition to implementing strategies to reduce counts in correctional facilities, Canadian correctional jurisdictions enacted protocols to prevent COVID-19 from being introduced into correctional facilities and limit its spread should it be introduced. The following strategies helped to prevent the introduction of COVID-19, or contain the spread within a facility, if needed:

1. [Active screening procedures for inmates, staff, contractors or visitors](#);
2. [Limiting movement in and out of correctional facilities](#);
3. [Isolation procedures for people in custody](#); and
4. [Infection control procedures](#).

Jurisdictions implemented [active screening procedures for inmates, staff, and contractors](#) requiring access to correctional facilities. This included a verbal questionnaire to determine if any individual entering a facility had symptoms or were likely to have been exposed to COVID-19. Individuals exhibiting any COVID-19 symptoms were either prohibited from entering correctional facilities or isolation procedures were immediately put into effect. Some jurisdictions chose to incorporate non-touch temperature readings into their active screening procedures; however, not all jurisdictions implemented this as a best practice. Following the screening procedures, a hand hygiene regime of washing and sanitizing was required for all individuals entering a facility.

Jurisdictions recognized that [limiting movement in and out of correctional facilities](#) was one of the most effective ways to prevent introduction of the virus. This was achieved by:

- Suspending in-person visits (some in-person visits were permitted with proper safety and physical distancing protocols in place);
- Restricting access for external contractors and/or volunteers to essential services only;
- Limiting transfers between facilities to essential transfers only;
- Cancelling off-site medical escorts except in emergency situations;
- Limiting movement within facilities for group programs, work, activities, and meals; and

- Focussing on more individualized services and alternate program delivery methods for people in custody.

Jurisdictions implemented [isolation procedures for inmates](#). In some jurisdictions, all new admissions to correctional facilities were held in quarantine/induction units for a 14-day intake period and were screened for symptoms by medical staff. Other jurisdictions routed new admissions through a single or limited number of facilities.

Early isolation of symptomatic inmates pending medical assessment is a vital component of a pandemic response. In cases where either staff or inmates tested positive for COVID-19, immediate precautionary containment measures were taken, including deep cleaning of impacted areas and notifying the local medical health officer and provincial/territorial health professionals. PPE requirements for working with symptomatic individuals were developed in advance in partnership with medical staff. Priority testing for symptomatic inmates and staff is recommended.

Jurisdictions implemented numerous [infection control procedures](#) to prevent the spread of COVID-19 and limit further contamination in correctional facilities should it be introduced. Measures included:

- Facilitating physical distancing in living areas;
- Physical barriers for professional visits;
- Installation of plexiglass barriers;
- Enhanced cleaning practices in all areas of the facility with a focus on high-touch areas such as door handles and telephones;
- Preventative use of PPE such as masks, as required;
- Modifications to CPR and first aid procedures such as “hands-only” techniques;
- Changes to handling of personal effects, including a 72-hour quarantine period; and
- Additional access to disinfectant for people in custody to increase hygiene and keep living areas clean.

3. Procurement, use, and tracking of PPE in correctional facilities

The current COVID-19 pandemic has highlighted the challenge of acquiring adequate supplies of PPE, cleaning, and disinfectant supplies for all sectors, not only correctional jurisdictions. Agencies across Canada learned key lessons during their response to COVID-19 that can inform future responses to this or other pandemics. These include the need to:

1. [Review procurement and financial procedures in advance](#);
2. [Conduct inventory of current supply and implement rationing procedures if needed](#);
3. [Confirm supply chain and develop new supply chains](#); and
4. [Transition to a centralized, cross-sector supply distribution](#).

To be prepared for future pandemics, jurisdictions may benefit from a [review of their procurement and financial procedures](#) in advance to ensure that processes are streamlined. Given the global demand and shortages of PPE and disinfectant products during COVID-19, jurisdictions found that any delays in procurement contributed to further difficulty in securing equipment. Changes made in advance may help facilitate the more efficient acquisition of needed supplies.

Many jurisdictions conducted [an inventory of their current supply and implemented rationing procedures](#) as part of their early COVID-19 responses. This allowed jurisdictions to make more informed decisions on how to allocate limited supplies. In some cases, the inventory process involved regular reporting of

inventory to a centralized team. This process included gathering the current inventory, usage from the previous week, and expected demand for the upcoming week. This approach allows for guidance to be provided if counts deviate significantly from the forecast or from previous consumption patterns, to determine if there are circumstances that led to an increase in use, or if rationing procedures need to be implemented.

