



### Temporary Safe Work Practice

## Covid-19 Electronic Monitoring Alteration Practice

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Persons</b>	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:

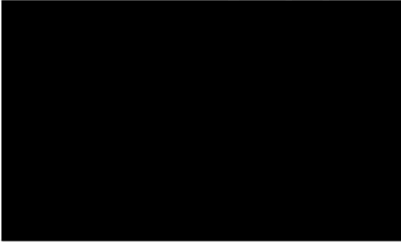
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

### **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, therefore the APO is to arrange a specific appointment date and time with the offender to report to the office.

The APO is to arrange to have a second APO on-site as a means of ensuring their safety. The second APO 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 APO 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 taking 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 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 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.

#### **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 and then proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. \*At this point the second APO 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/CTIII side of the front wicket. The APO's are to maintain appropriate social distancing while both are present in the CTIII area.
- The APO will then instruct the offender to doff gloves and mask and place them in the open garbage bin in the waiting room and again use the hand sanitizer before exiting the office.

**When the Offender Leaves the Office:**

- The APO will 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 (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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 goggles 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.

**Signed,**

**Temporary SWP**



**Chief Adult Probation Officer**

Date: April 23<sup>rd</sup>, 2020



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=guwzg7Vixsw">https://www.youtube.com/watch?v=guwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Persons</b>	Adult Probation Staff and Offenders

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#### Post Contact Information:

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- You should return home and contact 811.
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### **Electronic Monitoring:**

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### **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 APO on-site as a means of ensuring their safety. The second APO 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 APO 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 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 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.
- 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.

**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:**

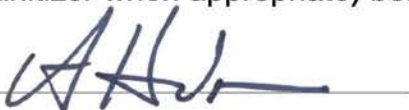
- [REDACTED]
- While standing on the staff side of the front wicket, the APO will direct the offender to use the hand sanitizer first and then proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. \*At this point the second APO will enter the 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 APO leaves the CTIII area.
- The APO will then instruct the offender to doff gloves and mask and place them in the open garbage bin in the waiting room and again use the hand sanitizer.
- 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 (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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 goggles 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 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**

**Temporary SWP**



### 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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Persons</b>	Adult Probation Staff and Offenders

### Safe Work Practice

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#### 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 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, therefore the APO is to arrange a specific appointment date and time with the offender to report to the office.

The APO is to arrange to have a second APO on-site as a means of ensuring their safety. The second APO 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 APO will be present in the secure office (staff side), but 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 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, mask 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]. 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].
- The APO will then direct the offender to use the hand sanitizer and then don gloves and mask.
- When the offender is wearing gloves and mask, the APO will [REDACTED].
- [REDACTED]

**After Removal of the Smart Tag:**

- The APO will instruct the offender to doff the gloves and mask 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 wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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.

**Signed,**

**Temporary SWP**



**Chief Adult Probation Officer**

Date: April 23<sup>rd</sup>, 2020



### Temporary Safe Work Practice

## COVID-19 Electronic Monitoring Alteration Practice

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
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### **Electronic Monitoring:**

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### **Electronic Monitoring Equipment/Supplies:**

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

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### **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 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.

- 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.

#### **Prior to Permitting the Offender into the Building:**

- The APO is to don gloves, mask and goggles and will:
  - [REDACTED]
  - Place a pair of gloves, mask and hand sanitizer 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 and then don gloves and mask.
- 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] 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 doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

### **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 or wash hands thoroughly with soap and water.

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**Chief Adult Probation  
Officer**

**Temporary SWP**



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
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All information redacted on this page under s.31(1)(a);(c);(l);(n)

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

- The APO 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.
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- 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.
- 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.

### Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
  - [REDACTED]
  - Place a pair of gloves, mask and hand sanitizer 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 and then don gloves and mask.
- 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]

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

- The APO will then step back from the offender at minimum six feet and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

**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 or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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 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**

**Temporary SWP**



**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**

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

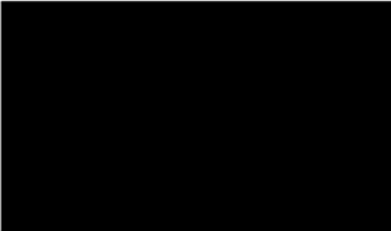
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

### **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 is to clear any loose items from the waiting room with the exception of a chair as it is necessary for the removal.

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

- The APO will also 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.
- 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, mask and goggles and will:
  - [REDACTED]
  - Place a pair of gloves, mask and hand sanitizer 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 and then don gloves and mask.
- 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 mask 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 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 [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 or wash hands thoroughly with soap and water.

- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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**



### Temporary Safe Work Practice

## COVID-19 Electronic Monitoring Alteration Practice

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

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

### **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 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 is to clear any loose items from the porch area of the building 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 the [REDACTED] and the needed equipment [REDACTED] on the APO's office desk.  
\*Only bring the supplies/equipment that is necessary for the alteration.
- Just inside the APO's office place an open garbage bin.
- The APO is to doff gloves and hand sanitize.

**Prior to Permitting the Offender into the Building:**

- The APO is to don gloves, mask and goggles and will:
  - Place a pair of gloves, mask and hand sanitizer on a chair in the porch area of the building.
  - Place an open garbage bin on the floor next to the chair.
- 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 direct the offender to use the hand sanitizer and then don gloves and mask.
- 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 and the offender should remain 6 feet apart.

**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.
- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

**When the Offender Leaves the Building:**

- Once the offender has left the building the APO will bring the supplies (garbage bin 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. 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**



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Persons</b>	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 is to clear any loose items from the porch area of the building 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] [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 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) [REDACTED] 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.
- The APO is to doff gloves and hand sanitize.

#### **Prior to Permitting the Offender into the Building:**

- The APO is to don a clean pair of gloves, mask and goggles and will:
  - Place a pair of gloves, mask and hand sanitizer on a chair in 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 direct the offender to use the hand sanitizer and then don gloves and mask.
- 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 and the offender should remain 6 feet apart.

#### **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.
- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to duff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

**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 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. 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.

A handwritten signature in blue ink, appearing to be 'A.H.', written over a horizontal line.

**Temporary SWP**

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



### 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

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

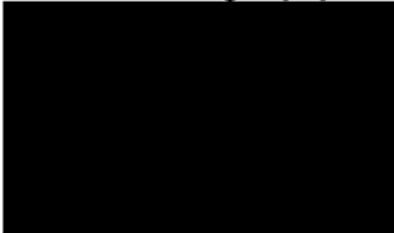
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

**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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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 is to clear any loose items from the porch area of the building with the exception of a chair and an open garbage bin as it is necessary for the removal.
- The APO will hand sanitize, don gloves and place a Rubbermaid container with the  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.
- The APO can doff gloves and hand sanitize.

**Prior to Permitting the Offender into the Building:**

- The APO is to don gloves, mask and goggles and will:
  - Place a pair of gloves, mask and hand sanitizer on a chair in 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 direct the offender to use the hand sanitizer and then don gloves and mask.
- 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 and the offender should remain 6 feet apart.

**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]
- [REDACTED]

**After Removal of the Smart Tag:**

- The APO will escort the offender to the building porch area.

- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to doff the gloves and mask 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 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. 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**



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=guwzg7Vixsw">https://www.youtube.com/watch?v=guwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Persons</b>	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 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 and 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 in the APO's personal office \*Only have the supplies/equipment that is necessary for the alteration on the desk.

- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, place an open kitchen bag and hand sanitizer on the floor next to the garbage bin.

**Prior to Permitting the Offender into the Main Office Space:**

- ██████████
- 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 provide the offender with a mask and gloves and direct the offender to proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will direct the offender to leave the interview room (with plexiglass partition) and go to the secure door to be permitted entry into the main office space.

**When the Offender (Wearing PPE) Enters the Main Office Space:**

- The APO (wearing PPE) will open the secure door to allow the offender (wearing PPE) entry into the main office space.
- The APO will escort offender into the APO's personal office and 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 close their personal office door when escorting the offender out of the main office space.

- The APO will direct the offender to return to the offender-side of the interview room (with plexiglass partition) and wait there until the APO arrives on the staff-side of the interview room (with plexiglass partition).
- 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 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 the APO will use hand sanitizer.
- The APO will re-enter the staff-side of the interview room (with plexiglass partition) and will then instruct the offender to doff gloves and mask and place them in the open garbage bin on the offender-side of the interview room and again use the hand sanitizer before exiting.
- [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 is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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 APO's personal office to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.
- The APO should wait 30 minutes before entering the offender-side of the interview room (with plexiglass partition) to clean and disinfect that area.

**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**

**Temporary SWP**



### Temporary Safe Work Practice

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

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

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

- 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 also place the [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 desk of the staff-side of the interview room (with plexiglass partition).
- The APO will place a second copy of the EM agreement (filled in) on the desk of their personal office with a pen for the offender to sign and leave in the APO's personal office. 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 [REDACTED] in a Rubbermaid container and place the Rubbermaid container on the desk in the APO's personal office. \*Only bring the supplies/equipment that is necessary for the application.
- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, place an open kitchen bag, hand sanitizer and a clean pair of gloves in a small Ziploc bag on the floor next to the garbage bin.

#### **Prior to Permitting the Offender into the Main 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 provide the offender with a mask and gloves and direct the offender to proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will direct the offender to leave the interview room and go to the secure door to be permitted entry into the main office space.

### When the Offender (Wearing PPE) Enters the Main Office Space:

- The APO (wearing PPE) will open the secure door to allow the offender (wearing PPE) entry into the main office space.
- The APO will escort offender into the APO's personal office and direct the offender to sign the EM agreement with the pen that is on the desk. The APO should place the signed EM agreement into the offender's file away from the desk area and close the file folder.
- 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 (as well as the pen that the offender used to sign the EM agreement).
- The APO will close their personal office door when escorting the offender out of the main office space.
- The APO will direct the offender to return to the offender-side of the interview room (with plexiglass partition) and wait there until the APO arrives on the staff-side of the interview room (with plexiglass partition).
- 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 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 the APO will use the hand sanitizer and don a clean pair of gloves.
- The APO will then enter the staff-side of the interview room (with plexiglass partition) and will then instruct the offender to doff gloves and mask and place them in the open garbage bin on the offender-side of the interview room and again use the hand sanitizer.
- The APO will then provide the offender with the Ziploc bag filled with EM equipment to take home before they exit the office.
- s.31(1)(a):(c):(l):(n)  
[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 disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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 APO's personal office to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.
- The APO should wait 30 minutes before entering the offender-side of the interview room (with plexiglass partition) to clean and disinfect that area.

**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**

**Temporary SWP**



### 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

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

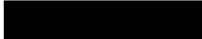
In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) 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 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 pair of gloves, mask, 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 and mask.
- 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 doff the gloves and mask 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 wait 30 minutes after the conclusion of the visit before they enter the offender-side of the interview room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. 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.



**Temporary SWP**

**Chief Adult Probation  
Officer**

<b>General Health and Safety Requirements</b>	
Visitors to Government Buildings - Screening for Entry	
<b>Hazards Identified</b>	COVID-19 Exposure
<b>PPE Required</b>	None identified
<b>Training</b>	None specifically identified
<b>Potentially Exposed Employees</b>	Visitors and Employees
<b>Safe Work Practice</b>	
<p>COVID-19 is a respiratory illness that is transmitted through:</p> <ul style="list-style-type: none"> <li>• Respiratory droplets generated when you cough or sneeze</li> <li>• Close, personal contact such as touching or shaking hands</li> <li>• Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands</li> </ul> <p>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 and any visitors to the building. It is important that visitors adhere to the safety practices and protocols to ensure safety for all.</p> <p>Efforts should be made to arrange for alternatives to in-person meetings such as teleconferences, video conferences or phone conversations, however, there are instances where visitors will need to attend government buildings.</p> <p><b>Section A: Appointment Booking</b></p> <p>Individuals who have to attend government buildings will be contacted by the designated employee to schedule an appointment. The designate will advise visitors:</p> <ul style="list-style-type: none"> <li>• they will be screened for entry using a 7 question Visitor Self-Assessment Tool.</li> <li>• the Visitor Self-Assessment Tool will be emailed in advance of the meeting.</li> <li>• they will not be permitted to enter the building if they answer 'yes' to any question or refuse to answer the questions and will be advised of alternate options for meeting (i.e. skype or phone)</li> <li>• they will be expected to answer the self-assessment questions at the time of their scheduled appointment.</li> </ul> <p>Other pertinent information required for arrival at the building should be communicated including:</p> <ul style="list-style-type: none"> <li>• the entrance where the visitor should arrive.</li> <li>• who will meet the visitor upon arrival and contact information for the designated person.</li> <li>• if the visitor will be using an elevator, they must be advised of the requirement for wearing a mask when more than one person is in the elevator.</li> </ul> <p>Visitors should be advised that if they are required to use Personal Protective Equipment during their visit based on a risk assessment, it will be provided to them. They should also be advised that, at this time, the use of a cloth mask is not required but they are welcome to wear one at their own discretion.</p>	

For departments who use an online appointment booking system, the above information may not apply but the process below should be followed as visitors arrive.

**Section B: Appointment Time**

Visitors will arrive at their appointment time and meet with the designated employee at the agreed upon entrance. The Visitor Self-Assessment Tool will be posted, and if not, must be available for the visitor to review. If privacy can be maintained, the designated employee can read the questions to the visitor. If the designated employee is reading the questions, they must ensure they do not record information or ask additional questions beyond what is asked in the self-assessment tool. In any event, the designated employee must confirm with the visitor they have reviewed the questions and have answered no to all before proceeding to the meeting.

If the visitor answers 'yes' to any of the questions or objects to answering the questions, the visitor will not be permitted to enter the building and arrangements will be made via telephone or email for an alternative method of meeting and they will be encouraged to contact 811.

The visitor should be apprised of COVID-19 safety protocols including:

- physical distancing requirements of up to 2 meters at all times
- mask requirements where there is more than one rider in an elevator
- hygiene expectations
- any other specific protocol for the area they will be visiting.

As we learn more about COVID-19 symptoms, it may become necessary to update the questions to ensure they accurately screen individuals.

**Regulations, Standards and References:**

Guidance Document on Covid-19 screening by ATIPP Office, Department of Justice and Public Safety  
 COVID-19 Visitor Self-Assessment Checklist  
 SWP Covid-19 Hand Hygiene  
 SPW Covid-19 Physical Distancing  
<https://www.gov.nl.ca/covid-19/>

Health and Safety Review by: OTto Ryan/OHS Date: July 2020

Approved by: [Signature] Date: July 2020  
Antastanley July 2020

# 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.

Documents referenced in Safe work practices

**General Health and Safety Requirements**

**Covid-19 Cleaning Practices**

<b>Hazards Identified</b>	Covid-19 exposure from contaminated surfaces
<b>PPE Required</b>	As noted on the Safety Data Sheet
<b>Training</b>	Cleaning and Disinfection Products, Cleaning and disinfection schedule
<b>Potentially Exposed Employees</b>	All Employees

**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.

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.

**Cleaning of High touch surfaces**

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

- Supervisors are encouraged to assess the risk associated with high touch surfaces specific to their workplace and determine an appropriate cleaning and disinfection schedule which is at least twice per day and when visibly dirty.
- Examples may include doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, photo copiers, scanners, printers, touch screen surfaces and keypads.

**Cleaning of Shared equipment**

Shared items such as copiers, fax machines, computers, laptops, telephones, are recommended to be cleaned by each employee before and after use. Shared cell phones are recommended to be cleaned by employees prior to handoff and then cleaned by the second employee prior to use.

\*Please note that specific electronic equipment, such as photocopiers, may require different techniques for cleaning. Consult the user’s manual to ensure that you are not damaging equipment.

- Use a disinfecting wipe (non-reusable) to gently wipe the exterior surfaces.
- Avoid getting moisture in any openings, and don't submerge phone in any cleaning agents
- Avoid use of toasters and coffee pots
- Provide no-touch trash containers near common touch points

**Cleaning Products**

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date 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>

- Check the expiry date of products you use and follow manufacturer’s instructions – see below.
- Where possible, use pre-mixed solutions. If you mix a product due so based on manufacturer’s instructions.
- Allow adequate contact time for disinfectant to kill germs as directed.

**Follow Manufacturer’s Instructions & Personal Protective Equipment**

- Consult product packaging and follow all manufacturer instructions prior to use.
- Where possible, use pre-mixed solutions.
- Follow manufacturer’s instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.
- Employees must use all necessary PPE, as prescribed by the manufacturer and the Safety Data Sheet

**Scented product Considerations**

Where possible, all efforts should be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak

- Supervisors shall inform workers of the cleaning products that are being used
- Provide an update if there is a change in cleaning products.
- Employees who have sensitivity to scented products shall inform the supervisor immediately.
- Supervisors shall try to accommodate such employees to the best of their ability.

**Regulations, Standards and References:**

- <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
- <https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Protect Yourself - Protect Others

## Personal Protective Equipment

### Putting it on in 5 easy steps

#### 1. Hands

- Clean your hands with sanitizer or soap and water.

#### 2. Gown

- Tie at top.
- Then tie at waist.
- Ensure the opening is in back and it covers your skin and clothes.



#### 3. Mask

- Put on a procedure or surgical mask.
- Mold the metal to fit your nose.
- A fit check must be performed with each use.



Alternate: N95 respirator if indicated.

#### 4. Eye Protection

- Put on eye protection.



Alternate: Combo mask/eye shield.

#### 5. Gloves

- Pull on gloves and ensure they cover the cuffs of your gown.



# Protect Yourself - Protect Others

## Personal Protective Equipment

### Taking it off in 6 easy steps

#### 1. Gloves

- Remove gloves.
- Clean your hands with sanitizer or soap and water.



#### 2. Gown

- Untie neck. Untie waist.
- Hook fingers under opposite cuff. Pull over hand.
- Use gown-covered hand to pull gown over other hand.
- Pull gown off without touching outside of gown.
- Roll up inside out/discard.



#### 3. Hands

- Clean your hands with sanitizer or soap and water.

#### 4. Eye Protection

- Remove by handles and place in reprocessing bin or garbage.



#### 5. Mask/N95 respirator

- Remove using loops or ties; do not touch mask.
- N95 should be removed outside of the room after the door has been closed. Place in garbage.



#### 6. Hands

- Clean your hands immediately after removal of PPE or anytime you suspect your hands are contaminated during PPE removal.



**\*Remove all PPE, with the exception of N95, before leaving patient room.**



### 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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 Wabush Regional Probation Office. Removal at the offender’s home should only occur [REDACTED]

[REDACTED]

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 will don gloves and will then place [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 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.

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

- 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 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, 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 [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 the offender not to open the door until the 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.

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

- The APO, still wearing gloves, 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 doff the gloves 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.

**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**

**Temporary SWP**

<p><b>General Health and Safety Requirements</b></p> <p><b>Covid-19 Shared Workstations</b></p>	
<b>Hazards Identified</b>	Potential cross contamination and exposure to Covid-19 virus from shared workstations and frequently touched surfaces.
<b>PPE Required</b>	Masks
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
<b>Potentially Exposed Employees</b>	All employees of Victim Services and Adult Probation
<p><b>Safe Work Practice</b></p>	
<p>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.</p> <p>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.</p> <p><b><u>Section A: Cross Contamination Mitigation</u></b></p> <p>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.</p> <p><b>Masks-</b> All staff are required to wear a face mask when in any shared workspace or common areas both within our offices and in office buildings. Common areas where applicable include hallways, washrooms, stairwells, courthouses, elevators, lobbies, parking garage.</p> <p><b>Gloves</b> – 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</p>	

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 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](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: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Victim Services Program Manager (or designate)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Adult Probation Officer (or designate)

**General Health and Safety Requirements**

**Covid-19 Contamination Prevention in the Workplace – Physical Distancing**

<b>Hazards Identified</b>	Covid-19 exposure from being in close proximity with others in the workplace.
<b>PPE Required</b>	None Required
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
<b>Potentially Exposed Employees</b>	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:

- All meetings are to be held virtually, either over the phone or via video conferencing where possible.
- Common areas such as break rooms, kitchen areas and boardrooms are not to be used until further notice. Staff are to either take their breaks in their own office, or they may leave the office space altogether.
- Avoid standing, walking or talking in close proximity to co-workers. Do not enter another employee’s office to talk or to hand over documents etc...instead either place the document in the slot/file compartment outside their door (if available), or lay it down on a surface outside of their office and advise them of such so they can retrieve it after you have left. If another employee is already in the hallway, wait for them to clear the hallway before leaving your office. If you need to use common equipment (such as the printer/copier) and another employee is already using it, wait in your office until the equipment 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 while sharing office equipment; consult with your manager if needed.

