

From: [Andrea Monteiro](#)
To: [Jeff Simons](#); [Patricia Randell](#)
Cc: [Laura Scott](#); [Claudia Morgan](#)
Subject: FW: COVID-19
Date: Friday, March 13, 2020 1:24:26 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi,

Sharing as an FYI, that we put this out to YCC staff as there were numerous questions regarding whether or not they should be seeing clients.

I have told Jody that we are waiting direction from PSC re: further messaging but to convey to staff that we take their health and safety seriously.

We have two YCC employees out of the country at the moment so I need some direction before Monday on whether or not they can return to the workplace following their international travel

70

I will be asking Tyler to let me know if we have any institutional staff who are currently out of the country or planning on taking an international trip within the next two months.



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

From: Jody.Morey

Sent: Friday, March 13, 2020 12:53 PM

To: Andrea.Monteiro ; Beckie.Hobus ; Bonnie.Duffee ; Bryan.Zwueste ; Dahn.Casselman ; Dorothy.Magun ; Grant.MacDonald ; Jason.Watters ; Jenny.Gonzalo ; Jody.Morey ; Jonathan.Steele ; Kaitlyn.Spurvey ; Mashe.Patrice ; Michael.Dockum ; Narges.Pourabdi ; Robin.Smith ; Tanya.Ulvak ; Troy.Cairns ; Deanna.Thick ; Sophie.Anderson

Subject: COVID-19

FYI

I spoke with our Director of Corrections today, regarding the COVID-19 and some of our staff who have been travelling and what the expectations are returning back to work. There are currently no cases of COVID-19 in Yukon and the risk within Yukon remains low. However, the situation is rapidly changing and because of this the health and safety of staff and clients is our first priority. Our Director wanted to know all of YCC staff that have left the country for travel and are back or expected back to work soon. I provided her with that information, as per her request. Our department will be monitoring the situation and are taking all precautions at the advice of Yukon's Chief Medical Officer of Health. With regards to clients reporting. We are to carry on with business as normal. When clients check in, the Admin staff will be asking clients if they are experiencing any of the following symptoms. If they respond, yes, then, I would ask that staff do not meet with clients in their office if it isn't necessary. We also have two bottles of hand sanitizer out at the front for clients to use, and I will be receiving some posters from YG regarding COVID that I will be posting when I get them on Monday.

Because we have so many clients report daily, we can take some steps here at YCC to minimize exposure.

- If you have clients that you know that are experiencing flu like symptoms you can check in with them over the phone, and not have them come into the office to reporting if it isn't needed. Have them comeback another day to report if possible.

- Intakes, or clients that randomly show up wanting to meet with their PO please use your discretion. If you see you client in the lobby hacking up a lung it's probably not a good idea to bring them into your office. They can leave a note, leave a VM or you can direct them to comeback another day.

- We have lots of hand sanitizer and Lysol spray to disinfect when needed.

- Practicing universal precautions.

What can I do to keep my employees safe from COVID-19?

Although there are no cases of COVID-19 in Yukon, there are cases of influenza and other respiratory viruses. This is a good opportunity to ensure the following practices are in place in your workplace. You should:

- undertake routine environmental cleaning (download information on cleaning and disinfecting the work place and cleaning and disinfecting your home);
- promote respiratory etiquette;
- promote regular hand washing (download one of our hand washing signs to post as a reminder)
- **encourage and support staff to stay home when they are ill;**
- remember the current risk to Yukoners is low; and,
- ensure you and your employees do not make assumptions about the risk of others having COVID-19 based on their ethnicity or country of origin.

If I receive any further information or direction on this, I will make sure to keep staff informed.



Jody Morey
 Supervisor Adult Probation
 Yukon Community Corrections | Justice J-5
 T 867-667-5663 | F 867-667-3446 | Yukon.ca

From: [Andrea.Monteiro](#)
To: [Jeff.Simons](#)
Subject: FW: intake screening for COVID-19
Date: Friday, March 13, 2020 1:28:22 PM
Attachments: [image003.png](#)
[image001.png](#)

FYI....

This is the inmate screening process that we will be implementing at WCC.