Jurisdictions acted swiftly to [confirm current supply chains and develop new ones](#) as needed. In some cases, this involved finding unconventional suppliers, such as alcohol distilleries that switched to hand sanitizer production. Jurisdictions also created their own supplies, such as sewing masks, gowns and/or creating plexiglass barriers in their workshops, to support infection control procedures. This also created correctional intervention activities through meaningful employment for individuals in custody.

Many governments developed a [centralized, cross-sector PPE procurement and distribution strategy](#) to support equal access to supplies during the pandemic. This approach also allows for more efficient purchasing power by central government agencies to support the acquisition of goods in a high-demand, low-supply situation.

4. Increased use of technology

Jurisdictions increased the use of technology to support activities such as visitation and virtual court attendance for remanded inmates. This use of technology supported efforts to reduce counts in correctional facilities, limit movements in and out of facilities, and support physical distancing. Technology was used to:

1. [Conduct court appearances and disciplinary hearings](#);
2. [Support the delivery of health services](#);
3. [Facilitate visits](#);
4. [Deliver programs as appropriate](#);
5. [Conduct Parole Board of Canada Hearings \(for inmates under federal jurisdiction\)](#); and
6. [Facilitate the transmission of documents](#).

Video technology was used to conduct [court appearances and disciplinary hearings](#), when appropriate, to limit movements in and out of correctional facilities. Additional tablets, phone lines, and video court terminals were installed in some facilities to meet the increased use of video.

Jurisdictions also introduced or expanded use of video to [ensure continued access to health care services](#). This involved using video technology in new ways, such as for the completion of mental health assessments and other requests made by the courts.

Video technology was also used to [facilitate visits with family, friends, and professional visitors](#). While personal visits were permitted for legal counsel, these increasingly transitioned to video and telephone, if needed. Telephone access for inmates was also expanded in many jurisdictions due to the suspension of non-essential visits into correctional facilities.

Some jurisdictions used video technology to support flexibility for [program delivery](#). For example, one jurisdiction facilitated Elder involvement in the support of Indigenous peoples in custody through video-conference and telephone access.

The Parole Board of Canada utilized teleconference and/or video conference to conduct conditional release reviews. The Parole Board also used e-signatures to facilitate the more efficient transmission of documents, including [all application/request forms, written representations, victim statements and their](#)

information sharing checklist. Using this approach may help jurisdictions reduce the need for participants to be in close proximity or be in-person to sign documents.

5. Risk assessment and release planning for temporary absences and release to community

Jurisdictions utilized temporary absences (TAs) and other opportunities for release to community to help reduce counts in correctional facilities. Individuals serving intermittent sentences received priority consideration, as regular admission to and discharge from custody was recognized to pose a high risk of introducing COVID-19 into correctional facilities. Some jurisdictions also granted TAs to straight sentenced individuals nearing their probable date of discharge who were deemed appropriate due to a thorough risk assessment; several jurisdictions took a proactive approach to such TA reviews rather than relying on the typical inmate-initiated process. The effectiveness of granting TAs to straight sentenced individuals, in terms of reducing counts in correctional facilities, differed across jurisdictions. Risk assessments were conducted to ensure TAs were granted only to individuals who pose low risk to the community. The risk assessment process involved justice partners, including police, probation and parole, to ensure individuals transitioned could reside in the community without compromising their own safety or that of the public.

Additionally, to support physical distancing within federal institutions as well as the community accommodation capacity in Community-Based Residential Facilities (CBRFs), the Correctional Service of Canada implemented a streamlined case preparation process for non-violent offenders and offenders with underlying medical health conditions.

Release planning involved collaboration with health care partners, both in custody pre-release and in the community, to ensure individuals would have access to required resources and the ability to self-isolate (if necessary). Release planning may have involved a pre-release screening to determine if people had a safe place to go upon release and included questions related to potential exposure to COVID-19.

Jurisdictions also reported strengthening connections and increased collaboration with communities to facilitate release – particularly smaller, remote, and Indigenous communities.