- All bathrooms are limited to one occupant at a time (including multi-stall bathrooms); please lightly knock on the door with your foot before entering the washroom to determine if it is occupied. If occupied, stand back at least six (6) feet from the door while waiting for the occupant to leave the bathroom.
- Opt to utilize phone, email or Skype to contact co-workers instead of meeting in small office spaces.
- 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: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Victim Services Program Manager (or designate)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Adult Probation Officer (or designate)

**General Health and Safety Requirements**

**Covid-19 Contamination Prevention in the Workplace – Personal Hygiene**

<b>Hazards Identified</b>	Covid-19 exposure from contaminated surfaces
<b>PPE Required</b>	Hand sanitizer, paper towels, face mask.
<b>Training</b>	Pandemic Recovery Readiness Modules; Provided video; provided reading materials.
<b>Potentially Exposed Employees</b>	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. 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.
- Bathrooms
  - Before entering the bathroom staff will thoroughly clean hands with hand sanitizer.
  - Staff will bring paper towel with them to the bathroom and will use the paper towel to cover their hands when opening the bathroom door (where needed).
  - All bathrooms are limited to one occupant at a time (including multi-stall bathrooms); please lightly knock on the door with your foot before entering the washroom to determine if it is occupied. If occupied, stand back at least six (6) feet from the door while waiting for the occupant to leave the bathroom.
  - After use, staff wash hands thoroughly. Staff will then use paper towel to dry hands, then turn off the faucet with the paper towel. The paper towel will then be used to open the door, and will be discarded.

- Staff are encouraged to use hand sanitizer once they have returned to their office/workspace.

- All staff are required to wear a face mask when in any shared workspace or common areas both within our offices and in office buildings. Common areas where applicable include hallways, washrooms, stairwells, elevators, lobbies, parking garage.
- 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.
- 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.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf)

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Victim Services Program Manager (or designate)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Adult Probation Officer (or designate)



### Temporary Safe Work Practice

## Covid-19 Cleaning Practices for Adult Probation Staff

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Hand sanitizer Disinfectant
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Employees</b>	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 goggles 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 secure office (staff side) 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 secure office (staff side) 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 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 EM Hook Up;**
- **Returning to the Office after TA Revocations; 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 counter in the secure office (staff side).
- APO will wash hands, and then don gloves.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and place in the secure office (staff side).
- APO is to retrieve a bowl from the [REDACTED] and fill the bowl with clean, warm water, which will also be placed in the secure office to be used for the equipment once clean.
- APO will enter the secure office (staff side) and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in the garbage bin outside of the secure office door. All other items in the Rubbermaid container will be separated and placed on the counter.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin outside of the secure office door.
- APO will proceed to spray each piece of equipment, including the bottle of hand sanitizer (if used), the Rubbermaid container and lid (inside and out) and the goggles (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 (if used), Rubbermaid container and lid (inside and out), and goggles (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 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 [REDACTED]
- APO's are to 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 secure 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 secure 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 outside of the secure 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 outside of the secure office. The APO should then proceed to wash their hands thoroughly with soap and water.

#### **Tasks:**

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

#### **The cleaning process is as follows:**

- APO's are to wait 30 minutes after the offender's departure from the office prior to commencing cleaning of the waiting room and equipment/supplies. This is as an added precautionary measure.
- Prior to entering the waiting room area, the APO will wash their hands, then proceed to don gloves and mask.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and lay them 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 goggles, if used, next to the garbage bin in the CTIII area and place on the counter in the waiting room.
- APO is to enter the waiting room, 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, the bottle of hand sanitizer used by the offender, the Rubbermaid container (inside and out), and goggles (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, the bottle of hand sanitizer used by the offender, the Rubbermaid container (inside and out), and goggles (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]
- APO's are to separate the newly disinfected EM equipment from the regular EM stock by placing it [REDACTED]
- APO's are to 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. \*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.
- After disinfecting of the waiting room is complete, the APO will place the bottle of hand sanitizer that is for the offenders use back into the waiting room for the next use
- 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.

Signed,

Temporary SWP

A handwritten signature in blue ink, appearing to be 'A.H.', written over a horizontal line.

**Chief Adult Probation Officer**

April 23<sup>rd</sup>, 2020

<p><b>General Health and Safety Requirements</b></p> <p><b>Adult Probation and Victim Services</b></p> <p><b>Covid-19 Cleaning Practices</b></p>	
<b>Hazards Identified</b>	COVID-19 exposure from contaminated surfaces; Potential hazardous atmosphere, flammable liquid, eye irritation
<b>PPE Required</b>	None required
<b>Training</b>	Pandemic Recovery Readiness Modules; Provided video; provided reading materials.
<b>Potentially Exposed Employees</b>	All Employees of Victim Services and Adult Probation
<p><b>Safe Work Practice</b></p>	
<p>The Practices outlines 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.</p> <p>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.</p> <p><b>Cleaning of Individual Offices and Work Spaces</b></p> <p>In addition to the routine cleaning that is provided by contracted cleaners in each Region, all staff are to be diligent in ensuring they do their part in disinfecting their office spaces. Adult Probation and Victim Services managers will provide COVID approved disinfectants for this purpose.</p> <p>All staff are to adhere to the following:</p> <ul style="list-style-type: none"> <li>• All individual offices and work stations will be cleaned/disinfected twice daily.</li> <li>• Cleaning/disinfecting will occur at a minimum of:             <ul style="list-style-type: none"> <li>○ At the onset of the workday, and the end of the work day;</li> <li>○ Shared CTIII’s who switch locations during the workday will be required to disinfect their workstations at the onset of working in each location, and prior to departing the location.</li> </ul> </li> <li>• All surfaces within the office/workspace will be disinfected, with specific attention paid to:             <ul style="list-style-type: none"> <li>○ Doorknobs, desk handles and filing cabinet handles;</li> <li>○ Desktop, inclusive of any items on the desktop</li> <li>○ Keyboards, mouse, phone, and any additional equipment</li> <li>○ Wipeable chairs and armrests</li> </ul> </li> </ul> <p><b>Cleaning of High touch surfaces in Common Areas</b></p> <p>In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected based on potential exposure risk.</p>	

- Examples of high touch surfaces may include doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, photo copiers, scanners, printers, touch screen surfaces and keypads.

Adult Probation and Victim Services staff will adhere to the following:

- Meeting Spaces (within offices)
  - Before entering the space staff will thoroughly clean hands with soap and water or hand sanitizer, and will bring their personal disinfectant to the space with them.
  - After use, staff will use their personal disinfectant to disinfect all areas of the space they were in contact with, including but not limited to desks, chairs, phones, equipment, and doorknobs.
- Kitchen Areas (within offices)
  - Staff are not permitted to use kitchen areas for preparing food, this includes shared fridges, microwaves, toasters, ovens, and water coolers.
  - Should staff have to enter a kitchen area they are to thoroughly clean hands with soap and water or hand sanitizer, and will bring their personal disinfectant to the kitchen with them.
  - After use, staff will use their personal disinfectant to disinfect all areas they were in contact with.
- All staff will adhere to directives specific to their buildings for shared spaces located in common building areas.

### **Cleaning of Shared equipment**

Shared items such as computers, laptops, telephones, etc., are to be cleaned by each employee before and after use. Staff are to use the provided disinfectant.

Shared cell phones are to be cleaned by employees prior to handoff and then cleaned by the second employee prior to use.

- Avoid getting moisture in any openings, and don't submerge phone in any cleaning agents

When using shared printers/scanners/fax machines, all staff are to adhere to the following:

- Staff will thoroughly clean hands with soap and water or sanitizer prior to use.
- Staff are encouraged to disable PIN codes where possible
- Staff should use a pencil to touch buttons/touch screens on shared printers/scanners/fax machines.
- Staff will thoroughly clean hands with soap and water or sanitizer immediately after use.

### **Cleaning the Shared Printer/scanner/fax**

- Shared Printers/Scanners/fax machines should be cleaned twice daily
- Prior to cleaning, staff should wash hands or use hand sanitizer and don a pair of clean gloves
- Turn the device off and disconnect the power supply (plug)
- Moisten paper towels with disinfectant (should not be dripping), and proceed to clean all touched areas of the device
- Be cautious to not apply pressure to any touch screen, and prevent moisture from entering the inside of the control panel or buttons
- Ensure surfaces have completely air dried, and then reconnect the power supply.
- Staff will then remove and discard gloves, and wash hands or use hand sanitizer.

### **Cleaning Products**

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date 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>

Adult Probation and Victim Services will be using the following Cleaning Products:

1. NLC Hand Sanitizer.

- Will be sent to Regional Offices in original bottles.
- Staff will transfer sanitizer to a spray bottle for cleaning and sanitizing purposes. Spray bottles will be provided.
- The appropriate NLC label will be affixed to the spray bottle.
- To properly disinfect a surface, the following must be observed:
  - Liberally spray surface with sanitizer and wipe off
  - Do not spray directly onto electronics such as keyboards, phones, printers, etc. disinfectant can cause damage to electronics. In these instances, liberally spray paper towel while ensuring the towel is not dripping. Wipe the surface and allow to air dry prior to use.

**Follow Manufacturer’s Instructions & Personal Protective Equipment**

- Consult product packaging and follow all manufacturer instructions prior to use.
- Where possible, use pre-mixed solutions.
- Follow manufacturer’s instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.
- Employees must use all necessary PPE, as prescribed by the manufacturer and the Safety Data Sheet
- See also: SWP for “Safe Handling, Storage and Transport of World Health Organization Hand Sanitizer Formula”

**Scented product Considerations**

Where possible, all efforts will be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak, the following will be observed:

- Managers will inform staff of the cleaning products that are being used;
- Managers will provide an update if there is a change in cleaning products;
- Employees who have sensitivity to scented products are to inform their managers immediately;
  - Managers will try to accommodate such employees to the best of their ability.

**Regulations, Standards and References:**

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>  
<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Victim Services Program Manager (or designate)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Adult Probation Officer (or designate)



### Temporary Safe Work Practice

## COVID-19 Cleaning Practices for Adult Probation Staff at the Goose Bay Regional Probation Office

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

- APO's are to wait 30 minutes after the offender's departure from the office prior to commencing cleaning of the waiting room and equipment/supplies. This is as an added precautionary measure.
- 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, don gloves and mask.
- 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 goggles, 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 goggles,

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 goggles, 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**

**Temporary SWP**



### 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

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

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 will don gloves and will then place  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 in a separate Ziploc bag to take with them  while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

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

- The APO will place the kitchen bag of EM equipment/supplies and a pump bottle of hand sanitizer and a clean pair of gloves 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]
- APO's are to adhere to existing SWP's [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, 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, 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 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 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) and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

**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**

**Temporary SWP**



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Employees</b>	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 will don gloves and will place the [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 in a separate Ziploc bag to take with them [REDACTED] while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available.
- The APO will place a bottle of hand sanitizer and a pair of goggles into a Ziploc bag. They will then place the kitchen bag of EM equipment/supplies, as well as the Ziploc bag with sanitizer and goggles, into 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 the hand sanitizer located at the staff exit.
- The Rubbermaid container is to be [REDACTED] for transport to HMP.
- APO's are to adhere to existing SWP's [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 goggles. The Rubbermaid container will remain in the APO's vehicle 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. Any APO who declines the use of the provided PPE's shall be denied access.
- As per HMP's *Operational Controls Section 5.00: Access to the Institution*, 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's 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 goggles 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 after using the hand sanitizer.
- The APO, wearing gloves, 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 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.
- *For HMP use only: On conclusion of the visit, the escorting Officer shall notify the Guard Room Officer, who will arrange for the work area to be disinfected in accordance with the COVID-19 Safe Work Practice prior to the area being accessed by another individual. This includes not only the physical space, but also any equipment that has been used (telephones, chairs, shared writing implements, etc.).*

**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 staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

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

Signed,

Temporary SWP



**Chief Adult Probation Officer**

Date: April 23<sup>rd</sup>, 2020



### Temporary Safe Work Practice

## COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP (EMTA Revocations)

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Employees</b>	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 (EMTA Revocations):**

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 EMTA 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. APO's 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 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 in a separate Ziploc bag to take with them [REDACTED] while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.
- The APO will place a bottle of hand sanitizer and a pair of goggles into a Ziploc bag. They will then place the kitchen bag of EM equipment/supplies, as well as the Ziploc bag with

sanitizer and goggles, into 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 the hand sanitizer located at the staff exit.
- The Rubbermaid container is to be [REDACTED] for transport to HMP.
- APO's are to adhere to existing SWP's [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 goggles. The Rubbermaid container will remain in the APO's vehicle 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. Any APO who declines the use of the provided PPE's shall be denied access.
- As per HMP's *Operational Controls Section 5.00: Access to the Institution*, 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's, which they are required to wear for the duration of their interaction with the APO. The prisoner 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 once there. The gloves and mask will 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 Gate House and will be used after the removal of the PPE.
- The APO should don a clean pair of gloves after using the hand sanitizer.
- The APO, wearing gloves, 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 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.
- *For HMP use only: On conclusion of the visit, the escorting Officer shall notify the Guard Room Officer, who will arrange for the work area to be disinfected in accordance with the COVID-19 Safe Work Practice prior to the area being accessed by another individual. This includes not only the physical space, but also any equipment that has been used (telephones, chairs, shared writing implements, etc.).*

**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 the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

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

Signed,

Temporary SWP



Chief Adult Probation Officer

Date: April 23<sup>rd</sup>, 2020



### Temporary Safe Work Practice

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

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

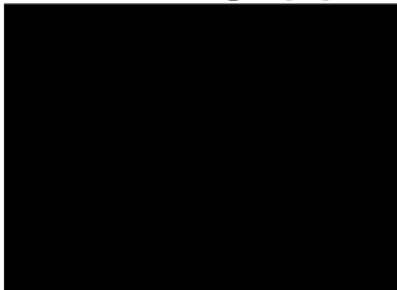
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

### **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 will don gloves and will place the [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 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 goggles, mask and a pair of gloves, a small Ziploc bag

with an extra pair of gloves 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.
- APO's are to adhere to existing SWP's [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 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).

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

- 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 goggles 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 after using the hand sanitizer. \*Gloves and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves, 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 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), goggles, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning

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



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Chief Adult Probation Officer

**Temporary SWP**



### Temporary Safe Work Practice

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

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

### Safe Work Practice

#### Respiratory illnesses like COVID-19 are transmitted through:

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- 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:**

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

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

- The APO 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 goggles, mask and a pair of gloves and a small Ziploc bag with an extra pair of gloves 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]

- APO's are to adhere to existing SWP's [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 goggles 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.

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

- The APO should don a clean pair of gloves after using the hand sanitizer. \*Gloves and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves, 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 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), goggles, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

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

  Temporary SWP  
Chief Adult Probation Officer  
(or designate)



### Temporary Safe Work Practice

## COVID-19 Cleaning Practices for Adult Probation Staff at the Nain Regional Probation Office

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Hand sanitizer Disinfectant
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 goggles 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 APO's office.

[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.**

**The cleaning process is as follows:**

- Upon returning to the Nain Regional Probation Office, staff 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 and a clean mask.
- 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 goggles, 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 goggles, 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 mask 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.



**Temporary SWP**

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



### 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

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

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

- The APO will hand sanitize, don gloves and will then place the  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 in a separate Ziploc bag to take with them  while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

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

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

- 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 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] 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, 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 the offender not to open the door until the 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.

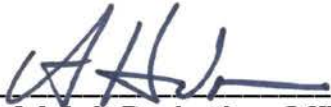
s.31(1)(a);(c);(l);(n)

- The APO, still wearing gloves, 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 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.

**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**



### 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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE
<b>Potentially Exposed Employees</b>	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 St. John's 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 St. John's Regional Probation Office:

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

- The APO 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 in a separate Ziploc bag to take with them [REDACTED] while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

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

- The APO will place the kitchen bag of EM equipment/supplies and a pump bottle of hand sanitizer and a clean pair of gloves 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] [REDACTED] for transport to the offender's home.
- APO's are to adhere to existing SWP's [REDACTED] [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] [REDACTED] The APO will don gloves, 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] [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] [REDACTED]
- The offender will be instructed to place all the EM equipment [REDACTED] [REDACTED] into the kitchen bag and place bag on their doorstep.

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

- The APO, still wearing gloves, 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 doff the gloves and place them 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 staff side of the secure 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.

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

**Signed,****Temporary SWP****Chief Adult Probation Officer**Date: April 23<sup>rd</sup>, 2020



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 (EMTA Revocations):**

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 EMTA program who re-offend and are admitted to the St. John’s City Lockup

[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 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 in a separate Ziploc bag to take with them [Redacted] while completing

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

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

EMTA 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, a pump bottle of hand sanitizer and goggles (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.
- APO's are to adhere to existing SWP's [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 goggles. 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 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 after using the hand sanitizer.
- The APO, wearing gloves, 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 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 the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

**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**

**Temporary SWP**



### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	Covid-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 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 in a separate Ziploc bag to take with them [REDACTED] while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available.
- The APO will place the kitchen bag of EM equipment/supplies, pump bottle of hand sanitizer and goggles (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] for transport to the St. John's City Lock Up.
- APO's are to adhere to existing SWP's [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 goggles. 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

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

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 after using the hand sanitizer.
- The APO, wearing gloves, 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 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 the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

**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

Temporary SWP



### Temporary Safe Work Practice

## COVID-19 Cleaning Practices for Adult Probation Staff at the Wabush Regional Probation Office

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Hand sanitizer Disinfectant
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 goggles 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 APO's personal office or the offender side of the interview room (with plexiglass partition) depending on the task involved. The equipment will be cleaned and disinfected in the APO's personal office when an offender must enter the main office space. The equipment will be cleaned and disinfected in the offender-side of the interview room (with plexiglass partition) when the APO is returning to the office with equipment and/or when the offender is having equipment removed at the office.

██████████  
 Rubbermaid container with lid is to be ██████████  
 ██████████ 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; and/or**
- **Completing Removals in the Office.**

**The cleaning process is as follows:**

- If the APO is returning to the Wabush Regional Probation Office with the Rubbermaid container containing contaminated EM equipment/supplies the APO will first enter the offender-side of the interview room (with plexiglass partition) and place the Rubbermaid container on the desk 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; and/or**
- **Completing Alterations in the Office.**

**The cleaning process is as follows:**

- Prior to entering the APO's personal office, the APO will wash their hands, don gloves and mask.
- APO is to bring and place Spray 9 and paper towel on the desk in their personal office.
- APO is to bring and place a bowl filled with clean, warm water, on the desk in their personal office to be used for the EM equipment once cleaned and disinfected.
- APO is to pick up kitchen bag with the goggles, if used, next to the staff-side of the interview room and place on the desk in their personal office.
- 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 in the APO's personal office.
- 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 goggles, 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 goggles, 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.
- The APO is to wait 30 minutes after the conclusion of the visit before they enter the offender-side of the interview room (with plexiglass partition) to clean/disinfect.
- 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 area.
- 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 mask 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**

**Temporary SWP**

**General Health and Safety Requirements**

**Safe Handling, Storage and Transport of World Health Organization Hand Sanitizer Formula**

<b>Hazards Identified</b>	Potential hazardous atmosphere, flammable liquid, eye irritation
<b>PPE Required</b>	As per manufacturer’s instructions – see below
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials as well as review of all links below
<b>Potentially Exposed Employees</b>	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.

The World Health Organization (WHO) has identified a recipe for alcohol based hand sanitizer. The Newfoundland Labrador Liquor Corporation has mass produced hand sanitizer using this formula, and has made it available to GNL employees. Both Victim Services and Adult Probation Programs have obtained this hand sanitizer for employee use. Victim Services and Probation have obtained sufficient amounts of this sanitizer to be used as a cleaning product within Regional Offices (see SWP for cleaning).

**Chemical Composition**

- Ethanol – 80%
- Water – 18.4%
- Glycerol – 1.5%
- Hydrogen Peroxide – 0.1%

**General Use**

Apply a small amount to hands. If using for the first time and skin irritation occurs, stop using and notify your Supervisor. Follow instructions found on the supplier label and do not leave container open when not in use. Keep away from flame or other ignition sources at all times. Do not ingest this product, and keep away from eyes.