Andrea

From: Tyler.Murray
Sent: Friday, March 13, 2020 1:22 PM
To: Andrea.Monteiro
Subject: FW: intake screening for COVID-19

Just FYI

We talked about this at Morning Muster and agreed on the below for all intakes.



Tyler Murray

Deputy Superintendent, Operations
 Justice | Whitehorse Correctional Centre
 T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca

From: Sarah.Gau
Sent: March-13-20 1:19 PM
To: JUS-WCC-NUR
Cc: Tyler.Murray ; Valerie.Goodkey ; Christopher.St-George ; Sean.McGinnis
Subject: intake screening for COVID-19

Hi All,

I had a great talk with the manager of YCDC Lori Strudwick yesterday. We spoke at length about WCC and COVID-19.

We will be implementing screening at intake. A&D officers will be asking about fever, cough and shortness of breath. If they receive a yes to any of these they will call health staff right away. Your role is to

- Inquire about travel and do a set vital signs.
- If there is a concern please have the inmate put on a mask and remain in the cell they have been assigned at A&D
- Instruct all staff who will be entering the cell to wear PPE (mask, gown, gloves, eye protection)
- Do a NP swab as per the testing instructions and send to lab
- Complete regular intake
- Have the inmate transferred to the assigned unit and remain isolated in their cell. They can remove their mask once in their assigned cell
- Contact YCDC and myself for further instructions

Please let me know if you have any questions.

Cheers,



Sarah Gau, RN (she/her)

Health Services Manager
 Department of Justice | Whitehorse Correctional Centre
 T 867-455-2933 | sarah.gau@gov.yk.ca

I respectfully acknowledge that I live and work in the traditional territory of the Kwanlin Dun First Nation and the Ta'an Kwäch'än Council.

From: [Tyler.Murray](#)
To: [Sarah-Jean.Graham](#); [Jeannie.Oiu](#); [Daniel.Vigneau](#); [Joel.Rogers](#); [Micheal.Laffin](#); [Kourtney.Martin](#); [Josh.Cameron](#); [Christopher.St-George](#); [Igor.Poltorasky](#); [Sean.McGinnis](#)
Cc: [Valerie.Goodkey](#); [Craig.Cameron](#); [Sarah.Gau](#); [Andrea.Monteiro](#)
Subject: COVID-19 Screening Form
Date: Saturday, March 14, 2020 1:12:49 PM
Attachments: [COVID-19 Screening Form Mar10_2020.pdf](#)
[image001.png](#)
[image002.png](#)
Importance: High

MCS Group,

For your implementation, I have attached the COVID-19 screening form that is currently being used by CSC. To ensure we are adequately pre-screening, please have A&D staff complete this on every admit to the correctional centre until further advised.

A copy has also been saved to [G:\Operations\1 Inmates\Intake\1. NEW INTAKE FORM.](#)

Thank you,



Tyler Murray

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca





PERSONAL INFORMATION BANK

COVID-19 SCREENING FORM		SEND FORM TO HEALTH CARE
		FPS Number (if possible):
		Family name:
		Given name(s):
		Date of birth:
Region:	Institution:	Date Completed:

A. Is the person presenting with:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fever	Date of symptom onset (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	New onset of cough (or exacerbation of chronic cough)	Date of symptom onset (YYYY/MM/DD)

B. If yes to any of the above → In the 14 days before onset of illness, has the patient:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Traveled to an affected area Such as: China (mainland), Hong Kong, Iran, Italy, Japan, Singapore, South Korea	Date of travel (YYYY/MM/DD) Date of return (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had close contact with a confirmed case or case under investigation of COVID-19	Date of contact (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had close contact with a person with acute respiratory illness who has traveled within 14 days prior to their illness onset	Date of contact (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had laboratory exposure to biological material known to contain COVID-19 (for example, testing specimens in a laboratory setting)	Date of exposure (YYYY/MM/DD)

If yes to any one of A and B or just B then the person meets the definition of a person under investigation.	
<input type="checkbox"/> Yes <ul style="list-style-type: none"> Place inmate in a single room or cell Call health care if during opening hours / local public health if after business hours 	<input type="checkbox"/> No