6. Communication with staff, inmates, and stakeholders.

Early and frequent communication with staff, people in custody, and other partners is necessary for a coordinated pandemic response. Effective communication during a pandemic response should focus on a number of areas:

1. Information sharing and training for staff and partners;
2. Use of operations centres and business continuity plans; and
3. Information for people in custody.

Timely sharing of information and training ensures staff are informed and able to respond to a rapidly changing and potentially stressful work environment. Correctional jurisdictions supported communications with staff in a number of ways:

- Use of information hubs (e.g., websites with links to relevant information and resources);
- Timely distribution of public health information with a focus on cleaning, hygiene, and symptoms;
- Use of Frequently Asked Questions documents to address common concerns;

- Consolidated and frequently shared procedural and operational changes; and
- Frequent training on the use of PPE and infection control procedures.

It is important to consider that some staff reported feeling overwhelmed by too-frequent communication; therefore, a balanced approach is recommended.

Some jurisdictions [implemented centralized operations centres](#) for coordination and relied on [business continuity plans](#) to guide their response to the pandemic. Having a centralized base of operations allowed for regular meetings, tabletop exercises to prepare for escalating situations, and a coordinated response across multiple correctional facilities in one jurisdiction. This approach also allowed jurisdictions to update their business continuity plans if they were not efficient or if there were gaps in their response.

[Communicating frequently with people in custody](#) is important to address their questions and concerns during a heightened and stressful situation. Some jurisdictions conducted face-to-face information sessions in living environments. Facilities also used posters, memos, and written materials to keep individuals aware of changing procedures and the latest information. Early communications focused on hygiene, cleaning, symptom detection, as well as information about inmate pay and allowances. Regarding the latter, it was important to immediately acknowledge the pandemic not only impacted the health of people in custody, but also their economic situation. Within the first few days following the start of the pandemic, people in custody in some jurisdictions were guaranteed pay, and provided additional temporary funds to contact family by phone and purchase canteen items. Later communications transitioned to changes in policies, routines, and operational changes. Frequent updating of all materials is required to ensure people in custody have access to the latest information in a rapidly changing situation.

CHALLENGES

While Canadian correctional jurisdictions have swiftly and successfully responded to the COVID-19 pandemic, some challenges have surfaced during their responses. Consideration and discussion of some of these key challenges now will ensure that jurisdictions can work with partner agencies to respond even more successfully to possible future waves of COVID-19 or to another pandemic. Key challenges include:

- Acquiring PPE, including expanding beyond usual supply chains and ensuring sufficient inventory;
- Confirming with health partners what PPE is mandatory, sufficient, or required for all situations;
- Coordinating between correctional services and health care services in the areas of communication, information sharing, and PPE acquisition;
- Ensuring timely access to testing and turnaround times for results;
- Keeping people in custody engaged and motivated to serve their time in a positive way leading to successful release and safety of the public during the pandemic;
- Addressing challenges with release planning:
 - Barriers presented by the pandemic, such as lack of, or changes to employment options, school/education closures, access to personal PPE and cleaning supplies, changes to housing (less available/more expensive, stigma/racism, etc.);
 - Monitoring testing results, and communicating positive/suspected positive cases;
 - Working with communities restricting entry (e.g., to reserves);

- Communicating and coordinating with community partners providing accommodation (e.g. Community Residential Facilities);
- Conducting operational risk assessments, which may be challenging due to rapid pace of operational changes;
- Streamlining and simplifying communications due to the rapid pace of change and large quantity of information;
- Acknowledging and minimizing differential impacts on marginalized groups such as racialized people, members of the LGBTQ community, and women (requiring application of an intersectional (GBA+) lens);
- Addressing capacity for virtual court appearances and consultations with legal counsel, and
- Monitoring compliance to ensure new protocols and procedures continue to be adhered to after implementation.

RECOVERY PLANNING

Correctional jurisdictions will need to continue to adapt as the prevalence of COVID-19 fluctuates in the community. Recovery planning is needed to ensure a coordinated response in a number of possible areas. Specifically, correctional jurisdictions need to plan now to:

- Anticipate impacts of resumption of full court operations;
- Respond to increasing custody counts in facilities;
- Address an increase in new admissions putting pressure on quarantine/induction units;
- Expand infrastructure to support enhanced reliance on technology solutions;
- Develop a risk management framework;
- Ensure COVID-19 best practices continue to be followed as risk of infection is perceived to lessen; and
- Continue tabletop exercises and business continuity planning.