**Transfer from original bottle**

Departments may wish to transfer to smaller bottles for personal use, and/or spray bottles to be used as a hand sanitizer and as a cleaning agent. In these cases, a workplace label may be required on the new container, as per WHMIS regulations. A workplace label must contain the following:

- Product name (matching the SDS product name)
- Safe Handling precautions, may include pictograms or other supplier label information
- A reference to refer to the SDS

A workplace label can be in the form of a physical printed label attached to the workplace container, or in legible writing directly on the container, in a form that cannot be easily erased.

There are two situations when a workplace label is not necessary. When a hazardous product is:

- poured into a container and it is going to be used immediately in its entirety, or
- "Under the control of the person who decanted it". For example, when the person who poured the product into another container will be the only person who will use it, and the product will be used during one shift, a full workplace label may not be required. However, the container must still be identified with the product identifier (name).
- Staff will be provided with empty bottles and spray nozzles. Bottles will be provided to staff with both product labels and individual staff names. Bottles are not to be shared between staff members.

To learn more about WHMIS labelling, click here:

[https://www.ccohs.ca/oshanswers/chemicals/whmis\\_ghs/labels.html](https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/labels.html)

### Storage

Keep containers tightly closed in a dry, cool and well-ventilated place. Keep away from heat, sparks, flame and other sources of ignition (i.e., pilot lights, electric motors and static electricity). Keep in properly labeled (as flammable) containers and ensure that if they are re-boxed that a flammable sticker is applied. Do not store near combustible materials. Keep in an area equipped with sprinklers, where possible.

Each employee will be provided with personal sized bottles so that they can transfer the hand sanitizer into the personal sized bottle. Employees will be required to keep their personal sized bottles in their workspace and carry it with them as required for sanitation purposes.

Excess supplies will be stored as directed above.

Once visitors are permitted to return to the workspace, a separate hand sanitizer bottle will be kept in the secure main office of Regional Offices for visitors to use upon entry into the work space and prior to office exit. Given the high alcohol content, the product will not be left in publically accessible waiting rooms.

### Transport

While this product is a hazardous material, it may be shipped in a limited quantity that presents a limited hazard during transportation, due to its form, quantity, and packaging.

Transport Canada has authorized relief for shipping hand sanitizer by road, rail, and vessel within Canada by issuing a temporary certificate (TU 0752) available at:

<https://www.tc.gc.ca/media/documents/tdg-eng/0752-eng-TransportationofDangerousGoodsDirectorateTransportCanada.pdf>

with additional guidance at:

<https://www.tc.gc.ca/eng/tdg/temporary-certificate-tu-0752-hand-sanitizer.html>

Employees of both programs: Clerk Typist III's, Victim Services Coordinators and Adult Probation Officers will be required to carry hand sanitizer while performing certain work related duties such as, but not limited to: the delivery of Victim Impact Statements to court (where permitted by the court location), attendance at court appearances (where permitted by the court location), and for Probation Officers to complete Electronic Monitoring Temporary Absence (EMTA) activities.

#### First Aid

Skin – If irritation occurs, stop using and seek medical advice/attention if necessary

Inhalation – If prolonged inhalation of vapors occur, move to fresh air until symptoms subside.

Eye Contact – Rinse immediately with water, for at least 15 minutes, keeping eyes open as much as possible.

Ingestion – Clean mouth with water and drink plenty of water. Do NOT induce vomiting, and contact a Physician or call 811.

Please see the SDS in the references section below for more information. Note: The primary audience for this SDS are industrial workplace and transport associates. During manufacture, processing, transport, spills, releases, etc. there is a potential for much more significant exposure. Therefore some statements are necessary to be included to protect the workers. Most SDS standards and regulations are quite prescriptive and absence of those statements would actually fall outside of requirements/best practices.

#### Regulations, Standards and References:

[https://www.ccohs.ca/oshanswers/chemicals/whmis\\_ghs/labels.html](https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/labels.html)

<https://www.tc.gc.ca/media/documents/tdg-eng/0752-eng-TransportationofDangerousGoodsDirectorateTransportCanada.pdf>

<https://www.tc.gc.ca/eng/tdg/temporary-certificate-tu-0752-hand-sanitizer.html>



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(Ethanol-based)\_Cana

Health and Safety Review by: Off Ryan Date: May 2020

Approved by: Ant Stanley Date: May 2020  
Victim Services Program Manager (or designate)

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

## General Health and Safety Requirements

## COVID-19 Contamination Prevention in the Workplace – Water coolers (Safe use and Handling)

<b>Hazards Identified</b>	Exposure to Covid-19 virus from contaminated surfaces
<b>PPE Required</b>	N/A
<b>Training</b>	None specific to this task
<b>Potentially Exposed Employees</b>	All employees

### Safe Work Practice

Procedures noted below are a baseline and are meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace.

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.

#### Changing out water bottles

In addition to routine cleaning, it is recommended that surfaces that have frequent contact with hands are cleaned and disinfected based on potential exposure risk. Individuals who chose to change out the refill bottles on a water cooler should always:

- Remove the empty container from the unit, place carefully in its designated area, clean the container using disinfectant .
- Select a refill bottle and clean with a disinfectant before handling. Place the refill on the unit, clean the unit or any areas that may have been touched.

#### Using the water cooler

- Do not touch the unit with your hands if possible.
- Use a napkin or paper towel to depress the dispenser then discard.
- Use a disposable cup when available.
- If using a reusable cup, do not touch the spout. If you touch the spout, disinfect it immediately.
- If you need to touch the unit, clean and disinfect before using it.
- Clean your hands before and after using the unit.

#### Cleaning Products

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date 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>

- Check the expiry date of products you use and follow manufacturer's instructions – see below
- Where possible, use pre-mixed solutions. If you mix a product follow manufacturer's instructions
- Allow adequate contact time for disinfectant to kill germs as directed
- Ensure that the service provider properly disinfects and cleans the unit before reusing after extended period of nonuse. Staff are NOT responsible for this type of cleaning/disinfecting

#### **Scented product Considerations**

Where possible, all efforts should be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak, the use of scented products or bleach may be necessary to ensure adequate cleaning.

- Supervisors shall inform workers of the cleaning products that are being used and provide regular updates if there is a change in cleaning products
- Employees who have sensitivity to scented products shall inform the supervisor immediately
- Supervisors shall try to accommodate such employees to the best of their ability

#### **Regulations, Standards and References:**

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>  
<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

# Water Cooler Safety

## Using the water cooler

- Clean your hands before and after touching the water cooler.
- Use a napkin/paper towel to depress the dispenser.
- If using a reusable cup, do not touch the spout. If you do, disinfect immediately.
- Clean and disinfect the cooler after use.



## Changing out water bottles

- Remove the empty container from the unit, disinfect then place in designated area.
- Select a refill bottle and disinfect before handling.
- Place the refill on the unit. Clean the unit or any areas that may have been touched.

## Temporary Safe Work Practice

General Health and Safety Requirements	
<b>COVID-19 Contamination Prevention in the Workplace – Water coolers (Safe use and Handling)</b>	
<b>Hazards Identified</b>	Exposure to Covid-19 virus from contaminated surfaces
<b>PPE Required</b>	N/A
<b>Training</b>	None specific to this task
<b>Potentially Exposed Employees</b>	All employees
Safe Work Practice	
<p>Procedures noted below are a baseline and are meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace.</p> <p>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.</p> <p><b>Changing out water bottles</b></p> <p>In addition to routine cleaning, it is recommended that surfaces that have frequent contact with hands are cleaned and disinfected based on potential exposure risk. Individuals who chose to change out the refill bottles on a water cooler should always:</p> <ul style="list-style-type: none"> <li>• Remove the empty container from the unit, place carefully in its designated area, clean the container using disinfectant .</li> <li>• Select a refill bottle and clean with a disinfectant before handling. Place the refill on the unit, clean the unit or any areas that may have been touched.</li> </ul> <p><b>Using the water cooler</b></p> <ul style="list-style-type: none"> <li>• Do not touch the unit with your hands if possible.</li> <li>• Use a napkin or paper towel to depress the dispenser then discard.</li> <li>• Use a disposable cup when available.</li> <li>• If using a reusable cup, do not touch the spout. If you touch the spout, disinfect it immediately.</li> <li>• If you need to touch the unit, clean and disinfect before using it.</li> <li>• Clean your hands before and after using the unit.</li> </ul> <p><b>Cleaning Products</b></p> <p>It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date list of disinfectants for use against Covid-19 can be found on the Government of Canada's website - <a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html</a></p>	

- Check the expiry date of products you use and follow manufacturer's instructions – see below
- Where possible, use pre-mixed solutions. If you mix a product follow manufacturer's instructions
- Allow adequate contact time for disinfectant to kill germs as directed
- Ensure that the service provider properly disinfects and cleans the unit before reusing after extended period of nonuse. Staff are NOT responsible for this type of cleaning/disinfecting

#### Scented product Considerations

Where possible, all efforts should be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak, the use of scented products or bleach may be necessary to ensure adequate cleaning.

- Supervisors shall inform workers of the cleaning products that are being used and provide regular updates if there is a change in cleaning products
- Employees who have sensitivity to scented products shall inform the supervisor immediately
- Supervisors shall try to accommodate such employees to the best of their ability

#### Regulations, Standards and References:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>  
<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: Off Ryan/OHS Date: July 2020

Approved by: AH/ Date: August 2020

Anta Stanley

August 2020

# Water Cooler Safety

## Using the water cooler

- Clean your hands before and after touching the water cooler.
- Use a napkin/paper towel to depress the dispenser.
- If using a reusable cup, do not touch the spout. If you do, disinfect immediately.
- Clean and disinfect the cooler after use.



## Changing out water bottles

- Remove the empty container from the unit, disinfect then place in designated area.
- Select a refill bottle and disinfect before handling.
- Place the refill on the unit. Clean the unit or any areas that may have been touched.

**General Health and Safety Requirements**

**Covid-19 Clients Reporting in Person**

<b>Hazards Identified</b>	Covid-19 exposure from being in close proximity with others in the workplace.
<b>PPE Required</b>	Masks, Hand Sanitizer
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials; Safe Work Procedures
<b>Potentially Exposed Employees</b>	All employees of Adult Probation

**Safe Work Practice**

The Practices outlined 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 review, and Chief Adult Probation Officer (AP), or designate, 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.

**General Guidelines for Client Contact**

All staff are to refer to the “Limited Resumption of Client Contact” document which details which mode of contact will occur, the scheduling of appointments, as well as the required screening questions. This document is attached.

In all instances where a client is reporting to the Probation Office the following is to be adhered to. These are in place regardless of the mode (desk report, secure office, or individual office) being utilized:

**Prior to the appointment:**

- 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.
- Appointments will be arranged by using the information and process outlined in the “Limited Resumption of Client Contact” document.
- Clients are to be instructed when appointments are scheduled that they are to wait outside the office door, or main building door, at their scheduled appointment time until the door is unlocked.
- Only one client is permitted in the waiting area at a time.

- The client will not be permitted to bring any additional person(s) with them to their appointment unless approved in advance by their APO. A board room is to be used where possible if a support person is required.
- Any items that are not required for the appointment are to be removed from the area where the client will report, wherever possible.

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**When the Client arrives:**

- The client will be required to answer the screening questions outlined in the “Limited Resumption of Client Contact” document prior to the appointment commencing.
- [REDACTED]
- The APO will direct the client to sanitize their hands with the sanitizer located in the waiting room. If the client does not already have a mask one must be provided to them.
  - If the provision of a mask is needed:
    - The APO is to first use hand sanitizer and will then pass a mask through the wicket opening, laying it on the counter for the client to pick up. The APO will then advise the client how to properly don the mask (\*refer to <https://www.youtube.com/watch?v=quwzg7Vixsw>). Once the client dons the mask, they will be instructed to use the hand sanitizer again.
    - Offices without a wicket space and or offices where the building is locked and staff will have to meet the client at the main doors will have to deploy an alternate means of mask provision.
- The APO and the client are required to keep their masks on during the meeting
- The APO will ask the client to refrain from unnecessarily touching anything while in the office
- Pens for client use only are to be available at the wicket, in the secure office, and in the APO’s individual offices. These are to be disinfected at the conclusion of the appointment
- If providing the client with an appointment card the APO will sanitize hands and clean pen prior to completing the card. They will then pass the card through the wicket, laying it on the counter for the client to pick up. The APO will sanitize hands after the card has been passed through.

**At the Conclusion of the Appointment:**

- Before exiting the main entrance, the client will be instructed to sanitize their hands again using the sanitizer in the waiting room
- After the client leaves the probation office, the APO is to sanitize the high touch areas in the area(s) the client reported to, along with anything else that they may have witnessed the client touch.(\*Refer to the SWP “Covid-19 Cleaning Practices”).
- As high touch areas and any items touched by the client are to be disinfected after each appointment, the next appointment will not begin until disinfecting has occurred.
  - APO’s are reminded to ensure extra time is scheduled between appointments to account for disinfecting.

**Desk Reporting:**

In resuming limited direct client contact, desk reporting is the preferred method of contact. 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. The following measures are to be followed for desk reporting:

- The above “General Guidelines for Client Contact” are to be followed for desk reporting.
- At all times during the desk report the APO will remain on the staff side of the wicket, with the client on the client side. This is to ensure the partition remains between both individuals.
- If at any point during the desk report the APO determines that the client requires contact in the secure office or the APO’s individual office, the below sections are to be followed

### **Secure Office**

If a secure office is available then it can be used to meet with clients if deemed necessary. Meeting in the secure office is preferred over meeting in individual offices where possible. The situations where a secure office meeting is necessary include where:

- The client reports in crisis which cannot be mitigated at the front desk
- The nature of the appointment requires a space where the client’s confidentiality can be maintained.

The above “General Guidelines for Client Contact” are to be followed for desk reporting. The following additional measures are to be adhered to:

- The APO will direct the client to the secure office and will remind them that:
  - The APO and the client are required to keep their masks on during the meeting
  - The APO will ask the client to refrain from unnecessarily touching anything while in the office
  - The APO will remind the client not to move their chair and to maintain social distancing
- At the end of the meeting, the APO will ask the client to exit the office and walk back to the waiting room area.
- Before exiting the main entrance, the client will be instructed to sanitize their hands again using the sanitizer in the waiting room

### **In-office Meetings:**

In limited circumstances, it may be necessary to meet a client inside the APO’s individual office. Refer to the “Limited Resumption of Client Contact” document for information on when individual offices may be considered.

The above “General Guidelines for Client Contact” are to be followed for in-office reporting.

Staff may see clients within their personal office provided the following measures are adhered to:

#### **Prior to the appointment:**

- The APO is to have previously arranged their office setup to maintain six (6) feet of space between the client’s chair and the APO’s chair wherever possible. The APO is to take any additional measures necessary in ensuring distance can be maintained to the greatest extent possible, and that as few items as possible can come in contact with the client. This includes, but is not limited to:
  - If a plastic/non-cloth chair is available they should be utilized for client use
  - Remove any items from the desk that is not necessary for the appointment.
  - Do not leave items hanging on chairs or doors (i.e. jackets, bags, etc.)
- The APO is to sanitize their hands and don a mask prior to permitting the client past the waiting room/secure office.

- The APO is to advise the client of the requirement to wear a mask at all times, to maintain six (6) feet of social distancing wherever possible, and to refrain from unnecessarily touching anything while in the office

**When the Client Enters:**

- The APO will open the waiting room door and back away from the door as far as possible to permit the client to proceed into the space.
- The APO will direct the client to their office. In keeping with Probations standard SWP's, the APO is to walk six (6) feet behind the client wherever possible
- The APO should consider the means in which the client and APO will enter the office while maintaining as much distance as possible.
- The APO will remind the client not to move their chair and to maintain social distancing

**At the Conclusion of the Appointment:**

- At the end of the meeting, the APO will ask the client to exit the office and walk back to the waiting room area.
- In keeping with Probations standard SWP's, the APO is to walk six (6) feet behind the client wherever possible

**Home Visits**

Level 1: Drive By visits continue to be an option for CSO supervision and for some Probation clients. Probation clients are limited to those necessary for maintaining/regaining contact. APO's are not to exit their vehicle for these purposes, thus no direct contact with client will be required.

Level 2: Face to Face visits are now permitted for CSO supervision and for some Probation clients where deemed necessary. Staff are advised that there are some additions/alterations to the standard SWP's for Level 2 visits as noted below.

All APO's are required to adhere to existing SWP's for travel while conducting home visits. This is inclusive of the use of SafetyLine. APO's are reminded to review the existing SWP for home visits (SWP: Working Alone).

At no time, and under no circumstances, should an APO enter the clients home. The safety of the APO continues to be paramount. If at any time the APO determines that the situation is unsafe, the APO will not proceed, will advise their direct report, and will document the concern in PCOMS.

The following is in place for all level 2: Face to Face visits:

**Prior to the visit:**

- The APO will ensure they have a mask and hand sanitizer with them, and available to them, while completing home visit duties.
- The APO will ensure they have any appointment notices prepared and sealed in an envelope, using tape to seal.

**Upon Arrival:**

- Upon arrival to the clients home, the APO is to assess the property to ensure that they can properly maintain six (6) feet of distance between the client and themselves when the client presents themselves to the door. [REDACTED]

- Wherever possible, the APO will contact the client by phone to advise the client to present themselves to the door. If contact by phone is not possible, the APO may proceed without phone contact.
- The APO will use hand sanitizer and don their mask, then exit their vehicle and proceed to the clients door
- The APO will use hand sanitizer both before and after knocking or ringing a doorbell
- Once the APO has knocked, they will step back/aside six (6) feet to maintain social distancing
- If providing an appointment letter it will be laid on the door step or in a mail box prior to stepping back.
- Should the client present to the door, the APO may speak briefly with the client while maintaining social distancing. The APO must be cognizant of the clients privacy at all times.

**Upon Completion:**

- The APO will return to their vehicle. As an added measure it is suggested that hand sanitizer is used prior to entering the vehicle.
- Once inside of the vehicle, the APO is to use hand sanitizer and may doff their mask.

**Regulations, Standards and References:**

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

[https://www.health.gov.nl.ca/health/publichealth/h1n1\\_old/how\\_to\\_sanitize\\_hands\\_2009.pdf](https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf)

SWP, Covid 19 – Cleaning

SWP, Covid 19 – Hygiene

SWP, Covid 19 – Physical Distancing

SWP, Covid 19 – Shared Work Spaces

SWP, Covid 19 – Visitors to the Building

Health and Safety Review by: Otto Ryan Date: August 24<sup>th</sup>, 2020

Approved by:  Date: August 24, 2020

Chief Adult Probation Officer (or designate)

**General Health and Safety Requirements**

**Adult Probation and Victim Services  
Covid-19 Cleaning Practices**

<b>Hazards Identified</b>	COVID-19 exposure from contaminated surfaces; Potential hazardous atmosphere, flammable liquid, eye irritation
<b>PPE Required</b>	None required
<b>Training</b>	Pandemic Recovery Readiness Modules; Provided video; provided reading materials.
<b>Potentially Exposed Employees</b>	All Employees of Victim Services and Adult Probation

**Safe Work Practice**

The Practices outlines 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.

**Cleaning of Individual Offices and Work Spaces**

In addition to the routine cleaning that is provided by contracted cleaners in each Region, all staff are to be diligent in ensuring they do their part in disinfecting their office spaces. Adult Probation and Victim Services managers will provide COVID approved disinfectants for this purpose.

All staff are to adhere to the following:

- All individual offices and work stations will be cleaned/disinfected twice daily.
- Cleaning/disinfecting will occur at a minimum of:
  - At the onset of the workday, and the end of the work day;
  - Shared CTIII's who switch locations during the workday will be required to disinfect their workstations at the onset of working in each location, and prior to departing the location.
- All surfaces within the office/workspace will be disinfected, with specific attention paid to:
  - Doorknobs, desk handles and filing cabinet handles;
  - Desktop, inclusive of any items on the desktop
  - Keyboards, mouse, phone, and any additional equipment
  - Wipeable chairs and armrests

**Cleaning of High touch surfaces in Common Areas**

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

- Examples of high touch surfaces may include doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, photo copiers, scanners, printers, touch screen surfaces and keypads.

\*Please note that specific electronic equipment, such as photocopiers, may require different techniques for cleaning. Consult the user's manual to ensure that you are not damaging equipment.