From: [Tyler.Murray](#)
To: [Jeff.Simons](#)
Cc: [Andrea.Monteiro](#); [Sarah.Gau](#); [Valerie.Goodkey](#)
Subject: RE: WCC
Date: Saturday, March 14, 2020 1:58:34 PM
Attachments: [image002.png](#)
[image003.png](#)

Jeff,

On Thursday March 12, 2020, Sarah GAU, WCC Medical Manager met with the manager of YCDC, Lori STRUDWICK. I am advised that they spoke at length about WCC and COVID-19 while developing an action and prevention plan. As result, based on recommendations received from Yukon Communicable Disease Control, the Whitehorse Correctional Centre has implemented the following:

All persons admitted to either the Whitehorse Correctional Centre or Arrest Processing Unit will be screened on intake. Officers will be asking about fever, cough, shortness of breath and any recent travel. The Correctional Service of Canada has developed a screening tool form for this purpose in their program areas which, Yukon Corrections will also utilize to ensure consistent application.

If the screening Officer receives a 'yes' to any of the established criteria, WCC Health Staff will be contacted directly.

WCC Health Staff will further inquire about travel and collect a set of vital signs. If there is a concern, the inmate will be required to don a mask that covers their mouth and nose and remain in the cell they have been assigned in the Admissions and Discharge area or Arrest Processing Unit. A swab will be collected per testing instructions and sent to the lab for analysis. During this time, staff will be advised to wear the directed personal protective equipment; namely a mask, gown, gloves and eye protection.

The inmate will be transferred to an assigned unit and remain isolated in their cell. Once in said cell, the inmate may remove their mask.

WCC Health Staff will contact YCDC and WCC Medical Manager for further instructions. Should any inmate who is currently admitted to the correctional centre begin to exhibit any of the signs and symptoms, WCC Health Staff will be advised and a similar procedure to previously described initiated; including isolation in their assigned cell and the use of personal protective equipment and universal precautions.

With regard to awareness and prevention, cleaning efforts have been doubled with appropriate access to effective disinfecting products while the inmate population has been provided with a presentation from WCC Health Staff on influenza facts and COVID-19.

WCC Staff have been provided same, with access to cleaning products, hand sanitizers, PPE and information emails distributed through Yukon Government Communications.

Regards,



Tyler Murray

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
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From: Jeff.Simons
Sent: March-13-20 3:04 PM
To: Tyler.Murray
Cc: Andrea.Monteiro ; Sarah.Gau ; Valerie.Goodkey
Subject: FW: WCC

Tyler,

Please see the question below from our Deputy.

Can you please provide me with a statement that indicates how you have been aligning with the instructions received from either our Chief Medical Officer of Health in Yukon, or, if more appropriate, a suitable medical authority that is advising on pandemic precautions for Corrections?

Thanks

Jeff



Jeff Simons

Director - Public Safety & Investigations

Department of Justice | Public Safety & Investigations

T 867-667-5868 | Yukon.ca

From: John.Phelps <John.Phelps@gov.yk.ca>

Sent: Friday, March 13, 2020 2:48 PM

To: Jeff.Simons <Jeff.Simons@gov.yk.ca>

Subject: WCC

Can you confirm if we have information from the CMO for guidelines when interacting with clients in quarantine. Wanting to be certain our staff are informed that we are prepared, or that we get prepared.

Thanks,

John Phelps

From my iPhone

From: [Andrea Monteiro](#)
To: [Tyler Murray](#); [Valerie Goodkey](#); [Grant MacDonald](#)
Cc: [Jody Morey](#)
Subject: FW: COVID-19 information for HR and Managers
Date: Sunday, March 15, 2020 10:16:53 AM
Attachments: [image002.png](#)

Hi Management Team,

Sharing the information below for your reference.

A new page has been created on HR Tools that includes the Q&As prepared for all HR and Managers

<https://yukonnect.gov.yk.ca/tools/hr/Pages/COVID-19-information-for-HR.aspx#InplviewHashbc6f44b8-bc2c-481e-8223-806e8dc85898=WebPartID%3D%7B05DBF9B1--1247--42E8--A1E4--E0B118859075%7D>

The information on this page will be updated regularly as advice from the CMOH evolves

This information will likely come to you via a YG blast email as PSC intends to share this information with all YG managers/supervisors directly. Some of this information will also be added to the general employee page.