A future version of this best practices document will more fully address recovery planning, with input from correctional jurisdictions across Canada.

ATIPP.Analyst

From: Andrea.Monteiro
Sent: December 18, 2020 13:27
To: Michael.MacLennan; Grant.MacDonald
Subject: FW: Reassignments and supporting the pandemic response

Hi – Sharing the below in case any of your staff start asking to be redeployed. In my opinion YCC and WCC provide vital and critical statutory services to the public so unless it is a very unique situation, our front-line POs or WCC staff should not be redeployed.

Happy to discuss further if either of you would like to chat about this.



Andrea Monteiro
Director, Corrections
Justice | Community Justice and Public Safety
T 867-667-8294 | C 867-332-1464

From: John.Phelps
Sent: Friday, December 18, 2020 1:12 PM
To: jus-msb-mc
Cc: Carla.Braun
Subject: Reassignments and supporting the pandemic response

I want to take this opportunity to thank you for your ongoing commitment as public servants, especially during a year that has been very challenging for us all. Your support is very much appreciated particularly as I reflect on Yukon government's response to date and the length of this pandemic.

The COVID-19 situation in the territory has changed significantly in the past few weeks. We have seen an increase of active cases, additional health orders including wearing of non-medical masks in public spaces and workplaces, the rescinding of the travel bubble, and a move to encourage more people to work from home – and most recently, a more positive announcement of a vaccine coming in 2021.

As the pandemic evolves, we must continue to be ready to respond as an organization. The *Business Continuity Implementation Plan* was recently approved by the Deputy Ministers' Executive Committee and is now available on the [Supporting the Pandemic Response](#) page on Yukonnect. I encourage you to review this plan along with other information added to this page over the next while.

The plan lays out the 4 states for our response to the COVID-19 pandemic and highlights the decisions and actions that decisions-makers may take in support of each response state. As we are currently in the third state, our focus is on **responding** to the pandemic. As senior leaders, **responding** means being prepared to reassign staff to support the emergency response when needed.

Our current priority will be in supporting Yukon's upcoming COVID-19 vaccine rollout in the territory. In consideration of this, I authorize you to temporarily adapt or reduce non-critical services and reprioritize other commitments if necessary, to facilitate the reassignment of your staff to support the vaccine rollout and other emergent needs, if and when required. Our collective goals right now are to meet the emergency response, ensure critical services to Yukoners continue operating and continue to provide all other non-critical services

to the extent possible, while implementing measures to limit the spread of COVID-19. I will be communicating⁰⁰⁴² a similar message to all staff in our department.

In the coming weeks, our HR department or a member of the Human Resources Management Team (HRMT) may be looking for your support in filling positions for the vaccine rollout. I invite you to participate in identifying employees who may be the right fit for supporting this initiative or other initiatives as part of the emergency response as they may arise, and consider what impacts it would have on your service delivery if key staff were to be re-assigned.

Please update your ADM or me if you reassign staff and need to adjust services. Thank you for your continued efforts and work on this important matter.



John Phelps

Deputy Minister and Deputy Attorney General
Justice | Deputy Minister's Office
T 867-667-5959 | Yukon.ca

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Joint Health and Safety Committee

Quarterly Review April to June 2020

Completed by: Craig Cameron

GAM 3.48 Corporate Health and Safety

Department: Corrections WCC

Purpose: To track trends and monitor the operations of Joint Health and Safety Committees as part of regular reporting to the Health and Safety Leadership and to support assessment and review of Yukon government's health and safety management system.

Process: The quarterly assessment is made up of three parts:

1. Assessment checklist – identify and comment on items that make the committee compliant and effective
2. Data summary table – record data and identify issues or trends
3. Action Plan – identify items that need attention

1. Committee Assessment Checklist

Answer each statement by stating yes or no to indicate if each item is happening or in place.