Adult Probation and Victim Services staff will adhere to the following:

- Meeting Spaces (within offices)
  - Before entering the space staff will thoroughly clean hands with soap and water or hand sanitizer, and will bring their personal disinfectant to the space with them.
  - After use, staff will use their personal disinfectant to disinfect all areas of the space they were in contact with, including but not limited to desks, chairs, phones, equipment, and doorknobs.
- Kitchen Areas (within offices)
  - Staff are permitted to use kitchen appliances, this includes shared refrigerators, microwaves, toasters, ovens, coffee pots, kettles.
  - Signs are to be posted on refrigerators to remind staff to disinfect the handle before and after touching.
  - Prior to entering the kitchen area staff are to thoroughly clean hands with soap and water or hand sanitizer, and bring their personal disinfectant to the kitchen with them if there is not a shared one in that space.
  - After use, staff will use their personal disinfectant to disinfect all areas they were in contact with.
- All staff will adhere to directives specific to their buildings for shared spaces located in common building areas.

#### **Cleaning of Shared equipment**

Shared items such as computers, laptops, telephones, etc., are to be cleaned by each employee before and after use. Staff are to use the provided disinfectant.

Shared cell phones are to be cleaned by employees prior to handoff and then cleaned by the second employee prior to use.

- Avoid getting moisture in any openings, and don't submerge phone in any cleaning agents

When using shared printers/scanners/fax machines, all staff are to adhere to the following:

- Staff will thoroughly clean hands with soap and water or sanitizer prior to use.
- Staff are encouraged to disable PIN codes where possible and practicable.
- Staff should use a pencil to touch buttons/touch screens on shared printers/scanners/fax machines.
- Staff will thoroughly clean hands with soap and water or sanitizer immediately after use.

#### **Cleaning the Shared Printer/scanner/fax:**

\*Please note that specific electronic equipment, such as photocopiers, may require different techniques for cleaning. Consult the user's manual to ensure that you are not damaging equipment.

- Shared Printers/Scanners/fax machines should be cleaned twice daily
- Prior to cleaning, staff should wash hands or use hand sanitizer and don a pair of clean gloves
- Turn the device off and disconnect the power supply (plug)
- Moisten paper towels with disinfectant (should not be dripping), and proceed to clean all touched areas of the device
- Be cautious to not apply pressure to any touch screen, and prevent moisture from entering the inside of the control panel or buttons

- Ensure surfaces have completely air dried, and then reconnect the power supply.
- Staff will then remove and discard gloves, and wash hands or use hand sanitizer.

### Cleaning Products

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date 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>

Adult Probation and Victim Services will be using the following Cleaning Products:

1. NLC Hand Sanitizer.
  - Will be sent to Regional Offices in original bottles.
  - Staff will transfer sanitizer to a spray bottle for cleaning and sanitizing purposes. Spray bottles will be provided.
  - The appropriate NLC label will be affixed to the spray bottle.
  - To properly disinfect a surface, the following must be observed:
    - Liberally spray surface with sanitizer and wipe off
    - Do not spray directly onto electronics such as keyboards, phones, printers, etc. disinfectant can cause damage to electronics. In these instances, liberally spray paper towel while ensuring the towel is not dripping. Wipe the surface and allow to air dry prior to use.

### Follow Manufacturer's Instructions & Personal Protective Equipment

- Consult product packaging and follow all manufacturer instructions prior to use.
- Where possible, use pre-mixed solutions.
- Follow manufacturer's instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.
- Employees must use all necessary PPE, as prescribed by the manufacturer and the Safety Data Sheet
- See also: SWP for "Safe Handling, Storage and Transport of World Health Organization Hand Sanitizer Formula"

### Scented product Considerations

Where possible, all efforts will be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak, the following will be observed:

- Managers will inform staff of the cleaning products that are being used;
- Managers will provide an update if there is a change in cleaning products;
- Employees who have sensitivity to scented products are to inform their managers immediately;
  - Managers will try to accommodate such employees to the best of their ability.

### Regulations, Standards and References:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>  
<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: Renee G. Date: Aug. 27, 2020  
Victim Services Program Manager (or designate)

Approved by: CAH Date: Aug. 27/20  
Chief Adult Probation Officer (or designate)

# **NLife** WITH **COVID-19**

To help prevent the spread of COVID-19, surfaces that have frequent contact with hands should be cleaned by each employee before and after each use.

Please ensure you have wiped down the handle of the refrigerator before and after each use with disinfectant spray.



**El-Gohary, Sonja**

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**From:** Hardman, Ashley  
**Sent:** Tuesday, March 17, 2020 12:49 AM  
**To:** Bennett, Bailey; Browne, Emilie; Burke, Lynn; Butler, Brenda M.; Campbell, Stella; Channing, Robert; Coffin, Sharon; Cumby, Tracy; Delaney, Barry; Eddy, Ashley; Gould, Julie 1; Greene, Gerard; Groves, Renee M.; Hall, Marion; Kelloway, Jason; Bradley, Angela; Lucas, Graham; Lyall, George; Morrissey, Robert; Olson, Anna; 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; Dollimount, Rhonda; Farewell, Bernadine; Holloway, Penny; King, Charlotte; Oates, Johanna; Piercey, Elaine; Wicks, Dana (Justice)  
**Cc:** Pottle, Kimberly; Pierce, Kevin  
**Subject:** COVID-19 Contingency plan - Probation

Hi all,

Everyone has received a call tonight from myself, Kevin, or your APOII regarding our COVID-19 contingency plan. As you are aware, this plan is subject to change as new information becomes available, and any changes will be communicated to you via the BCP call trees and with a follow up email.

As per the request of some, I have summarized the key points of the plan below. A few items have been added based on questions posed in the calls this evening, so please read the below carefully, and contact Kevin or I should you have any questions.

Thank you,  
 Ashley

**All staff are to report to the office between the hours of 9:00 am and 10:00 am on March 17<sup>th</sup>. Prior to leaving the office on March 17<sup>th</sup>, the following should be completed:**

- All staff have updated their voicemails and email out-of-office replies.
- All staff who have access to a laptop are to bring them home, and have ensured VPN's are active and working as per the BCP's.
- There is a sign on the office door indicating the office is closed temporarily, and includes the cell phone number for the APOII.
- Scheduled office visits have been cancelled and clients have been advised to report by phone.
- APO's without access to a laptop should have a copy of their caseload (along with contact information).
- APO's are to bring files for CSO clients home. Be sure these files are transported and stored in secure means. No files should be left unattended.
- Any additional file information that is required for work from home is prepared and secure.
- CTIII's have printed all Legal Forms necessary to enable APO's to work from home to the greatest extent possible.
- Take away kits as referenced in the BCP are prepared. The APOII will take these home for the time being.
- ***Should clients report while you are completing the above, please have them desk report ONLY. Do not permit clients access to the office space(s). Provide a follow up appointment by means of phone report.***

**Voicemails should state:**

"You have reached (*APO/front desk*) with the (*office location*) Regional Probation Office. For precautionary measures in relation to COVID-19, our office is currently closed. During this closure messages left on this voicemail will be monitored, but calls will only be returned under limited circumstances. If you are calling for reporting purposes, messages left on this number will be recognized as your phone or office report until further notice. This voicemail will be updated to indicate office reopening when the information is available; otherwise any messages left on this line will be returned once the office reopens. In case of police or medical emergency please dial 911. The Mental Health Crisis Line is also available at 1-888-737-4668."

**Notices on office doors should state:**

For precautionary measures in relation to COVID-19, our office is currently closed.

If you have just received a new Court Order, you are **required** to call (APOII number) for further instruction.

Should you need to speak with an Adult Probation Officer, please call (APOII number). Messages of a limited nature will be returned.

In case of police or medical emergency please dial 911. The Mental Health Crisis Line is also available at 1-888-737-4668.

**Out of office replies should state:**

Please be advised that for precautionary measures in relation to COVID-19, our office is currently closed. During this closure emails are not being monitored. Should you require assistance, contact (your number) and leave a message. Please note that only messages of a limited nature are being returned at this time.

In case of police or medical emergency please dial 911. The Mental Health Crisis Line is also available at 1-888-737-4668.

**Supervision:**

- **Probation**
  - Until further notice, voicemails **WILL** be accepted as phone reports, and in lieu of office reports.
  - Clients should be instructed to phone report via voicemail, but also advised that calls will only be returned under limited circumstances until offices reopen.
  - Phone reports via voicemail will replace direct offender contact and alternate modes of supervision until further notice.
- **CSO's**
  - Until further notice, voicemails **WILL** be accepted as phone reports, and in lieu of office reports.
  - Clients should be instructed to report via voicemail, but also advised that calls will only be returned under limited circumstances until offices reopen.
  - Curfew checks may be completed via work cell phones. As always, ensure the privacy of clients is protected at all times when working from home.
  - Phone reports via voicemail will replace direct offender contact and alternate modes of supervision until further notice.
  - Staff may need to approve time-outs from home. Should you receive a voicemail from a client requesting a pre-approved time out during regular business hours, this call should be returned with an approval/denial for same. Staff should ensure they use the number blocking feature when doing so whenever possible.
- **PSR's**

- APO's will still be required to complete PSR's as Court will be proceeding with limited matters. As such, PSR's should be completed from home.
- Staff may have to deliver PSR's in person to the Court in their Region.

#### **General Work from Home Procedures:**

- APO's should check the voicemail on their individual lines hourly, and follow up with any urgent matters.
- CTIII's should check the voicemail on the main line hourly: Any urgent matters on the main line should be forwarded to the APOII for follow up. APOII's will advise the supervising APO of any matters requiring their attention/action.
- The APOII;PC (Renee Groves) will monitor 0738 and will advise the appropriate APO of matters involving any clients that they supervise.
- While working from home APO's will be required to prioritize items pertaining to court proceedings. This includes, but is not limited to: breach proceedings, subpoenas, CSO violations and PSR's.
- There may be instances where staff will have to report to the office, to court, or to holding cells/lock up. In these cases staff are to exercise due diligence and use universal precautions in ensuring their health and safety.
- When working from home be sure to take all precautions necessary to protect the privacy of your clients and the information you have available to you while at home.

#### **On-call/EM/WASH and Bail Supervision Pilot**

- The commencement of the Bail Supervision Pilot Program will be suspended for the time being. Further updates to come.
- New referrals to the EM program will be suspended for the time being. Further updates to come.
- With the exception of the above, all other standard operating procedures for EM/On-Call and WASH will remain in place.

#### **Contacts:**

- Ashley and Kevin will be available by phone and email. Both of us will be working from home and office lines will be forwarded to our cell phones.
- A list of contact numbers (work cell phones) will be provided to ensure staff are able to maintain contact with one another as needed. APOII's should ensure this information is available to their offices.
- Any additional updates to this plan will be communicated by phone utilizing the office call trees in the BCP's, with an email follow up.
- As per our BCP, we will advise partners of our pandemic plan, and will update them as necessary. Please be mindful that during a period of constantly evolving information we cannot guarantee that partners will be fully informed at all times, however every reasonable means of ensuring up to date communication is provided will be utilized.

#### ***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 #2  
 March 24<sup>th</sup>, 2020**

Attention: All Employees of Adult Probation

We are currently experiencing unprecedented times, and information is continually changing. Adult Probation has been maintaining constant contact with our Partners and Stakeholders to ensure we remain aware of what changes are occurring in order to adjust practices accordingly.

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.

Our contingency plan will remain fluid, and will be updated whenever new direction or information is received from 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.

We will hold a conference call for all staff tomorrow, Wednesday March 24<sup>th</sup> at 2:00pm. The call-in information is as follows:

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

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

On a go-forward basis, we will have a conference call each Tuesday at 11:00 am. Please keep in mind that we are currently experiencing difficulties with conference calling due to high volumes of users. You may have to attempt to connect a few times before the call successfully connects.

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,

**REVISION - March 25<sup>th</sup>, 2020: Please see highlighted area for "Partner and Stakeholder Information" for an update from the NSOR.**

Take care and stay safe.

Kim, Kevin and Ashley

### **Update on Probation Practices:**

#### **Working from Home, and Working in an Office:**

- All staff are to continue to work from home for the time being;
- Staff at times, may have to present to the office, to court, or to an alternate location to complete duties as required;
  - This includes, but is not limited to:
    - Completing PSR duties that cannot be completed from home;
    - Completing breaches, CSO violations, or completing the issuance of subpoenas or warrants;
    - To attend to EM matters (updates to follow);
    - Attend court as required, or in the manner court requires.
- Staff are still permitted access to their offices to complete work related duties.
  - Should an office be informed that the building in which their office is located is closed, please advise your RM immediately.
  - Should an employee be self-isolating, or if an employee is advised by a medical professional that they are to limit contact due to existing medical conditions, please advise your RM;
  - Staff attending the office should advise their direct report that they will be on site. All efforts are to be made to limit the number of staff present at any given time, and to ensure appropriate social distancing is observed;
  - Offenders should not be seen in office at this time.
- Staff should not use personal email addresses for work related purposes;
- Staff with a GNL laptops but no VPN capabilities are currently able to access the GNL network (instructions are attached for doing so);
- All staff should continue to monitor their work phone lines hourly and return calls as necessary.

#### **General Supervision and Case Management Practices**

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 from update to update. There is currently no indication as to how long staff may be working from home; 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.

## 1. New Orders and New PSR Requisitions

- Provincial Court:
  - The APOII, or designate, in each office is to contact the Provincial court in their region every 2 days to inquire into if any new orders or requisitions are there for their office.
  - Provincial Court has agreed to provide any new orders/requisitions to the requestor via scan.
- Supreme Court
  - No response received to date - will update when information is available. It should be noted that Supreme Court locations outside of St. John's are closed.
- The scanned version of the order can be forwarded to Holly Collier and she will enter the order(s) in PCOMS. The APO who sends the order will have to indicate to Holly who the order is assigned to.

## 2. Probation Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards:
  - High risk will now report [REDACTED]
  - Medium risk will report [REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;
- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. APOII's in each region should reach out to their local Detachment and CSSD office to inquire into if an emailed notification can be accepted. Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;
- Should any new clients be assigned:
  - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
  - Consent – may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted;

- Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;
- Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;
- The scanned version of the order can be forwarded to Holly Collier and she will enter the order(s) in PCOMS. The APO who sends the order will have to indicate to Holly who the order is assigned to.

### 3. CSO Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- APO's will continue to have to respond to requests for time-outs as needed;
- Curfew checks should continue as per usual standards;
- Home visits for the purpose of on-going supervision are cancelled for the time being. Home visits should be replaced with [REDACTED] phone report or curfew check. This can be at the APO's discretion, but will have to be documented;
- There may be instances where an APO determines that a home visit is necessary for supervision/public and/or victim safety (ie. Completing the community investigation for a sexual offender). In these cases, the APO is to consult their RM;
- In instances where a home visit is approved, only a Level One – Drive By will be permitted;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards previous assessment:
  - High risk will now report: [REDACTED]
  - Medium risk will report: [REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;

- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. **APOII's in each region should reach out to their local Detachment and CSSD office to inquire into if an emailed notification can be accepted.** Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;
- Should any new clients be assigned:
  - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
  - Consent – may need to be emailed where possible to the client and returned by email;
  - Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;
  - Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;
  - The scanned version of the order can be forwarded to Holly Collier and she will enter the order(s) in PCOMS. The APO who sends the order will have to indicate to Holly who the order is assigned to;
  - The initial home visit for CSO's are to be discussed with the RM. Should one be deemed necessary, only a Level One drive by will be permitted.

#### 4. New Releases

- With Court priority being given to in-custody matters, all APO's are to monitor the docket to ensure release dates have not changed for any remand or incarcerated files assigned to them;
- Release planning, wherever possible should continue to occur with Classification, and reporting instructions provided to have the initial report completed by phone, and further reporting instructions provided.

#### 5. PSR's

- With priority being given to in-custody matters, it is imperative that APO's make every effort to ensure that in-custody PSR's are completed/submitted;
- All other PSR's assigned should be completed as per the dates identified in the requisition as other "urgent" matters are proceeding and we are not notified at this point, of what those are;
- Consent – may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted;
- Existing consent forms can be scanned to your P: drive so they are accessible;
- **Provincial Court PSR's:**

- PSR's are to be emailed in secure format (Zip file instructions are attached) directly to the Judge, Crown and Defense;
- APO's should contact each party before sending to ensure they are still assigned to the matter. When confirmation is received the email can be sent, with the password to follow in a separate email.
- **Supreme Court PSR's**
  - All PSR's are to be emailed in secure format (Zip file instructions are attached) to [inquiries@supreme.court.nl.ca](mailto:inquiries@supreme.court.nl.ca), with the password to follow in a separate email;
  - The court will then distribute as necessary;
  - The subject line of the email is to state the Judicial Center the PSR was prepared for and the court file number.

## 6. CPIC

Please note that we are currently experiencing challenges in this regard as information between Regions has varied. **APOI's are to maintain contact with their local detachments for further updates into how a CPIC can be requested and received.**

As of this afternoon, below is the information we have been provided:

- St. John's: Can continue to request by fax. RNC will call when they are available, and then can be picked up at the detachment;
- 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](mailto:Janice.pennell@rcmp-grc.gc.ca) with the request, it will be emailed when prepared;
- Corner Brook RNC: Awaiting response;
- Stephenville: Request by fax, will be faxed back when prepared;
- Port Saunders: Awaiting response;
- Wabush: email officer, will deliver when prepared;
- Happy Valley-Goose Bay: Can continue to fax requests, will be faxed back when prepared;
- Nain: Awaiting response.

## 7. Breach

- Given current circumstances, APO's are to exercise sound professional judgement when deciding if a breach charge is needed.

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

- [REDACTED]
- Should an APO be concerned for public safety or victim safety and believe a breach is required, APO's should proceed by way of warrant.
- Certified copies: Can be requested in person, by fax or by email;
- Summons/Warrants: For the time being APO's are still permitted access to Provincial Court locations;
- **APOI's in each region are to connect with the lock-ups in their area to determine if breach packages for weekday CSO violations can be served and returned to court by the lock-up staff.**

### 8. 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;
- For the time being, 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;
- Until further notice, Correctional Officers at the St. John's lock up will provide service of CSO breach packages when required for WASH;
- In the event of a breach, APO's are to fax the documents to the lock up at [REDACTED] s.31(1)(l) for service. APO's are to include a blank affidavit and request that it be signed and returned to Court;
- APO's are to call ahead at 729-3873 to consult with lock up staff and arrange service, and are advised that while operating at restricted capacities that service may take additional time;
- Once the breach package is complete – email the full package (using all legal sized paper) to yourself. Save it as a file, and then zip the file and email it to the Crown Attorney's office. Email address is: [provcrownwash@gov.nl.ca](mailto:provcrownwash@gov.nl.ca) . Send the password for the zip file in a second email.

### 9. Documentation

- Each APO who has a GNL laptop are to maintain documentation standards as outlined in Adult Probation Policies and Procedures;
- APO's who do not have access to a GNL laptop are to maintain written records, which will be entered in PCOMS when operations resume;
  - All documentation is to be kept confidential and secure.

### Update on Pilot Programs and Speciality Courts

#### 1. FVIC

- There will be no new participants accepted into FVIC until further notice;
- All FVIC matters have been set over for 10 weeks from their next appearance date;

- Both Bail Supervisors will continue to provide updates to the FVIC team monthly, on the first Monday of the month, commencing April 1st. In some instances an immediate update may be required;
- Updates will be provided by email;
- Bail Supervision should continue as per supervision standards outlined in FVIC Policies and Procedures, with all modes of contact being replaced with phone reports only.

## **2. Electronic Monitoring**

A further update on Electronic Monitoring will be provided in the coming days. Consideration is being given to those eligible for EMTA to be released as such, and all avenues of necessary health and safety requirements are being explored.

For the time being:

- On-Call and Standby will continue as scheduled;
- Those currently subject to EM will continue to be supervised on EM. Further direction will come as to what the removal process will entail;
- APO's will not place any new Probation or CSO clients on EM until further notice.

## **3. Bail Supervision**

- The Bail Supervision Program remains on-hold until further notice.

## **4. Fines Repayment**

- The Fines Repayment Program remains on hold until further notice.

## **5. Diversion**

- Diversion referrals will cease until notified otherwise;
- Current Diversion files, where possible, can be completed and the final report emailed to the Crowns office for closure. Emails should be secure with passwords to follow.