We have been informed that departments can communicate as needed to employees in their departments. If you are going to communicate any messaging to employees, please ensure that you are using messaging from the [Yukonnect page for employees](#) or the [Yukon.ca/covid-19](#) page to ensure consistent messaging.

Thanks,



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

From: [Allan.Lucier](#)
To: [Tyler.Murray](#); [Valerie.Goodkey](#)
Cc: [Andrea.Monteiro](#); [Claudia.Morgan](#)
Subject: RE: Circuit travel
Date: Monday, March 16, 2020 12:46:56 PM
Attachments: [image001.png](#)

Great. Thanks Tyler.
 See all of you after at 1330.
 AI

From: Tyler.Murray
Sent: Monday, March 16, 2020 12:41 PM
To: Allan.Lucier ; Valerie.Goodkey
Cc: Andrea.Monteiro ; Claudia.Morgan
Subject: Re: Circuit travel

Thank you.

We also received notification from the Trial Coordinator that appearances would be conducted by video only. Beyond today, we will wait for official direction from the courts and likely amended warrants.

Tyler Murray

Deputy Superintendent, Operations

Justice | Whitehorse Correctional Centre

T 867-455-2907 | C 867-332-5878 | F 867-455-2992

Yukon.ca

From: Allan.Lucier <allan.lucier@gov.yk.ca>
Sent: Monday, March 16, 2020 12:34
To: Valerie.Goodkey; Tyler.Murray
Cc: Andrea.Monteiro; Claudia.Morgan
Subject: FW: Circuit travel

Val and Tyler.

Please see the below in reference to the Provost (transport duties) frm WCC.

AI

From: John.Phelps <John.Phelps@gov.yk.ca>
Sent: Monday, March 16, 2020 11:11 AM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>; Lareina.Twardochleb <Lareina.Twardochleb@gov.yk.ca>; Grant.MacDonald <Grant.MacDonald@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>
Cc: Carla.Braun <Carla.Braun@gov.yk.ca>; Jeff.Simons <Jeff.Simons@gov.yk.ca>
Subject: Circuit travel

I expect something official to come from the Judiciary today stating that all circuits will be proceeding by phone for the next while – likely June/July. They will address circuit trial matters in their communications – if they must proceed then “how” they will proceed with the maximum use of technology vs travel.

For WCC – I anticipate they will stop transport from WCC to the courthouse and require video attendance, with the exception of trial matters that are proceeding.

These are the expectations, but a formal communication with final decisions will be forthcoming later today. I am sharing so that you can give consideration on how we will

proceed to accommodate the changes.

Broader circulation should wait for the formal decision from the judiciary.



John Phelps

Deputy Minister and Deputy Attorney General

Justice | Deputy Minister's Office

T 867-667-5959 | Yukon.ca

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From: [Global.Notes](#)
To: [All Yg Employees](#)
Subject: COVID-19 update for all Yukon government workplaces
Date: Monday, March 16, 2020 2:42:38 PM
Attachments: [image001.png](#)
Importance: High



COVID-19 update for all Yukon government workplaces

Following [today's update from the Chief Medical Officer of Health](#), there are some new processes in place for all Yukon government workplaces to protect employees and the health and safety of our community.

Identifying essential services

Every Yukon government department is currently working on identifying all essential services and personnel as part of their business continuity planning. These are roles that must continue to deliver programs and services.

If you work in a non-essential role, then you may be asked to perform other duties to support the delivery of essential programs and services.

Work-related travel

All non-essential government business travel will be cancelled or put on hold for the foreseeable future.

It is also suggested that people limit personal travel outside of the territory.

Self-isolation following travel

If you are returning from international travel after March 13, and are working in a non-essential role, then you will need to self-isolate for 14 days and monitor for symptoms.

For anyone who departed for international travel prior to the federal announcement of travel restrictions on March 13, you will not be required to submit a leave application for self-isolation. If you departed on March 14, following the announcement, then you will be required to submit a leave application using your sick leave or other leave type.