Item	Status	Comments/Actions
A. Terms of Reference Committee has written Terms of Reference (ToR) that establish the committee's rules of procedures. Information in ToR should include: <ul style="list-style-type: none"> • Name of health and safety committee • Statement of committee purpose • Duties and functions of committee • Records- storage defined • Meetings- schedule defined • Agendas and meeting minute templates provided • Composition of membership • Co-chairs roles defined • Health and Safety Representative role defined • Terms of membership length and selection defined • Date of annual review • Training of committee members 	YES NO	i.e. date of last review of TOR, missing ToR items etc. 2020.10.22
B. Membership <ul style="list-style-type: none"> • There are a minimum of 4 members, that include at least 50% of members are worker representatives. • Worker representatives have selected 1 co-chair. • Employer representatives have selected 1 co-chair. • Health and Safety Representative selected. • Co-chairs and Rep received JHSC training • Members are attending regularly and quorum is met 	YES NO YES NO YES NO YES NO YES NO	i.e. membership recruitment/attendance issues, length of terms, quorum etc.

Created By	Health, Safety, and Wellbeing
Developed Date	
Revision Date	



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Item	Status	Comments/Actions	
C. Meeting Activities/Committee Functions			
<ul style="list-style-type: none"> Meet monthly 	YES NO		
<ul style="list-style-type: none"> Use OH&S Act and Regulation and standards for guidance for issues discussed 	YES NO		
<ul style="list-style-type: none"> Consideration given to worker OHS suggestions 	YES NO		
<ul style="list-style-type: none"> Review and comment on inspection reports 	YES NO		
<ul style="list-style-type: none"> Review and comment on reports and investigations of incidents 	YES NO		
<ul style="list-style-type: none"> Prepare a report of each meeting. Provide copy to the employer. 	YES NO	Comments of meetings made available through the OH&S file online and OH&S staff Bulletin Board	
<ul style="list-style-type: none"> Respond to complaints relating to the health and safety of workers. * 	YES NO		
<ul style="list-style-type: none"> Ensure incident investigations are completed. 	YES NO	If yes to * functions, give brief description of nature of mitigations or corrective actions recommended by committee	
<ul style="list-style-type: none"> Ensure monthly inspections are completed. 	YES NO		
<ul style="list-style-type: none"> Assign representatives to participate in inspections as required. 	YES NO		
<ul style="list-style-type: none"> Assign representatives to participate in incident investigations as required. * 	YES NO		
<ul style="list-style-type: none"> Follow up on action items from inspections and investigations for completion 	YES NO		
COVID-19			
<ul style="list-style-type: none"> Committee involved with the COVID-19 Workplace assessment 	YES NO		
<ul style="list-style-type: none"> Committee involved in the COVID-19 Safe Work Practice(SWP)/ Operational Plan development 	YES NO		
<ul style="list-style-type: none"> Recommendations from the SWP/Plan been implemented i.e. barriers, floor markings, signage etc. 	YES NO		
<ul style="list-style-type: none"> Employees following practices and procedures related to COVID-19 	YES NO		

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Item	Status	Comments/Actions
D. Committee Recommendations <ul style="list-style-type: none"> Recommendations made to senior management for decision regarding improvements to health and safety policy, work or safety procedures, training, or equipment. Advise employer on proposed changes to the workplace or work processes that may affect the health or safety of workers. Follow up with employees regarding recommendations and decisions Follow up to confirm decisions/mitigations are implemented and effective Senior management responds to recommendations in reasonable amount of time 	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	<p>Examples of recommendations, decisions and actions taken</p>
E. Other <ul style="list-style-type: none"> Committee consulted Health, Safety and Wellbeing branch or department safety personnel for expertise for recommendations Minutes of 3 most recent JHSC meetings are posted in the workplace Monthly meeting records are kept at least 3 years from date of meeting Monthly meeting records are readily accessible to JHSC members, workers and Safety Officers of YWCHSB 	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	<p>Description of issues referred to outside expertise</p>

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2. Data Summary Table

Record the number of occurrences for each indicator per month

Indicator	Month April	Month May	Month June	Comments
Number first aid injuries		70(3)(a)(iv)(A)		
Number of incidents				
Number of YWCHSB orders	02	02	01	
Number of inspections	01	01	01	
Number evacuation drills				
Number of earthquake drills				
Number of lockdown/ panic button drills				These take place all the time they are not drills they are real
Trainings delivered				
Number of people trained				
Safety Talks or promotional campaigns delivered				

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