## **Partner and Stakeholder Information**

### **1. Provincial Court (Criminal Matters)**

- Cases that are not in-custody matters are scheduled for 10 weeks out from the scheduled appearance. Court will adjourn the matter without the offender being present via a bench warrant with discretion;
- All in-custody matters will proceed, including:
  - Bail hearings
  - Sentencings
  - Preliminary trials and inquiries

- Effective 3/26/20 public access will be restricted and main doors will be locked. APO's and other JPS stakeholders will be granted access if needed as long as they are not showing any symptoms.
  - Provincial Court is moving to appearances by phone/teleconference. If an APO is required to appear, the call in numbers are attached.

## **2. Supreme Court (Criminal Matters)**

- Normal operations have been suspended. Supreme Courts outside of St. John's have closed;
- Not in custody matters are being adjourned by means of a bench warrant with discretion;
- Only the following in-custody criminal matters will be heard:
  - Bail hearings and reviews;
  - Sentencing hearings;
  - Any other matter the Court deems necessary and appropriate to hear on an urgent basis.
- Where it is not possible to obtain a signature from a person authorized to administer oaths, parties may file unsworn/unaffirmed affidavits or documents without signature. The court may require participation by telephone or videoconference to swear/affirm facts in an affidavits or other documents.

## **3. Adult Custody**

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

## **4. Sheriff's Office**

- Operations as usual.

## **5. John Howard Society**

- Staff for LRP, C-STEP and CBIP are no longer working on site and are working from home as of 03/23/20;
- They will continue individual sessions by phone;
- They will respond to messages;
- They will provide general support as needed by phone;
- They will maintain contact with Probation when there is failure to maintain contact with the offender(s);
- Howard House and West Bridge House continue to fully operate with necessary precautions in place;
- Staff continue to be available by email;
- JHS staff will email final reports and termination reports to the supervising APO via password protected documents.

## **6. Victim Services**

- All VSRC's are working from home;

- All VSRC's are monitoring email and voicemails hourly;
- Will continue to provide Victim Impact Statements and other services as necessary and able.

#### **7. Crown Attorney's Office**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

#### **8. Legal Aid Offices**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

#### **9. RNC**

- Locations are closed for non-emergencies;
- No indication at this stage that APO's will not be provided access.

#### **10. RCMP**

- Suspended front counter services for non-emergencies;
- No indication at this stage that APO's will not be provided access;
- Persons required to report to the RCMP are directed to call the detachments.

#### **11. National Sex Offender Registry (NSOR)**

- Annual in-person registrations will not be completed until further notice due to the COVID-19 pandemic;
- All offenders must call the NSOR office at 709-772-8479 or 1-866-709-6767 for further 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 other NSOR conditions remain in effect during the COVID-19 pandemic (only in person-registrations are impacted).

### **Other Items/General Operations**

#### **1. Leave**

- Annual Leave continues to be subject to operational requirements. This will be monitored on an on-going basis. Staff requiring leave should contact their RM well in advance to discuss;
- Updates will be provided as they become available.

#### **2. Mail Services:**

- Internal Mail:
  - Is continuing but anticipate a slower service due to reduced staff.
- External Mail:

- St. Johns: Mail services are currently halted until at least 03/25/2020
- No update for other areas.

Provincial Court Temporary Teleconference Numbers  
 During COVID-19 Pandemic  
 Effective March 24, 2020

Provincial Court Location	TOLL FREE #	CONFERENCE ID #	Courtroom #
St. John's			1
St. John's			3
St. John's			4
St. John's			5
St. John's			6
Happy Valley-Goose Bay			1
Happy Valley-Goose Bay			2
Harbour Grace			
Clarenville Court			
Grand Bank			
Gander			
Grand Falls-Windsor			
Corner Brook			
Stephenville			
Wabush			

s.31(1)(l)



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

**Adult Probation COVID-19 Contingency Plan  
Update #3  
April 6, 2020**

Attention: All Employees of Adult Probation

We are currently experiencing unprecedented times, and information is continually changing. Adult Probation has been maintaining constant contact with our Partners and Stakeholders to ensure we remain aware of what changes are occurring in order to adjust practices accordingly.

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.

Our contingency plan will remain fluid, and will be updated whenever new direction or information is received from 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.

We will continue to hold voluntary weekly conference calls for all staff every Tuesday at 11:00am. You will be advised of any upcoming mandatory conference calls. The call-in information is as follows:

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

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

Please keep in mind that we are currently experiencing difficulties with conference calling due to high volumes of users. You may have to attempt to connect a few times before the call successfully connects.

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.

Kim, Kevin and Ashley

### Update on Probation Practices:

#### **Working from Home, and Working in an Office:**

- All staff are to continue to work from home for the time being;
- Staff at times, may have to present to the office, to court, or to an alternate location to complete duties as required;
  - This includes, but is not limited to:
    - Completing PSR duties that cannot be completed from home;
    - Completing breaches, CSO violations, or completing the issuance of subpoenas or warrants;
    - To attend to EM matters (updates to follow);
    - Attend court as required, or in the manner court requires.
- Staff are still permitted access to their offices to complete work related duties.
  - Should an office be informed that the building in which their office is located is closed, please advise your RM immediately.
  - Should an employee be self-isolating, or if an employee is advised by a medical professional that they are to limit contact due to existing medical conditions, please advise your RM;
  - Staff attending the office should advise their direct report that they will be on site. All efforts are to be made to limit the number of staff present at any given time, and to ensure appropriate social distancing is observed;
  - Offenders should not be seen in office at this time.
- Staff should not use personal email addresses for work related purposes;
- Staff with a GNL laptops but no VPN capabilities are currently able to access the GNL network (instructions are attached for doing so);
- All staff are required to continue to monitor their office voicemail as well as their emails on an hourly basis and return calls and messages as soon as possible.
  - If you have access to email please adjust your 'out of office' email replies to indicate the following:  
*Please be advised that for precautionary measures in relation to COVID-19, our office is currently closed and I am currently working from home. Emails and voicemails will be monitored and returned as soon as possible.*  
*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,*  
*(add signature information)*

For those who do not have access to email their 'out of office' should indicate the following:

*Please be advised that for precautionary measures in relation to COVID-19, our office is currently closed. During this closure my emails are not being monitored.*

*Should you require assistance, please contact (your number) and leave a message. Voicemails will be monitored and returned as soon as possible. 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,  
(add signature information)*

- Below is an updated voicemail message. **All APOII's will also need to please ensure that front desk messages are changed and that APOI's without email access are advised to make this change.**

*You have reached (APO/front desk) with the (office location) Regional Probation Office. For precautionary measures in relation to COVID-19, our office is currently closed and we are working from home. During this closure messages left on this voicemail will be monitored and returned as soon as possible. If you are calling for reporting purposes, messages left on this number will be recognized as your phone or office report until further notice. This voicemail will be updated to indicate office reopening when the information is available. 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.*

- Should an employee be unavailable for hourly email and voicemail checks during regular working hours, please advise your direct report of the reason and duration of your absence.
- An updated contact list for all probation staff is attached.

## **General Supervision and Case Management Practices**

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 from update to update. There is currently no indication as to how long staff may be working from home; 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.

### **1. New Orders and New PSR Requisitions**

- Provincial Court:
  - **The APOII, or designate, in each office is to contact the Provincial Court in their region by telephone every 2 days to inquire into if any new orders or requisitions are there for their office. All courts outside of St. John's are only available by phone periodically so you will therefore have to leave a voicemail clearly indicating your email address and requesting they email you any new orders. Also advise them of your telephone number in case of**

difficulties. You may also request that they automatically email you new orders as they occur. Please ensure to notify them immediately if you are designating receipt of new orders to another individual in your office.

- Provincial Court has agreed to provide any new orders/requisitions to the requestor via email.
- Supreme Court
  - No response received to date - will update when information is available. It should be noted that Supreme Court locations outside of St. John's are closed.
- The emailed version of the order can be forwarded to Holly Collier by email and she will enter the order(s) in PCOMS. The APO who sends the order will have to indicate to Holly who the order is assigned to.

## 2. Probation Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards:
  - High risk will now report [REDACTED]
  - Medium risk will report [REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;
- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. **APO's in each region should reach out to their local Detachment and CSSD office to inquire into if an emailed notification can be accepted.** Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;
- Should any new clients be assigned:
  - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
  - Consent – may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted;
  - Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some

staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;

- Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;

### 3. CSO Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- APO's will continue to have to respond to requests for time-outs as needed;
- Curfew checks should continue as per usual standards;
- Home visits for the purpose of on-going supervision are cancelled for the time being. Home visits should be replaced with [REDACTED] phone report or curfew check. This can be at the APO's discretion, but will have to be documented;
- There may be instances where an APO determines that a home visit is necessary for supervision/public and/or victim safety (ie. Completing the community investigation for a sexual offender). In these cases, the APO is to consult their RM;
- In instances where a home visit is approved, only a Level One – Drive By will be permitted;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards previous assessment:
  - High risk will now report: [REDACTED]  
[REDACTED]
  - Medium risk will report: [REDACTED]  
[REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;
- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. **APOI's in each region should reach out to their local Detachment and CSSD office to inquire**

- into if an emailed notification can be accepted.** Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;
- Should any new clients be assigned:
    - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
    - Consent – may need to be emailed where possible to the client and returned by email;
    - Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;
    - Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;
    - The initial home visit for CSO's are to be discussed with the RM. Should one be deemed necessary, only a Level One drive by will be permitted.

#### 4. New Releases

- With Court priority being given to in-custody matters, all APO's are to monitor the docket to ensure release dates have not changed for any remand or incarcerated files assigned to them;
- Release planning, wherever possible should continue to occur with Classification, and reporting instructions provided to have the initial report completed by phone, and further reporting instructions provided.

#### 5. PSR's

- With priority being given to in-custody matters, it is imperative that APO's make every effort to ensure that in-custody PSR's are completed/submitted;
- All other PSR's assigned should be completed as per the dates identified in the requisition as other "urgent" matters are proceeding and we are not notified at this point, of what those are;
- Consent – may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted;
- Existing consent forms can be scanned to your P: drive so they are accessible;
- Electronic signatures are required on PSR's (instructions attached)
- **PSR's must be saved as pdf documents prior to being emailed to court.**
- **PSR's must be emailed in secure format (Zip file instructions are attached) and the password must be sent in a separate email.**
- **Provincial Court PSR's:**
  - Provincial Court will accept PSR's without having the PSR Requisition and Informations attached.

- PSR's *can* be emailed in secure format directly to the Judge, Crown and Defense ONLY in cases where APO's have contacted each party before sending to ensure they are still assigned to the matter. When confirmation is received the email can be sent in secure format.
- PSR's from all regions can also be submitted directly to the St. John's Registry by email. APO's MUST call the St. John's Registry at 729-1539 or [REDACTED] on the day the report is due to obtain an email address as the email address for submitting PSR's can change on a daily basis. The St. John's Registry will circulate the PSR's.
- **Supreme Court PSR's**
  - All PSR's are to be emailed in secure format to [inquiries@supreme.court.nl.ca](mailto:inquiries@supreme.court.nl.ca)
  - The court will then distribute as necessary;
  - The subject line of the email is to state the Judicial Center the PSR was prepared for and the court file number.

## 6. CPIC

Please note that we are currently experiencing challenges in this regard as information between Regions has varied. **APOI's are to maintain contact with their local detachments for further updates into how a CPIC can be requested and received.**

As of today, below is the information we have been provided:

- St. John's: Request via email with "Attention CPIC" as the subject on our standard form to: [RNCIMD@rnc.gov.nl.ca](mailto: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] or [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](mailto: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](mailto:danielreid@rnc.gov.nl.ca) or [patriciabarrett@rnc.gov.nl.ca](mailto: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](mailto: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

## 7. Breach

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

- Given current circumstances, APO's are to exercise sound professional judgement when deciding if a breach charge is needed.
  - [REDACTED]
  - Should an APO be concerned for public safety or victim safety and believe a breach is required, APO's should proceed by way of warrant.

As of March 30, 2020, Provincial Court is operating virtually we are now filing our breaches electronically.

**All breach packages must be emailed in secure format whenever they are being circulated to any stakeholder (Zip file instructions are attached) and the password must be sent in a separate email.**

### Breach of CSO

- The process for a CSO breach remains unchanged as we will still be relying on police to swear affidavits for CSO breaches and WASH Court.
- **APOI's in each region are to connect with the lock-ups in their area to determine if breach packages for weekday CSO violations can be served and returned to court by the lock-up staff.**

s.31(1)(l)

### Breach of Probation

- Consult with direct report regarding the necessity of filing the breach.
- Request certified copies of the Probation Order and Criminal Record. In St. John's, call the Registry at 729-1539 or [REDACTED] to get an email address to forward the request. They can return the copies by email to the address specified in the email request. St. John's Registry does not have access to original court orders from across the province so all offices outside St. John's will have to call the applicable Provincial Court and leave a message requesting certified copies. They may require you to email a request form.
- Complete your Information and sign with electronic signature (instructions attached). 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.***
- 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)***
  - ***All warrants must be endorsed unless it has been agreed through consultation that there is an immediate risk to safety. If it is determined that a warrant will not be endorsed please contact the RCMP detachment by telephone with an explanation for same.***

- **Summons** - The court are currently asking that no summons are to be issued with a date prior to May 22, 2020. This may change, so if a decision is made to proceed by way of summons you must call the St. John's Registry to confirm an acceptable date.
- Call the St. John's Registry to obtain an email address to send the breach package on the day. **All breach packages from the entire province are to be submitted to St. John's Registry.**
- In your email to the St. John's Registry, 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](mailto: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](mailto:RNCIMD@rnc.gov.nl.ca)
- St. John's Sheriff's Office summons – Please email summons to 3 parties: [kerrysears@gov.nl.ca](mailto:kerrysears@gov.nl.ca) ; [KatherineYates@gov.nl.ca](mailto:KatherineYates@gov.nl.ca) ; [NicholasBruce@gov.nl.ca](mailto: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.

#### 8. 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

s.31(1)(l)

██████████ as follows:

s.31(1)(l)

- *You have reached ██████████ 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;

- Until further notice, Correctional Officers at the St. John's lock up will provide service of CSO breach packages when required for WASH;
- **Breach packages must be emailed in secure format (Zip file instructions are attached) and the password must be sent in a separate email.**
- In the event of a St. John's breach, APO's are to call the lock up at 729-3873 or [REDACTED] s.31(1)(l) 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 affidavit by fax to the court as per normal processes or you may request it by email.
- Once the breach package is complete email it in secure format to the Court and to the Crown Attorney's office. The court clerk responsible for receiving CSO breach packages for WASH court may change on a weekly basis, this will be updated in the weekly WASH Court email. Crown Attorney's email address is: [provcrownwash@gov.nl.ca](mailto:provcrownwash@gov.nl.ca) .

## 9. Documentation

- Each APO who has a GNL laptop are to maintain documentation standards as outlined in Adult Probation Policies and Procedures;
- APO's who do not have access to a GNL laptop are to maintain written records, which will be entered in PCOMS when operations resume;
  - All documentation is to be kept confidential and secure.

### Update on Pilot Programs and Speciality Courts

#### 1. FVIC

- There will be no new participants accepted into FVIC until further notice;
- All FVIC matters have been set over for 10 weeks from their next appearance date;
- Both Bail Supervisors will continue to provide updates to the FVIC team monthly, on the first Monday of the month, commencing April 1st. In some instances an immediate update may be required;
- Updates will be provided by email;
- Bail Supervision should continue as per supervision standards outlined in FVIC Policies and Procedures, with all modes of contact being replaced with phone reports only.

## 2. Electronic Monitoring

A further update on Electronic Monitoring will be provided in the coming days. Consideration is being given to those eligible for EMTA to be released as such, and all avenues of necessary health and safety requirements are being explored.

For the time being:

- On-Call and Standby will continue as scheduled;
- Those currently subject to EM will continue to be supervised on EM. Further direction will come as to what the removal process will entail;
- APO's will not place any new Probation or CSO clients on EM until further notice.

## 3. Bail Supervision

- The Bail Supervision Program remains on-hold until further notice.

## 4. Fines Repayment

- The Fines Repayment Program remains on hold until further notice.

## 5. Diversion

- Diversion referrals will cease until notified otherwise;
- Current Diversion files, where possible, can be completed and the final report emailed to the Crowns office for closure. Emails should be secure with passwords to follow.

### Partner and Stakeholder Information

#### 1. Provincial Court (Criminal Matters)

- Cases that are not in-custody matters are scheduled for 10 weeks out from the scheduled appearance. Court will adjourn the matter without the offender being present via a bench warrant with discretion;
- All in-custody matters will proceed, including:
  - Bail hearings
  - Sentencings
  - Preliminary trials and inquiries
- Effective 3/30/20 a Virtual Court plan has been implemented. St. John's Registry is operating virtually from Monday to Friday, 8:30am to 4:30pm except for statutory holidays. Provincial Court locations outside of St. John's are operating as required but not maintaining regular office hours. Main doors will be locked.
  - Provincial Court is moving to appearances by phone/teleconference. If an APO is required to appear, the call in numbers are attached.

#### 2. Supreme Court (Criminal Matters)

- Normal operations have been suspended. Supreme Courts outside of St. John's have closed;

- Not in custody matters are being adjourned by means of a bench warrant with discretion;
- Only the following in-custody criminal matters will be heard:
  - Bail hearings and reviews;
  - Sentencing hearings;
  - Any other matter the Court deems necessary and appropriate to hear on an urgent basis.
- Where it is not possible to obtain a signature from a person authorized to administer oaths, parties may file unsworn/unaffirmed affidavits or documents without signature. The court may require participation by telephone or videoconference to swear/affirm facts in an affidavits or other documents.

### **3. Adult Custody**

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

### **4. Sheriff's Office**

- Operations as usual.

### **5. John Howard Society**

- Staff for LRP, C-STEP and CBIP are no longer working on site and are working from home as of 03/23/20;
- They will continue individual sessions by phone;
- They will respond to messages;
- They will provide general support as needed by phone;
- They will maintain contact with Probation when there is failure to maintain contact with the offender(s);
- Howard House and West Bridge House continue to fully operate with necessary precautions in place;
- Staff continue to be available by email;
- JHS staff will email final reports and termination reports to the supervising APO via password protected documents.

### **6. Victim Services**

- All VSRC's are working from home;
- All VSRC's are monitoring email and voicemails hourly;
- Will continue to provide Victim Impact Statements and other services as necessary and able.

### **7. Crown Attorney's Office**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

**8. Legal Aid Offices**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

**9. RNC**

- Locations are closed for front counter access.

**10. RCMP**

- Suspended front counter services for non-emergencies;
- No indication at this stage that APO's will not be provided access;
- Persons required to report to the RCMP are directed to call the detachments.

**11. National Sex Offender Registry (NSOR)**

- Annual in-person registrations will not be completed until further notice due to the COVID-19 pandemic;
- All offenders must call the NSOR office at 709-772-8479 or 1-866-709-6767 for further 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 other NSOR conditions remain in effect during the COVID-19 pandemic (only in person-registrations are impacted).

**Other Items/General Operations****1. Leave**

- Annual Leave continues to be subject to operational requirements. This will be monitored on an on-going basis. Staff requiring leave should contact their RM well in advance to discuss;
- Updates will be provided as they become available.

**2. Mail Services:**

- Internal Mail:
  - Is continuing but anticipate a slower service due to reduced staff.
- External Mail:
  - St. Johns mail services have resumed but are limited, expect delays.
  - No update for other areas.



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

**Adult Probation COVID-19 Contingency Plan  
Update #4  
April 28, 2020**

Attention: All Employees of Adult Probation

We are currently experiencing unprecedented times, and information is continually changing. Adult Probation has been maintaining constant contact with our Partners and Stakeholders to ensure we remain aware of what changes are occurring in order to adjust practices accordingly.

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.

Our contingency plan will remain fluid, and will be updated whenever new direction or information is received from 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.

We will continue to hold voluntary weekly conference calls for all staff every Tuesday at 11:00am. You will be advised of any upcoming mandatory conference calls. The call-in information is as follows:

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

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

Please keep in mind that we are currently experiencing difficulties with conference calling due to high volumes of users. You may have to attempt to connect a few times before the call successfully connects.

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.