Discuss any leave for self-isolation purposes with your manager or HR as soon as possible.

If you are not sick and can work from home during the self-isolation period, then please discuss with your manager.

All essential personnel who are not exhibiting symptoms will be required to report for work, but should continue to self-monitor for symptoms.

Social distancing measures

To limit interpersonal contact, all training at the Organizational Development Branch will be cancelled until April 3. This date will be reviewed and may be extended. All other non-essential, in-person training should be cancelled accordingly.

It is recommended that all non-essential meetings also be cancelled. If possible, use teleconferencing or videoconferencing to meet.

Working from home

As the COVID-19 situation develops it will be increasingly necessary, where possible, for employees delivering non-essential services to work from home. This will help to facilitate social distancing and slow transmission of the virus. Your manager will work with the senior management team of your department to review options and priorities for working from home.

Employees delivering essential services will still need to come into the workplace, as long as they are not showing any symptoms of illness. Work is currently underway to identify all essential services and personnel.

Stay tuned

This situation is evolving rapidly. There are still no confirmed cases of COVID-19 in Yukon.

As the situation develops and we receive updated information from the Yukon Chief Medical Officer of Health, we will continue to keep you informed through Global Notes and on the [COVID-19 Yukonnect page](#).

Continue to follow everyday practices, such as regular handwashing, to help prevent the spread of respiratory viruses. [Download the infographic](#) from the Public Health Agency of Canada on the proper handwashing technique.

All of the work that we are doing now is intended to slow the spread of COVID-19 in Yukon. This will help to reduce the pressure on our healthcare system and ensure that the most vulnerable in our community receive the care that they need. By doing this together we will save lives.

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

From: [Grant.MacDonald](#)
To: [JUS-CJPS-CC-YCC](#); [Sophie.Anderson](#); [Deanna.Thick](#)
Subject: Community Visits
Date: Monday, March 16, 2020 4:04:36 PM
Attachments: [image001.png](#)
[image002.png](#)

Good Day Everyone ☺

Given the most recent email from the Deputy Minister, YG Global Notes and having met with the ADM earlier this afternoon, effective immediately, all non-essential government business travel will be cancelled or put on hold for the foreseeable future. This includes Probation Officers conducting community visits for client check-ins. Please make alternate arrangements for your clients to check-in via telephone until advised otherwise

Should you have any questions or concerns in relation to this matter, please don't hesitate to come and see me.

Thanks and have a GREAT day!!

Respectfully.

Grant

The Yukon logo features the word "Yukon" in a bold, black, sans-serif font. Above the letter "o" is a stylized sun with rays.

Grant MacDONALD

Manager - Yukon Community Corrections
Department of Justice | Corrections Branch
T 867-667-5661 | C 867-334-6821 | F 867-667-3446 |
grant.macdonald@gov.yk.ca



From: [Allan.Lucier](#)
To: [John.Phelps](#)
Cc: [Andrea.Monteiro](#); [Claudia.Morgan](#); [Laura.Scott](#); [Carla.Braun](#)
Subject: Corrections update.
Date: Monday, March 16, 2020 4:09:41 PM
Attachments: [image002.png](#)

John.

I attended the all-corrections mgt meeting this afternoon. The primary topic on the agenda was to provide and receive information related to the preparation and handling of the CoVid situation. Here is a quick summary of the discussions.

- 1) A need to somehow convey to the courts and other parties involved the risk presented by short remand situations. Introducing the 3 day remand to the population heightens the need for screening and raises the risk of infection across the population.
- 2) Addressing intermittent sentences. Currently there are only 70(1)

All that said this is much like
remands in terms of raising potential risk and it would be great if the judiciary could limit the use of intermittent sentences over this period.