Kim, Kevin and Ashley

### Update on Probation Practices:

#### **Working from Home, and Working in an Office:**

- All staff are to continue to work from home for the time being;
- Staff at times, may have to present to the office, to court, or to an alternate location to complete duties as required;
  - This includes, but is not limited to:
    - Completing PSR duties that cannot be completed from home;
    - Completing breaches, CSO violations, or completing the issuance of subpoenas or warrants;
    - To attend to EM matters (updated below under Pilot Programs);
    - Attend court as required, or in the manner court requires.
- Staff are still permitted access to their offices to complete work related duties.
  - Should an office be informed that the building in which their office is located is closed, please advise your RM immediately.
  - Should an employee be self-isolating, or if an employee is advised by a medical professional that they are to limit contact due to existing medical conditions, please advise your RM;
  - Staff attending the office should advise their direct report that they will be on site. All efforts are to be made to limit the number of staff present at any given time, and to ensure appropriate social distancing is observed;
  - Offenders should not be seen in the office at this time, unless they are reporting to the waiting room area of the St. John's office for EMTA alterations or removals.
  -
- Staff should not use personal email addresses for work related purposes;
- Staff with a GNL laptops but no VPN capabilities are currently able to access the GNL network (instructions are attached for doing so);
- All staff are required to continue to monitor their office voicemail as well as their emails **on an hourly basis** and return calls and messages as soon as possible.
  - If you have access to email please adjust your 'out of office' email replies to indicate the following:  
*Please be advised that for precautionary measures in relation to COVID-19, our office is currently closed and I am currently working from home. Emails and voicemails will be monitored and returned as soon as possible.*  
*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,  
 (add signature information)

For those who do not have access to email their 'out of office' should indicate the following:

*Please be advised that for precautionary measures in relation to COVID-19, our office is currently closed. During this closure my emails are not being monitored. Should you require assistance, please contact (your number) and leave a message. Voicemails will be monitored and returned as soon as possible. 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,  
(add signature information)*

- Below is an updated voicemail message. **All APOI's will also need to please ensure that front desk messages are changed and that APOI's without email access are advised to make this change.**

*You have reached (APO/front desk) with the (office location) Regional Probation Office. For precautionary measures in relation to COVID-19, our office is currently closed and we are working from home. During this closure messages left on this voicemail will be monitored and returned as soon as possible. If you are calling for reporting purposes, messages left on this number will be recognized as your phone or office report until further notice. This voicemail will be updated to indicate office reopening when the information is available. 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.*

- Should you choose to activate the voicemail on your government cell phone please ensure to indicate in the message that it is not monitored regularly and indicate your landline number as the voicemail that is monitored. We do not want to encourage clients to use these cell phone numbers when our offices reopen.
- Should an employee be unavailable for hourly email and voicemail checks during regular working hours, please advise your direct report of the reason and duration of your absence.
- An updated contact list for all probation staff is attached.

### **General Supervision and Case Management Practices**

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 from update to update. There is currently no indication as to how long staff may be working from home; 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.

## 1. New Orders and New PSR Requisitions

- Provincial Court:
  - APOII's are no longer required to call Provincial Court to obtain copied of new orders. All new orders and PSR requisitions will be sent from Provincial Court to Kim/Kevin by email for distribution.
  - APOII's (or designate) are still required to check IPCIS daily for new sentencings and advise Kim/Kevin if new orders are not received.
  - Kim/Kevin will forward new court orders to the APOII for each office and will copy Elaine, Holly, or Rhonda for the purpose of PCOMS entry and saving a copy on the shared drive. Orders received for St. John's region will be sent to Elaine, the remainder of Central/Eastern to Holly, and Western/Labrador to Rhonda. APOII's will have to advise CTIII's who the order is to be assigned to. The APOII is responsible to inform the APOI in their office when a new order is assigned.
- Supreme Court:
  - No response received to date - will update when information is available. It should be noted that Supreme Court locations outside of St. John's are closed.

## 2. Probation Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards:
  - High risk will now report [REDACTED]
  - Medium risk will report [REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;
- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. **APOII's in each region are responsible to have current email contacts for their local Detachment and CSSD office.** Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;

- Should any new clients be assigned:
  - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
  - Consent – may need to be emailed where possible to the client and returned by email. A picture of a consent can be accepted;
  - Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;
  - Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;

### 3. CSO Supervision

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- For the time being, voicemails will continue to be accepted as phone reports;
- APO's will continue to have to respond to requests for time-outs as needed;
- Curfew checks should continue as per usual standards;
- Home visits for the purpose of on-going supervision are cancelled for the time being. Home visits should be replaced with an additional phone report or curfew check. This can be at the APO's discretion, but will have to be documented;
- There may be instances where an APO determines that a home visit is necessary for supervision/public and/or victim safety (ie. Completing the community investigation for a sexual offender). In these cases, the APO is to consult their RM;
- In instances where a home visit is approved, only a Level One – Drive By will be permitted;
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards previous assessment:
  - High risk will now report: [REDACTED]
  - Medium risk will report: [REDACTED]
  - Low risk will report [REDACTED]
  - (keep in mind that deviations in frequency of contact will still need a consult and documentation).
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards;
- Although we will accept voicemails as phone reports, APO's should continue to respond to urgent items that arise with clients;

- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. **APOI's in each region are responsible to have current email contacts for their local Detachment and CSSD office.** Due to challenges in accessing CPIC's and Offense details Static 99's are not required at this time;
- Should any new clients be assigned:
  - Acknowledgement is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
  - Consent – may need to be emailed where possible to the client and returned by email;
  - Given the difficulty in acquiring CPIC's in some regions, the nature of the conversation to be had remotely, and limited access to PCOMS for some staff, LS/CMI's for intake (or reassessment) are not required. Any new clients will be supervised as high until an LS/CMI can be completed;
  - Reassessments – continue to supervise at the previous risk level. A consult can occur with a direct report if there have been significant changes since the previous assessment;
  - The initial home visit for CSO's are to be discussed with the RM. Should one be deemed necessary, only a Level One drive by will be permitted.

#### 4. New Releases

- With Court priority being given to in-custody matters, all APO's are to monitor the docket to ensure release dates have not changed for any remand or incarcerated files assigned to them;
- Release planning, wherever possible should continue to occur with Classification, and reporting instructions provided to have the initial report completed by phone, and further reporting instructions provided.

#### 5. PSR's

- With priority being given to in-custody matters, it is imperative that APO's make every effort to ensure that in-custody PSR's are completed/submitted;
- All other PSR's assigned should be completed as per the dates identified in the requisition as other "urgent" matters are proceeding and we are not notified at this point, of what those are;
- Please do not postpone the completion of a PSR in anticipation of a sentencing postponement. 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;
- Existing consent forms can be scanned to your P: drive so they are accessible;

- Electronic signatures are required on PSR's (instructions attached)
- **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 (instructions are attached). 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 (attached) for you to copy and paste into the initial email.**
- **Provincial Court PSR's:**
  - Provincial Court will accept PSR's without having the PSR Requisition and Informations attached.
  - All Provincial Court PSR's are to be emailed in secure format to: [virtual@provincial.court.nl.ca](mailto:virtual@provincial.court.nl.ca) We will no longer be contacting the Judge, Crown, and Defense to confirm if they are still assigned and we will not be distributing to them directly.
  - The Provincial Court dockets are now updated to reflect the 10 week postponement for all non-custody matters. For any outstanding PSR's you are required to check IPCIS appearance dates and if the matter is postponed then do not submit the PSR until 5 days prior to the new court date. You are still required to complete PSR's as they are assigned for their original due date as they may still be required on that date. During the PSR process please advise the client that if their matter is postponed then you will be calling them prior to their new court date to discuss any changes or updates that may need to be included in the PSR. If the court date has not been updated then submit the PSR on the date indicated on the requisition.
  - When submitting a Pre-Sentence Report, the subject line of your email should include the accused's name, date of birth, court date and court jurisdiction. For example:
  - PSR – JOHN DOE 1985/01/30 – APRIL 16th, 2020 – Gander
- **Supreme Court PSR's**
  - All Supreme Court PSR's are to be emailed in secure format to: [inquiries@supreme.court.nl.ca](mailto:inquiries@supreme.court.nl.ca)
  - The court will then distribute as necessary;
  - The subject line of the email is to state the Judicial Center the PSR was prepared for and the court file number.

## 6. CPIC

Please note that we are currently experiencing challenges in this regard as information between Regions has varied. **APOII's are to maintain contact with their local detachments for further updates into how a CPIC can be requested and received.**

As of today, below is the information we have been provided:

- St. John's: Request via email with "Attention CPIC" as the subject on our standard form to: [RNCIMD@rnc.gov.nl.ca](mailto: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](mailto: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](mailto:danielreid@rnc.gov.nl.ca) or [patriciabarrett@rnc.gov.nl.ca](mailto: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](mailto: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)

## 7. Breach

- Given current circumstances, APO's are to exercise sound professional judgement when deciding if a breach charge is needed.
  - [REDACTED] s.31(1)(a);(c);(n)
  - Should an APO be concerned for public safety or victim safety and believe a breach is required, APO's should plan to proceed by way of warrant.

- [REDACTED]

As of March 30, 2020, Provincial Court is operating virtually and we are now filing our breaches electronically.

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

- **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 whenever they are being circulated to any stakeholder (instructions are attached). ). 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 (attached) for you to copy and paste into the initial email.

### **Breach of CSO**

- Complete the documentation for a breach of CSO as per policy.
- Arrange for arrest with or without warrant. **Breach documents must be emailed in secure format (instructions are attached). 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 (attached) for you to copy and paste into the initial email.**
  - RCMP – Call and then 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) – Call and then email (if requested) to [RNCIMD@rnc.gov.nl.ca](mailto: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 below under **Section 8. WASH Court** for arranging service of documents at the St. John's Lock Up.
- **APOII's in each region are to connect with the lock-ups in their area to determine if breach packages for weekday CSO violations can be served on offenders and the affidavit returned to us by email. 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).**
- **All breach packages must be emailed in secure format (instructions are attached). 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 (attached) for you to copy and paste into the initial email.**
- All breach packages from the entire province are to be submitted to: [virtual@provincial.court.nl.ca](mailto:virtual@provincial.court.nl.ca) , and to the Provincial Crown at: [provcrownwash@gov.nl.ca](mailto:provcrownwash@gov.nl.ca) or to the Federal Crown at: [Elaine.Reid@ppsc-sppc.gc.ca](mailto:Elaine.Reid@ppsc-sppc.gc.ca)

### **Breach of Probation**

- Request certified copies of the Probation Order and Criminal Record by emailing Provincial Court at: [virtual@provincial.court.nl.ca](mailto:virtual@provincial.court.nl.ca). Request that they return the copies by email to the address specified in the email request.
- Complete your Information and sign with electronic signature (instructions attached). 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.***

- **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)***
  - ***We are currently unable to endorse warrants.***
- **Summons** - The court are currently asking that no summons are to be issued with a date prior to July 15, 2020. This may change, so if a decision is made to proceed by way of summons you must discuss the date with your Regional Manager.
- **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 (instructions are attached). 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 (attached) for you to copy and paste into the initial email.**
- **All breach packages from the entire province are to be submitted to:**  
[virtual@provincial.court.nl.ca](mailto:virtual@provincial.court.nl.ca)
- 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](mailto: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](mailto:RNCIMD@rnc.gov.nl.ca)
- St. John's Sheriff's Office summons – Please email summons to 3 parties:  
[kerrysears@gov.nl.ca](mailto:kerrysears@gov.nl.ca) ; [KatherineYates@gov.nl.ca](mailto:KatherineYates@gov.nl.ca) ; [NicholasBruce@gov.nl.ca](mailto: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.

#### 8. 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

s.31(1)(l)

as follows:

s.31(1)(l)

- 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 (instructions are attached). 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 (attached) 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 s.31(1)(l) s.31(1)(l) 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](mailto: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](mailto:provcrownwash@gov.nl.ca) .

## 9. Documentation

- Each APO who has a GNL laptop are to maintain documentation standards as outlined in Adult Probation Policies and Procedures;
- APO's who do not have access to a GNL laptop are to maintain written records, which will be entered in PCOMS when operations resume;
  - All documentation is to be kept confidential and secure.

### Update on Pilot Programs and Speciality Courts

#### 1. FVIC

- There will be no new participants accepted into FVIC until further notice;
- All FVIC matters have been set over for 10 weeks from their next appearance date;
- Both Bail Supervisors will continue to provide updates to the FVIC team monthly, on the first Monday of the month, commencing April 1st. In some instances an immediate update may be required;
- Updates will be provided by email;
- Bail Supervision should continue as per supervision standards outlined in FVIC Policies and Procedures, with all modes of contact being replaced with phone reports only.

#### 2. Electronic Monitoring

- As indicated in previous contingency plans, consideration was being given to those eligible for EMTA to be released as such, and all avenues of necessary health and safety requirements were being explored.
- In preparation for the operationalization of EMTAs during this pandemic, Safe Work Procedures (SWP's) were developed for the following processes:
  - Hook-up at HMP;
  - Alterations in the Probation Office;
  - Removal at HMP for EMTA Revocations;
  - Removal at an Offenders Home;
  - Removal in the Probation Office, and
  - Cleaning Practices
- Occupational Health and Safety were consulted throughout the SWP development and operationalizing process, and have approved the above noted SWP's. OH&S advised of the necessary PPE's and all PPE's have been secured. SWP's are attached.
- Removal of the EM equipment for offenders subject to EM prior to the pandemic will follow the above noted SWP's.
- Otherwise, the following remains in place:
  - On-Call and Standby will continue as scheduled;
  - Those currently subject to EM will continue to be supervised on EM.

- APO's will not place any new Probation or CSO clients on EM until further notice. This is subject to change, and updates will be provided as they become available.
- New EMTA referrals will be processed as per normal EMTA policy and procedures.

### 3. Bail Supervision

- The Bail Supervision Program remains on-hold until further notice.

### 4. Fines Repayment

- The Fines Repayment Program remains on hold until further notice.

### 5. Diversion

- Diversion referrals will cease until notified otherwise;
- Current Diversion files, where possible, can be completed and the final report emailed to the Crowns office for closure. Emails should be sent in secure format.

## Partner and Stakeholder Information

### 1. Provincial Court (Criminal Matters)

- Cases that are not in-custody matters are scheduled for 10 weeks out from the scheduled appearance. Court will adjourn the matter without the offender being present via a bench warrant with discretion;
- All in-custody matters will proceed, including:
  - Bail hearings
  - Sentencings
  - Preliminary trials and inquiries
- From Monday to Friday all communication with Provincial Court, province wide, is to go through this email only: [virtual@provincial.court.nl.ca](mailto:virtual@provincial.court.nl.ca) , **not** through telephone contact with the St. John's Registry. This email address is meant to streamline how all information is shared with all stakeholders. PSR submissions, breach packages, requests for certified copies are all to be sent to this email. It is **not** necessary to call ahead. Be sure to indicate in your email request for certified copies that you need to receive the copies by email. All Provincial Court locations will be locked.
- Provincial Court appearances are by phone/teleconference. If an APO is required to appear they will be informed of the call in numbers.

### 2. Supreme Court (Criminal Matters)

- Normal operations have been suspended. Supreme Courts outside of St. John's have closed;
- Not in custody matters are being adjourned by means of a bench warrant with discretion;

- Only the following in-custody criminal matters will be heard:
  - Bail hearings and reviews;
  - Sentencing hearings;
  - Any other matter the Court deems necessary and appropriate to hear on an urgent basis.
- Where it is not possible to obtain a signature from a person authorized to administer oaths, parties may file unsworn/unaffirmed affidavits or documents without signature. The court may require participation by telephone or videoconference to swear/affirm facts in an affidavits or other documents.

### **3. Adult Custody**

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

### **4. Sheriff's Office**

- Operations as usual.

### **5. John Howard Society**

- Staff for LRP, C-STEP and CBIP are no longer working on site and are working from home as of 03/23/20;
- They will continue individual sessions by phone;
- They will respond to messages;
- They will provide general support as needed by phone;
- They will maintain contact with Probation when there is failure to maintain contact with the offender(s);
- Howard House and West Bridge House continue to fully operate with necessary precautions in place;
- Staff continue to be available by email;
- JHS staff will email final reports and termination reports to the supervising APO via password protected documents.

### **6. Victim Services**

- All VSRC's are working from home;
- All VSRC's are monitoring email and voicemails hourly;
- Will continue to provide Victim Impact Statements and other services as necessary and able.

### **7. Crown Attorney's Office**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

### **8. Legal Aid Offices**

- Working remotely, except for necessary court related duties;
- Offices are not fully staffed and not accessible/open.

### 9. Law Society

- Should an APO require the email address for lawyers throughout NL, The Law Society of NL website has a search engine which can be found at: <https://lsnl.memberpro.net/main/body.cfm?menu=directory&submenu=directoryPractisingMember>
- Enter the first and last name of the lawyer required, and click “search”. The email address will then be provided.

### 10. RNC

- Locations are closed for front counter access.

### 11. RCMP

- Suspended front counter services for non-emergencies;
- No indication at this stage that APO’s will not be provided access;
- Persons required to report to the RCMP are directed to call the detachments.

### 12. National Sex Offender Registry (NSOR)

- Annual in-person registrations will not be completed until further notice due to the COVID-19 pandemic;
- All offenders must call the NSOR office at 709-772-8479 or 1-866-709-6767 for further 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 other NSOR conditions remain in effect during the COVID-19 pandemic (only in person-registrations are impacted).

### 13. DNA Orders

- The RNC are trying to reschedule as many of the DNA Order appointments as possible for everybody’s safety. If the client already has a DNA profile on the National DNA Databank then they are being rescheduled. If the client does not have a profile on the Databank and doesn’t have any symptoms of COVID-19 and hasn’t traveled, then they are executing the orders. If there are any questions regarding upcoming DNA Order appointments, 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**

### **1. Leave**

- Annual Leave continues to be subject to operational requirements. This will be monitored on an on-going basis. Staff requiring leave should contact their RM well in advance to discuss;
- Updates will be provided as they become available.

### **2. Mail Services:**

- Internal Mail:
  - Is continuing but anticipate a slower service due to reduced staff.
- External Mail:
  - St. Johns mail services have resumed but are limited, expect delays.
  - No update for other areas.



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

**Adult Probation COVID-19 Contingency Plan  
 Update #5: Return to Work  
 June 29<sup>th</sup>, 2020**

**Attention:** All Employees of Adult Probation

On Thursday, June 25, the Provincial Government began increasing the number of public service employees in the physical workplace. For Probation, this resulted in Adult Probation Officer II's (APOII's) and Clerk Typist III's (CTIII's) returning to their Regional Offices on June 25<sup>th</sup>, with the remainder of staff returning to the workplace on Monday, June 29<sup>th</sup>. This is in effect for all areas where PPE was available. In areas where PPE are not yet on-site, staff will continue to work from home, but will monitor mail, and will advise their Regional Manager as soon as PPE has arrived.

Our contingency plan has been updated to reflect the return to the workplace. 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.

We will continue to hold mandatory bi-weekly conference calls for all staff every other Tuesday at 11:00am. Everyone has received a calendar invite for these calls. 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 Kevin

<b>Update to General Probation Practices</b>
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**Working from Home:**

- As of Monday, June 29<sup>th</sup> staff are no longer permitted to work from home.
  - The only exception to the above are in the areas where PPE have not yet arrived. Staff in those areas will continue to work from home until PPE is available.
  - When PPE has arrived, the office is to contact their RM for direction on when/how to return to the office.
- Should anyone not be able to return to the workplace as a result of childcare, personal, or other matters, they are to advise their RM or CAPO immediately as anyone requiring an accommodation will have to be engaged with IDM, and the referral process started.

**Working from the Office:**

- As per email directives, 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.
- Information circulated by the Human Resource Secretariat on June 19<sup>th</sup> states that online and telephone access to services by the general public is still preferred with urgent in-person matters by appointment only.
  - As such, the Regional Probation Offices are currently not open to the general public, and the main door will remain locked.
  - A sign will be placed on the office door indicating that Service Providers are to call the main line and speak with the CTIII to determine if access is required. Those reporting to the office for supervision purposes will be directed to call their APO. (the sign for the office door is attached).
- Safe Work Procedures (SWP's) were circulated on June 24<sup>th</sup>. All staff are to remain familiar with the SWP's and are to be diligent in ensuring the health and safety of themselves and others.
- Staff are to update their voicemails to ensure the COVID based message is removed. The message to use until further notice is as follows:
  - *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, our office remains closed to the general public, and services will continue to be provided by phone and/or email. This voicemail will be updated to indicate when the office is open to the public when the information is available.*

*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 out of office replies to ensure the COVID based reply is removed;
- All staff will check email, answer/return calls, and check voicemails as per pre-COVID practices.

### **Working from the Office: Visitors**

- If it is determined that access for an individual is required (i.e. for the delivery of mail), it is recommended that access be granted into a waiting room only, wherever possible. Where possible, the visitor will remain in the waiting area and the staff person behind the front wicket plexi-glass divider.
- Whenever a person 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 person to enter the office space beyond the waiting room (i.e. OCIO) 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 visitor use;
  - The visitor 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 visitor will maintain social distancing measures as outlined in the SWP at all times while the visitor is within the staff areas;
  - At the conclusion of the visit, staff will escort the visitor to the waiting room where they will exit.

<b>General Supervision and Case Management Practices</b>
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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:**

- CTIII's in each Regional Offices will resume the entering of all orders, PSR requisitions, and the preparation of the hard copy files.
- **Provincial Court Orders:**
  - All new orders and PSR requisitions will continue to be sent from Provincial Court to Kim/Kevin by email for distribution;
  - APOII's (or designate) are still required to check IPCIS daily for new sentencings and advise Kim/Kevin if new orders are not received;
  - Kim/Kevin 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.

- **Supreme Court Orders:**
  - No response received to date - will update when information is available.

### **Intake**

- The Acknowledgement of Court Order is to be completed by phone (we will note verbal acknowledgement until the form can be signed);
- Consent may need to be emailed, where possible, to the offender and returned by email;
- The completion of LS/CMI's and Static 99's will resume. (See below for additional information).

### **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, wherever possible, should continue to occur with Classification and reporting instructions are to be provided to have the initial report completed by phone, and further reporting instructions provided.

### **LS/CMI's and Static 99's:**

- LS/CMI completion will resume and will be completed as per Adult Probation Policies and Procedures. This is inclusive of completion within policy timelines.
  - LS/CMI interviews will be completed by phone;
  - In acknowledging that there will be a number of overdue LS/CMI's and LS/CMI reassessments, the following will occur:
    - If an LS/CMI could not be completed between March 17<sup>th</sup>, 2020 and June 29<sup>th</sup>, 2020 due to COVID, the APO will enter a contact note stating that this is the case;
    - Any LS/CMI's that became overdue during that period will be given a grace-period of three (3) months from June 29<sup>th</sup>. Therefore, overdue LS/CMI's for that time period will be due by September 29<sup>th</sup>.
    - For those with overdue LS/CMI's as a result of COVID, the offender will continue to be supervised as high risk until the risk assessment is completed.
- Static 99 completion will resume and will be completed as per Adult Probation Policies and Procedures. This is inclusive of completion within policy timelines.
  - Static 99 interviews will be completed by phone;
  - In acknowledging that there will be a number of overdue Static 99 the following will occur:
    - If the Static 99 could not be completed between March 17<sup>th</sup>, 2020 and June 29<sup>th</sup>, 2020 due to COVID, the APO will enter a contact note stating that this is the case;
    - Any Static 99 that became overdue during that period will be given a grace-period of three (3) months from June 29<sup>th</sup>. Therefore, overdue Static 99 for that time period will be due by September 29<sup>th</sup>.

## **Documentation**

- Documentation standards will return to those outlined in the Adult Probation Policies and Procedures.

## **Probation Supervision**

- There continues to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- Voicemails will no longer be 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;
- Phone reporting will continue to replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards:
  - High risk will report [REDACTED]
  - Medium risk will report [REDACTED]
  - Low risk will report [REDACTED]
- Keep in mind that deviations in frequency of contact will still need a consult and documentation.
- APO's are to ensure that all clients have a scheduled phone appointment(s) as per the above standards, and they are to ensure the appointment is entered in PCOMS;
- APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
- A consultation on notifications for sexual offenders will still be required. APO's in each region are responsible to have current email contacts for their local Detachment and CSSD office;
- 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. The following is in place for home visits:
  - The rationale for the home visit will be documented in PCOMS;
  - ONLY a Level One – Drive By will be permitted. At no time should the APO have direct contact with the offender for the purposes of a home visit.

s.31(1)(l)

## **Conditional Sentence Supervision:**

- There is to be no direct offender contact at this time for the purposes of regular supervision (office visits);
- Voicemails will no longer be 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.
- APO's will continue to respond to requests for time-outs as needed;
- Curfew checks should continue as per policy standards;
- The initial home visit for CSO's is to be completed as per policy;
  - ONLY a Level One – Drive By will be permitted at this time. At no time should the APO have direct contact with the offender for the purposes of a home visit.
- Phone reporting will replace direct and alternate modes of supervision. This means that APO's should schedule phone reports to maintain the frequency of contact that is required for monthly supervision standards previous assessment:

- High risk will report: [REDACTED]
  - Medium risk will report: [REDACTED]
  - Low risk will report [REDACTED]
- Keep in mind that deviations in frequency of contact will still need a consult and documentation
  - APO's are to ensure that all clients have a scheduled appointment(s) as per the above standards and they are to ensure the appointment is entered in PCOMS;
  - APO's are reminded that high risk, sexual offenders, and domestic offenders remain a priority and efforts should be made to maintain up to date information on these clients;
  - A consultation on notifications for sexual offenders will still be required. APO's in each region are responsible to have current email contacts for their local Detachment and CSSD office.

### **PSR's: General**

- 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**

- Provincial Court will accept PSR's without having the PSR Requisition and Informations attached.
- 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.
- All Provincial Court PSR's are to be emailed in secure format to appropriate court centre. Email addresses for each court centre are as follows:
  - [stjohns@provincial.court.nl.ca](mailto:stjohns@provincial.court.nl.ca)
  - [harbourgrace@provincial.court.nl.ca](mailto:harbourgrace@provincial.court.nl.ca)
  - [grandbank@provincial.court.nl.ca](mailto:grandbank@provincial.court.nl.ca)
  - [clareville@provincial.court.nl.ca](mailto:clareville@provincial.court.nl.ca)
  - [gander@provincial.court.nl.ca](mailto:gander@provincial.court.nl.ca)
  - [grandfallswindsor@provincial.court.nl.ca](mailto:grandfallswindsor@provincial.court.nl.ca)
  - [cornerbrook@provincial.court.nl.ca](mailto:cornerbrook@provincial.court.nl.ca)
  - [stephenville@provincial.court.nl.ca](mailto:stephenville@provincial.court.nl.ca)
  - [happyvalleygoosebay@provincial.court.nl.ca](mailto:happyvalleygoosebay@provincial.court.nl.ca)
  - [wabush@provincial.court.nl.ca](mailto:wabush@provincial.court.nl.ca)
- The Provincial Court dockets are updated to reflect postponements. For any outstanding PSR's you are required to check IPCIS appearance dates and if the matter is postponed then do not submit the PSR until 5 days prior to the new court date. You are still required to

complete PSR's as they are assigned for their original due date as they may still be required on that date. During the PSR process, please advise the client that if their matter is postponed then you will be calling them prior to their new court date to discuss any changes or updates that may need to be included in the PSR. If the court date has not been updated then submit the PSR on the date indicated on the requisition.

- When submitting a Pre-Sentence Report, the subject line of your email should include the accused's name, date of birth, court date and court jurisdiction. For example:
- PSR – JOHN DOE 1985/01/30 – APRIL 16th, 2020 – Gander

### **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**

Please note that we have experienced some challenges in this regard as information between Regions has varied. APOII's are to maintain contact with their local detachments for further updates into how a CPIC can be requested and received.

The below information remains in place:

- St. John's: Request via email with "Attention CPIC" as the subject on our standard form to: [RNCIMD@rc.gov.nl.ca](mailto:RNCIMD@rc.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](mailto:Janice.pennell@rcmp-grc.gc.ca) with the request, it will be emailed when prepared;
- Corner Brook RNC: email either [danielreid@rc.gov.nl.ca](mailto:danielreid@rc.gov.nl.ca) or [patriciabarrett@rc.gov.nl.ca](mailto:patriciabarrett@rc.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@rc.gov.nl.ca](mailto:peterkelly@rc.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

### **Breach: General**

- We will continue to file our breaches electronically as follows:
  - 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 whenever they are being circulated to any stakeholder. 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.

### **Breach of Probation**

- 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.*
- **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).*
  - A consultation must occur with your Regional Manager regarding whether or not we will request the endorsement of a 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.
- 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](mailto: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](mailto:RNCIMD@rnc.gov.nl.ca)
- St. John's Sheriff's Office summons – Please email summons to 3 parties: [kerrysears@gov.nl.ca](mailto:kerrysears@gov.nl.ca); [KatherineYates@gov.nl.ca](mailto:KatherineYates@gov.nl.ca); and [NicholasBruce@gov.nl.ca](mailto: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**

- Complete the documentation for a breach of CSO as per policy;
- Arrange for arrest with or without warrant. Breach documents 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](mailto: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);
- 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 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](mailto:provcrownwash@gov.nl.ca) or to the Federal Crown at: [Elaine.Reid@ppsc-sppc.gc.ca](mailto:Elaine.Reid@ppsc-sppc.gc.ca)

### **Court Appearances**

- Prior to attending a court center, staff are to review the following:
  - Supreme Court: Guidelines for Reopening: <https://court.nl.ca/supreme/covid-19-information.html>
  - Provincial Court: Operational Plan: [https://court.nl.ca/provincial/Revised-COVID-19\\_Operational\\_Plan-Issued\\_June12-Provincial-Court.pdf](https://court.nl.ca/provincial/Revised-COVID-19_Operational_Plan-Issued_June12-Provincial-Court.pdf)
- **Appearances With a Subpoena (Provincial Court)**

- If you are subpoenaed to appear in court you will be advised if you are required to appear virtually or in person. If you are required to report in person you should advise the Sheriff's Officer at the court and follow their direction.
- **Appearances Without a Subpoena (Provincial Court)**
  - We will not attend a court appearance without a subpoena unless prior arrangements are made as you may not be able to get into the courtroom if numbers are already at capacity. Contact your court centre in advance.

<b>WASH Court (inclusive of On-Call and Standby)</b>
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- 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](mailto: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](mailto:provcrownwash@gov.nl.ca) .

<b>Status of Pilot Programs and Speciality Courts</b>
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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, with all modes of contact being replaced with phone reports only.

### **Electronic Monitoring**

- SWP's have been developed and implemented for EMTA's in the St. John's Region;
- SWP's have been developed and have OHS approval for the resumption of EM in St. John's and Happy-Valley Goose Bay. These are awaiting final sign off and will be distributed once this occurs;
  - Prior to resuming EM the APOII;PC will hold a call with staff in each Region completing EM duties to ensure there is an opportunity to review and seek any needed clarification on the SWP's.
- SWP's for Wabush and Nain will be developed in the coming weeks;
- The following remains in place:
  - On-call and standby will continue as scheduled;
  - Those currently subject to EM will continue on EM;
  - APO's will not place any new Probation or CSO clients on EM until the SWP's are in place and reviewed;
  - New EMTA referrals will be processed as per the normal EMTA policies and procedures.

### **Bail Supervision**

- Remains on hold until further notice.

### **Fines Repayment**

- Remains on hold until further notice;
- It is of note that this may commence when the appropriate community resources are in place and operational.

### **Diversions**

- Remains on hold until further notice;
- Should a new referral be received, please advise your RM;

- It is of note that this program will recommence when the appropriate community resources are available;
- Current Diversion files, where possible, are to be completed and the final report emailed to the Crowns office for closure. Final reports should be sent in secure format;
- Currently, any existing files that did not have a contract in place can be completed remotely. The Crown will accept an email from the APO confirming that the accused has entered into the contract.

<b>Partner and Stakeholder Information</b>
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### **Provincial Court**

- Effective June 29, 2020 the Provincial Court of Newfoundland and Labrador will expand Court operations. However, access to the Court will be restricted to those persons who are participants in the proceedings before it. These will include counsel, parties, witnesses, victims, support workers, probation officers, victim services workers, parents of a young person, members of the media and any person authorized in advance by a Judge. The presiding Judge may limit access to the courtroom.
- Front counter service may be restricted in some areas.
- All matters will proceed as scheduled unless otherwise notified. For matters which were rescheduled due to the pandemic, please refer to the Provincial Court Docket at <https://docket.court.nl.ca/>.
- For in-custody accused: Arraignments, judicial interim release (bail) hearings and sentencings will be conducted using audio and video technology unless otherwise directed by the Judge. The Accused will attend their trials or preliminary inquiries in-person unless otherwise ordered by a Judge.
- For those accused not in-custody: they are scheduled to appear in Court (first appearance, trial, preliminary inquiry sentencing hearing or other hearing, or to vary an existing order), and they are not represented by counsel, they must appear in Court on their scheduled date. For matters which were rescheduled due to the pandemic, please refer to the Provincial Court Docket at <https://docket.court.nl.ca/>;
- Travel to most Court circuits remains suspended until further notice. Where exceptions apply, the parties will be notified accordingly. Any party, upon application, can request a case conference for any outstanding matter on the Court circuit docket;
- Current WASH court procedures remain unchanged. The general public will not be permitted to attend. All parties, including the Accused, will appear by audio or video technology;
- Drug Treatment Court, Mental Health Court, and Family Violence Intervention Court will be fully reinstated. Audio and video technology including virtual court may be used where practicable.
- Commencing July 2, 2020, Plea Day (normally held in Courtroom #5), will be heard on the 3rd floor of the Beothuck Building, located at 20 Crosbie Place, St. John's, for mornings only. Afternoon appearances scheduled in Courtroom #5 will occur in Courtroom #5 in Atlantic Place.
- You will be asked screening questions before entering the Court house. Masks must be worn in the Court (the Court will provide a mask if necessary). Sanitizer will be available and all staff are to follow any social distancing measures in place. In addition to the requirement of wearing a mask, stakeholders are expected to sanitize spaces they touch, before and after use, inside the courtroom and counsel/interview rooms.

- Please refer to the recent updates from the Provincial Court for more information (Notice to the Profession and the general public revised COVID-19 Operational Plan issued June 12<sup>th</sup>, 2020; The Provincial Court’s media releases “Return to Business Operational Plan” and “What you need to know before coming to Court” issued on June 27<sup>th</sup>, 2020)
  - [https://court.nl.ca/provincial/Revised-COVID-19\\_Operational\\_Plan-Issued\\_June12-Provincial-Court.pdf](https://court.nl.ca/provincial/Revised-COVID-19_Operational_Plan-Issued_June12-Provincial-Court.pdf)
  - [https://court.nl.ca/provincial/Need to Know Coming to Provincial Court June 27 2020.pdf](https://court.nl.ca/provincial/Need_to_Know_Coming_to_Provincial_Court_June_27_2020.pdf)

### **Supreme Court**

- Registries re-open to the public – August 3, 2020
- Trials (judge alone/jury) resume – September 14, 2020
- In-person appearances may resume – July 2, 2020
- Visitors will be asked COVID-19 screening questions before being permitted to enter the Court
- Court attendees will be required to wear masks and gloves in all areas where the two-metre physical distancing cannot be maintained, for instance, at the security screening station. The Court will supply masks and gloves to court attendees. Persons wishing to wear their own mask will be encouraged to do so.
- Court staff members and court users must be provided access to sanitary wipes or disinfectant sprays where possible, so they can wipe down surfaces before and after use, including chairs, desks, tables, keyboards, kitchen surfaces (fridges, microwaves, taps, countertops), and washroom surfaces (toilet seat, taps, countertops). Wipes, hand sanitizer, gloves and masks will be provided at appropriate locations in and outside of the courtroom to ensure they are available for use as required.
- Effective June 8, 2020, the Supreme Court returned to its normal process for filing court documents. That means the Court will no longer accept emailed documents for filing; counsel and parties will be expected to file paper copies of documents with the Court by mail or in person (whether that be by dropping the documents in one of the drop-boxes located at all Judicial Centres or at the registry counter when they re-open).
- The Court is seeking to return to in-person proceedings as soon as possible. While the Court will endeavor to return to in-person hearings in most centres as of July 2, 2020, remote appearances will still be preferred;
- The Supreme Court has issued a Notice to the Profession and General Public indicating that jury trials will be postponed until at least September 2020.
- Please refer to the recent update from the Supreme Court for more information: Supreme Court of NL “Guidelines for Reopening” issued on June 23<sup>rd</sup>, 2020  
<https://court.nl.ca/supreme/pdf/2020%2006%2023%20-%20Supreme%20Court%20of%20NL%20Guidelines%20to%20Re-opening.pdf>

### **Adult Custody**

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

### **Sheriff’s Office**

- Operations as usual.

### **John Howard Society**

- Currently in-office 3 days per week, and working remotely for 2 days per week. Will be transitioning to full time in-office in the coming weeks;
- Currently not completing group programming. All programming is being completed on an individual basis;
  - Participants are being advised to make appointments in advance rather than drop-in;
- 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, but offices are not open to the general public.

### **Crown Attorney's Office**

- Have reopened, meetings by appointment only.

### **Legal Aid Offices**

- Gradually reopening. No in person meetings, but continuing to accept applications.

### **National Sex Offender Registry (NSOR)**

- Annual in-person registrations will not be completed until further notice due to the COVID-19 pandemic;
- All offenders must call the NSOR office at 709-772-8479 or 1-866-709-6767 for further 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 other NSOR conditions remain in effect during the COVID-19 pandemic (only in person-registrations are impacted).

### **DNA Orders**

- The RNC are trying to reschedule as many of the DNA Order appointments as possible for everybody's safety. If the client already has a DNA profile on the National DNA Databank then they are being rescheduled. If the client does not have a profile on the Databank and doesn't have any symptoms of COVID-19 and hasn't traveled, then they are executing the orders. If there are any questions regarding upcoming DNA Order appointments, 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

<b>Other Items/General Operations</b>
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### **Accommodations: When/If a Person Cannot Return to Work:**

- Should a staff require an accommodation, the following is in place:

- Staff will have to request an accommodation with the RM/CAPO. This request will be forwarded to IDM;
- For medical accommodations: IDM will follow up with the individuals Medical Doctor to assess whether or not a return to work is possible;
- For childcare/family accommodations: IDM will advise on what documentation is required in order to assess whether or not a return to work is possible;
- In any event, if a person cannot report to work while the accommodation is being assessed, they are required to use leave.

### **Leave: General**

- Requests for annual 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 SL 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;
  - Any person who cannot report to work due to illness is required to use leave.
- If a person is returning home due to illness that they suspect may be COVID related they are to immediately inform their RM or CAPO;
- Individuals experiencing COVID like symptoms are advised to call 811 and follow the direction of the Health Authority;
  - The staff person is to advise the RM/CAPO should they be required to self isolate;
  - If a staff is being tested for COVID they are to advise their RM/CAPO.

### **Sending/Receiving Mail**

- Internal and external mail services are available.





### Temporary Safe Work Practice

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Persons</b>	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] 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] [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 Electronic Monitoring Alteration Practice at the Goose Bay Regional Probation Office

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

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### **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.

All information redacted on this page under s.31(1)(a);(c);(f);(l);(n)

- The APO is to hand sanitize and don gloves and place a Rubbermaid container with the [REDACTED] the needed equipment [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] 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

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

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] 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

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

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

### 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 place the [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

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 Goose Bay Regional Probation Office. Removal at the offender's home should only occur when

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 [REDACTED] 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

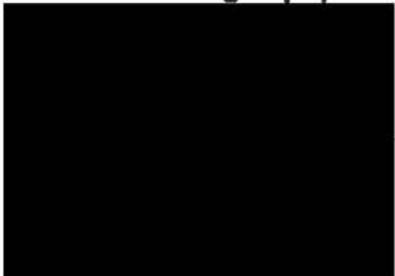
<b>COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC)</b>	
<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	Adult Probation Staff, Correctional Officers and Prisoners
<b>Safe Work Practice</b>	
<p><b>Respiratory illnesses like COVID-19 are transmitted through:</b></p> <ul style="list-style-type: none"> <li>• Respiratory droplets generated when you cough or sneeze</li> <li>• Close, personal contact, such as touching or shaking hands</li> <li>• Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands</li> </ul> <p>To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.</p> <p><b>Post Contact Information:</b></p> <p>The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:</p> <ul style="list-style-type: none"> <li>• You should return home and contact 811.</li> <li>• 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.</li> </ul>	

### 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:

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

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

- The APO while wearing a mask will don gloves and will place the  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 the [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 [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

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

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

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

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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (surgical grade or cloth) Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 Nain Regional Probation Office. Removal at the offender's home should only occur when

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

The following procedure has been developed for this task:

#### **In the Nain Regional Probation Office:**

- The APO while wearing a mask will hand sanitize, don gloves and will then place the [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 in their [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 [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 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.

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

**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

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

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

- 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]

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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**



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### Temporary Safe Work Practice

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

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

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 in their [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 [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

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

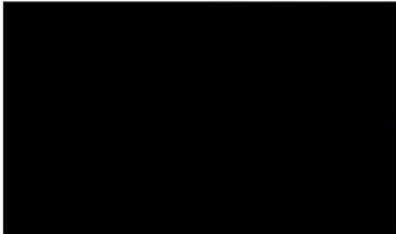
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

### **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]. 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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Employees</b>	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 in their [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 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.

All information redacted on this page under s.31(1)(a);(c);(f);(l);(n)

- 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**

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

[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 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 it in the clear plastic bin on the shelving unit.
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container [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 inside the door of the [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 in the clear plastic bin on the shelving unit.
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container on [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

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

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

- The APO while wearing a mask will don gloves and will place the  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 in their  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);(f);(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]
- 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 [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 [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.

All information redacted on this page under s.31(1)(a);(c);(f);(l);(n)

- 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 [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)

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

[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);(f);(n)

- The APO while wearing a mask will don gloves and will then place [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 in [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]
- 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 [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

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

**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

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

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 in their [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);(f);(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]
- 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

<b>Hazards Identified</b>	COVID-19 exposure
<b>PPE Required</b>	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
<b>Training</b>	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE <a href="https://www.youtube.com/watch?v=quwzg7Vixsw">https://www.youtube.com/watch?v=quwzg7Vixsw</a> Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
<b>Potentially Exposed Persons</b>	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 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). s.31(1)(a);(c);(l);(n)
  - 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);(f);(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

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

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

██████████  
 Rubbermaid container with lid is to be ██████████  
 ██████████ 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)**

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

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 [REDACTED]

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

The following procedure has been developed for this task:

### **In the Wabush Regional Probation Office:**

- 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 in their [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 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 in [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 [REDACTED]

All information redacted on this page under s.31(1)(a);(c);(f);(l);(n)

- 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 [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

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

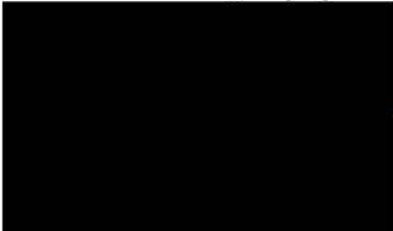
- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

### 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)**

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<b>General Health and Safety Requirements</b>	
<b>Covid-19 Contamination Prevention in the Workplace – Personal Hygiene</b>	
<b>Hazards Identified</b>	Covid-19 exposure from contaminated surfaces
<b>PPE Required</b>	Hand sanitizer, paper towels, face mask.
<b>Training</b>	Pandemic Recovery Readiness Modules; Provided video; provided reading materials.
<b>Potentially Exposed Employees</b>	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.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**

<b>Hazards Identified</b>	Covid-19 exposure from being in close proximity with others in the workplace.
<b>PPE Required</b>	None Required
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
<b>Potentially Exposed Employees</b>	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)

<b>General Health and Safety Requirements</b>	
<b>Covid-19 Shared Workstations</b>	
<b>Hazards Identified</b>	Potential cross contamination and exposure to Covid-19 virus from shared workstations and frequently touched surfaces.
<b>PPE Required</b>	Masks, Hand Sanitizer
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials
<b>Potentially Exposed Employees</b>	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](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)

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**General Health and Safety Requirements**

**Covid-19 Clients Reporting in Person**

<b>Hazards Identified</b>	Covid-19 exposure from being in close proximity with others in the workplace.
<b>PPE Required</b>	Masks, Hand Sanitizer
<b>Training</b>	Pandemic Recovery Modules; GNL provided video; GNL provided reference materials; Safe Work Procedures
<b>Potentially Exposed Employees</b>	All employees of Adult Probation

**Safe Work Practice**

The Practices outlined 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 review, and Chief Adult Probation Officer (AP), or designate, 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.

**General Guidelines for Client Contact**

All staff are to refer to the “Limited Resumption of Client Contact” document which details modes of contact, scheduling of appointments, as well as the required screening questions.


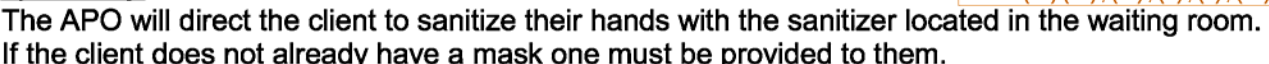
In all instances where a client is reporting to the Probation Office the following is to be adhered to. These are in place regardless of the mode (desk report, secure office, or individual office) being utilized:

**Prior to the appointment:**

- 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.
- Appointments will be arranged by using the information and process outlined in the “Limited Resumption of Client Contact” document.
- Clients are to be instructed when appointments are scheduled that they are to wait outside the office door, or main building door, at their scheduled appointment time until the door is unlocked.
- Only one client is permitted in the waiting area at a time unless the space allows for two meters of physical distancing between clients.

- The client will not be permitted to bring any additional person(s) with them to their appointment unless approved in advance by their APO. A board room is to be used where possible if a support person is required.
- Any items that are not required for the appointment are to be removed from the area where the client will report, wherever possible.

**When the Client arrives:**

- The client will be required to answer the screening questions outlined in the “Limited Resumption of Client Contact” document prior to the appointment commencing.
- 
-  s.31(1)(a);(c);(f);(l);(n)
- The APO will direct the client to sanitize their hands with the sanitizer located in the waiting room. If the client does not already have a mask one must be provided to them.
  - If the provision of a mask is needed:
    - The APO is to first use hand sanitizer and will then pass a mask through the wicket opening, laying it on the counter for the client to pick up. The APO will then advise the client how to properly don the mask (\*refer to <https://www.youtube.com/watch?v=quwzg7Vixsw>). Once the client dons the mask, they will be instructed to use the hand sanitizer again.
    - Offices without a wicket space and or offices where the building is locked and staff will have to meet the client at the main doors will have to deploy an alternate means of mask provision.
- The APO and the client are required to keep their masks on during the meeting. Any exception to this must be discussed with your direct report and must have the option of social distancing and/or an acceptable barrier.
- The APO will ask the client to refrain from unnecessarily touching anything while in the office
- Pens for client use only are to be available at the wicket, in the secure office, and in the APO’s individual offices. These are to be disinfected at the conclusion of the appointment
- If providing the client with an appointment card the APO will sanitize hands and clean pen prior to completing the card. They will then pass the card through the wicket, laying it on the counter for the client to pick up. The APO will sanitize hands after the card has been passed through.

**At the Conclusion of the Appointment:**

- Before exiting the main entrance, the client will be instructed to sanitize their hands again using the sanitizer in the waiting room
- Surfaces that have frequent contact with hands are recommended be cleaned and disinfected at least twice per day.

**Desk Reporting:**

Desk reporting is not intended for appointments where clients will have to report highly confidential or personal information. Desk reporting is intended to be brief, and for instances where the information shared is not sensitive. The following measures are to be followed for desk reporting:

- The above “General Guidelines for Client Contact” are to be followed for desk reporting.
- If at any point during the desk report the APO determines that the client requires contact in the secure office or the APO’s individual office, the below sections are to be followed.

### **Secure Office**

If a secure office is available then it can be used to meet with clients. Refer to the "Limited Resumption of Client Contact" document for information on when secure or individual offices should be considered.

The above "General Guidelines for Client Contact" are to be followed for secure office reporting. The following additional measures are to be adhered to:

- The APO will direct the client to the secure office and will remind them that:
  - The APO and the client are required to keep their masks on during the meeting
  - The APO will ask the client to refrain from unnecessarily touching anything while in the office
  - The APO will remind the client not to move their chair and to maintain social distancing
- At the end of the meeting, the APO will ask the client to exit the office and walk back to the waiting room area.
- Before exiting the main entrance, the client will be instructed to sanitize their hands again using the sanitizer in the waiting room

### **In-office Meetings:**

Refer to the "Limited Resumption of Client Contact" document for information on when individual offices should be considered.

The above "General Guidelines for Client Contact" are to be followed for in-office reporting. The following additional measures are to be adhered to:

#### **Prior to the appointment:**

- The APO is to have previously arranged their office setup to maintain six (6) feet of space between the client's chair and the APO's chair wherever possible. The APO is to take any additional measures necessary in ensuring distance can be maintained to the greatest extent possible, and that as few items as possible can come in contact with the client. This includes, but is not limited to:
  - If a plastic/non-cloth chair is available they should be utilized for client use
  - Remove any items from the desk that is not necessary for the appointment.
  - Do not leave items hanging on chairs or doors (i.e. jackets, bags, etc.)
- The APO is to sanitize their hands and don a mask prior to permitting the client past the waiting room/secure office.
- The APO is to advise the client of the requirement to wear a mask at all times, to maintain six (6) feet of social distancing wherever possible, and to refrain from unnecessarily touching anything while in the office

#### **When the Client Enters:**

- The APO will open the waiting room door and back away from the door as far as possible to permit the client to proceed into the space.
- The APO will direct the client to their office. In keeping with Probations standard SWP's, the APO is to walk six (6) feet behind the client wherever possible
- The APO should consider the means in which the client and APO will enter the office while maintaining as much distance as possible.
- The APO will remind the client not to move their chair and to maintain social distancing

#### **At the Conclusion of the Appointment:**

- At the end of the meeting, the APO will ask the client to exit the office and walk back to the waiting room area.
- In keeping with Probations standard SWP's, the APO is to walk six (6) feet behind the client wherever possible

### **Home Visits**

Level 1: Drive By visits continue to be an option for CSO supervision and for some Probation clients. Probation clients are limited to those necessary for maintaining/regaining contact. APO's are not to exit their vehicle for these purposes, thus no direct contact with client will be required.

Level 2: Face to Face visits are permitted for CSO supervision and for some Probation clients where deemed necessary. Staff are advised that there are some additions/alterations to the standard SWP's for Level 2 visits as noted below.

All APO's are required to adhere to existing SWP's for travel while conducting home visits. This is inclusive of the use of SafetyLine. APO's are reminded to review the existing SWP for home visits (SWP: Working Alone).

At no time, and under no circumstances, should an APO enter the clients home. The safety of the APO continues to be paramount. If at any time the APO determines that the situation is unsafe, the APO will not proceed, will advise their direct report, and will document the concern in PCOMS.

The following is in place for all level 2: Face to Face visits:

#### **Prior to the visit:**

- The APO will ensure they have a mask and hand sanitizer with them, and available to them, while completing home visit duties.
- The APO will ensure they have any appointment notices prepared and sealed in an envelope, using tape to seal.

#### **Upon Arrival:**

- Upon arrival to the clients home, the APO is to assess the property to ensure that they can properly maintain six (6) feet of distance between the client and themselves when the client presents themselves to the door. If six (6) feet cannot be maintained, the APO will not proceed.
- Wherever possible, the APO will contact the client by phone to advise the client to present themselves to the door. If contact by phone is not possible, the APO may proceed without phone contact.
- The APO will use hand sanitizer and don their mask, then exit their vehicle and proceed to the clients door
- The APO will use hand sanitizer both before and after knocking or ringing a doorbell
- Once the APO has knocked, they will step back/aside six (6) feet to maintain social distancing
- If providing an appointment letter it will be laid on the door step or in a mail box prior to stepping back.
- Should the client present to the door, the APO may speak briefly with the client while maintaining social distancing. The APO must be cognizant of the clients privacy at all times.

#### **Upon Completion:**

- The APO will return to their vehicle. As an added measure it is suggested that hand sanitizer is used prior to entering the vehicle.
- Once inside of the vehicle, the APO is to use hand sanitizer and may doff their mask.

**Regulations, Standards and References:**

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

[https://www.health.gov.nl.ca/health/publichealth/h1n1\\_old/how\\_to\\_sanitize\\_hands\\_2009.pdf](https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf)

SWP, Covid 19 – Cleaning

SWP, Covid 19 – Hygiene


SWP, Covid 19 – Physical Distancing

SWP, Covid 19 – Shared Work Spaces

SWP, Covid 19 – Visitors to the Building

Health and Safety Review by:     Otto Ryan     Date:     December 2020    

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Approved by:     ,     Date:     January 2021    

Chief Adult Probation Officer (or designate)

Adult Probation  
**Limited Resumption of Client Contact**  
 Last Revised: September 4, 2020

<b>General Information</b>
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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:
 

*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>

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

### **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 24<sup>th</sup> 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.

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

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## 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?

<b>General Health and Safety Requirements</b>	
Visitors to Government Buildings - Screening for Entry	
<b>Hazards Identified</b>	COVID-19 Exposure
<b>PPE Required</b>	None identified
<b>Training</b>	None specifically identified
<b>Potentially Exposed Employees</b>	Visitors and Employees
<b>Safe Work Practice</b>	
<p>COVID-19 is a respiratory illness that is transmitted through:</p> <ul style="list-style-type: none"> <li>• Respiratory droplets generated when you cough or sneeze</li> <li>• Close, personal contact such as touching or shaking hands</li> <li>• Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands</li> </ul> <p>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 and any visitors to the building. It is important that visitors adhere to the safety practices and protocols to ensure safety for all.</p> <p>Efforts should be made to arrange for alternatives to in-person meetings such as teleconferences, video conferences or phone conversations, however, there are instances where visitors will need to attend government buildings.</p> <p><b>Section A: Appointment Booking</b></p> <p>Individuals who have to attend government buildings will be contacted by the designated employee to schedule an appointment. The designate will advise visitors:</p> <ul style="list-style-type: none"> <li>• they will be screened for entry using a 7 question Visitor Self-Assessment Tool.</li> <li>• the Visitor Self-Assessment Tool will be emailed in advance of the meeting.</li> <li>• they will not be permitted to enter the building if they answer 'yes' to any question or refuse to answer the questions and will be advised of alternate options for meeting (i.e. skype or phone)</li> <li>• they will be expected to answer the self-assessment questions at the time of their scheduled appointment.</li> </ul> <p>Other pertinent information required for arrival at the building should be communicated including:</p> <ul style="list-style-type: none"> <li>• the entrance where the visitor should arrive.</li> <li>• who will meet the visitor upon arrival and contact information for the designated person.</li> <li>• if the visitor will be using an elevator, they must be advised of the requirement for wearing a mask when more than one person is in the elevator.</li> </ul> <p>Visitors should be advised that if they are required to use Personal Protective Equipment during their visit based on a risk assessment, it will be provided to them. They should also be advised that, at this time, the use of a cloth mask is not required but they are welcome to wear one at their own discretion.</p>	

For departments who use an online appointment booking system, the above information may not apply but the process below should be followed as visitors arrive.

**Section B: Appointment Time**

Visitors will arrive at their appointment time and meet with the designated employee at the agreed upon entrance. The Visitor Self-Assessment Tool will be posted, and if not, must be available for the visitor to review. If privacy can be maintained, the designated employee can read the questions to the visitor. If the designated employee is reading the questions, they must ensure they do not record information or ask additional questions beyond what is asked in the self-assessment tool. In any event, the designated employee must confirm with the visitor they have reviewed the questions and have answered no to all before proceeding to the meeting.

If the visitor answers ‘yes’ to any of the questions or objects to answering the questions, the visitor will not be permitted to enter the building and arrangements will be made via telephone or email for an alternative method of meeting and they will be encouraged to contact 811.

The visitor should be apprised of COVID-19 safety protocols including:

- physical distancing requirements of up to 2 meters at all times
- mask requirements where there is more than one rider in an elevator
- hygiene expectations
- any other specific protocol for the area they will be visiting.

As we learn more about COVID-19 symptoms, it may become necessary to update the questions to ensure they accurately screen individuals.

**Regulations, Standards and References:**

Guidance Document on Covid-19 screening by ATIPP Office, Department of Justice and Public Safety  
 COVID-19 Visitor Self-Assessment Checklist  
 SWP Covid-19 Hand Hygiene  
 SPW Covid-19 Physical Distancing  
<https://www.gov.nl.ca/covid-19/>

Health and Safety Review by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**El-Gohary, Sonja**

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**From:** Hardman, Ashley  
**Sent:** Thursday, December 10, 2020 9:22 AM  
**To:** El-Gohary, Sonja; Pynn, Jessica  
**Subject:** RE: COVID screening documentation

Thank you Sonja, this makes perfect sense and I can definitely work with that!

Ashley

**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




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**From:** El-Gohary, Sonja <SonjaElGohary@gov.nl.ca>  
**Sent:** Wednesday, December 9, 2020 4:04 PM  
**To:** Hardman, Ashley <AshleyHardman@gov.nl.ca>; Pynn, Jessica <JessicaPynn@gov.nl.ca>  
**Subject:** RE: COVID screening documentation

Hi,

I think Adult Probation would be unique in this regard, given reporting requirements in terms of your clients, and a requirement to document when they do not report (and potential ramifications for them if they do not report). Therefore, I do think, in a case where it is specifically related to regular case management (i.e. they did not report, or were told to leave), that Adult probation could record this information. This would be authorized under s.61 of the ATIPP Act which allows collection of personal information where it is expressly authorized by an Act or regulation, for the purpose of law enforcement, or where it relates directly to and is necessary for an operating program/activity of the public body.

The issue would be if you were recording the responses in instances where it was not necessary for case management purposes.

In terms of limitations on what can be collected, I don't know enough about what type of details you require for case management, but it should be limited to the minimum amount of information necessary.

If you'd like to discuss further, please let me know.

Thanks,  
 Sonja

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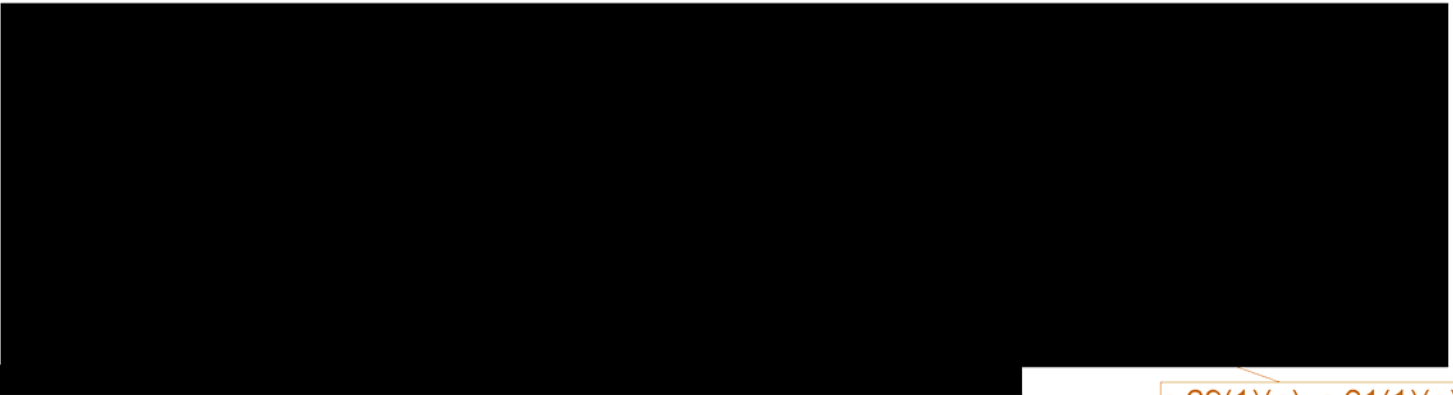
**From:** Hardman, Ashley <AshleyHardman@gov.nl.ca>  
**Sent:** Wednesday, December 9, 2020 3:20 PM  
**To:** Pynn, Jessica <JessicaPynn@gov.nl.ca>; El-Gohary, Sonja <SonjaElGohary@gov.nl.ca>  
**Subject:** COVID screening documentation

Hi Jess and Sonja,

I feel like I do this to you both a lot as I'm not certain on if what I have is a legal question or a privacy one. Hoping that one or both of you can help me out though. And apologies, the email is long, but the question is likely an easy one for you guys.

We have a contingency plan in place for seeing clients in person, this plan documents the COVID screening questions that we use as well as what we can do with the information. (full disclosure: I "borrowed" a lot of this section from another division who did some research into this). Our Contingency plan currently states:

- *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.*



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

My question is: is there any ability for us to indicate that a client did not report or was not seen due to screening questions for the purposes of case management. And if so, are there any limits to what we should or should not include in our documentation.

Thank you!

**Ashley Hardman**  
 Chief Adult Probation Officer (A)  
 Corrections and Community Services  
 Department of Justice and Public Safety  
 Office: (709) 729-0407  
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 Please consider the environment before printing this e-mail.