- 3) The mgt of WCC are moving to cancel volunteers, contractors and limit exposure during visitations. The latter will require secure visitation and the potential use of symptom checks by medical staff where personal contact is required.
- 4) Requirement to work has been a question, but I believe the direction provided today by PSC will assist in this. I will stay in touch with the Centre and address matters as they arise.
- 5) The kitchen, cleaning and medical supplies are well in hand and there does not seem to be a pressure in this regard.
- 6) All staff and the whole of the inmate population has been provided briefings by the medical staff. The reference to consistent and current messaging is important in this regard – the message sent by your office was much appreciated.
- 7) In YCC, community visits will be restricted to only situations directed by the court, otherwise all monitoring will be done by phone. Currently the direction of the PSC on self-imposed isolation will have only 70(1)

The Manager's functions are being reviewed to determine whether or not he is essential or could work from home and if either situation works then he too will be sent home for the quarantine period.

AI



Allan Lucier

Assistant Deputy Minister

Justice | Community Justice and Public Safety

T 867-393-7077 | C 867-334-4140 | Yukon.ca

From: [Valerie.Goodkey](#)
To: [JUS-CJPS-CC-WCC-SCO](#)
Subject: Visits at WCC
Date: Monday, March 16, 2020 4:34:45 PM
Attachments: [doc00122620200316182414.pdf](#)

Good day all,

Please see the attached memo that has been posted in the Reception Area for visitors to WCC. Amie and Roxanne have done a fantastic job of contacting visitors that are scheduled this week and provided them the information. Regarding legal visits for clients, there are two options available that will be provided, secure visits and or video conferencing which Amie and Roxanne will schedule. Safety precautions for visitors and inmates at WCC. We will have disinfectant wipes and a garbage can placed on both the visitors side and the inmate side. Please encourage that they clean the area prior to use.

A memo will be placed in each unit mailbox for the inmates to have the information as well.

If you have any questions please let me know.

Thank you for your assistance.

Valerie



Department of Justice
PO Box 2703, Whitehorse, Yukon Y1A 2C6

March 16, 2019

Re: Visits at Whitehorse Correctional Centre

In light of COVID-19, WCC will be taking preventative measures and scheduling all visits (Family and Professional) through secure visits until further notice. Family visits hours will remain the same as normally scheduled and visitors will continue to call to schedule 24 hours prior to the visit time being requested. Professional visitors will continue to call in advance to schedule to meet with clients at WCC.

We ask that if you are experiencing any symptoms related to COVID-19 that you contact WCC immediately and cancel your appointment or visit.

Sincerely,

A handwritten signature in blue ink that reads "V. Goodkey". The signature is written in a cursive, flowing style.

V. Goodkey
Deputy Superintendent Programs

From: [Mike Kinnee](#)
To: [Tyler.Murray](#); [Andrea.Monteiro](#)
Cc: [Charles.Slaughter](#)
Subject: RE: Synergy Supports Canadian Corrections Pandemic Strategy with additional free calls
Date: Tuesday, March 17, 2020 8:51:43 AM
Attachments: [image004.png](#)

Thanks Tyler, and I look forward to meeting Andrea the next time I come up for a site visit. I will send you an email once we are good to go on this free calling.

Regards,

Mike

Mike Kinnee

President, Canadian Operations

Synergy Inmate Phone Solutions

Office 780 640 5990

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Toll-Free 1 877 764 4080

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www.SynergyInmatePhones.com

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From: Tyler.Murray@gov.yk.ca
Sent: March 17, 2020 9:29 AM
To: Mike Kinnee ; Andrea.Monteiro@gov.yk.ca
Cc: Charles Slaughter
Subject: RE: Synergy Supports Canadian Corrections Pandemic Strategy with additional free calls

Good morning Mike,

Thanks for the phone call this morning – I appreciate you and Charles reaching out.

As I mentioned, I am in full support of implementing these two free 10 minute phone calls per inmate, per day in light of the developing situation. I am sure that our inmate population, and staff will value the ability for incarcerated persons to keep in touch with friends and family.

I will wait to provide messaging until you confirm with me that this is going live.

Again, thank you for this proactive measure.

Regards,



Tyler Murray

Deputy Superintendent, Operations

Justice | Whitehorse Correctional Centre

T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca

From: Mike Kinnee <mike@synergyinmatephones.com>
Sent: March 17, 2020 6:52 AM
To: Alan.Peacock@gov.mb.ca; Bruce.Tripp@gnb.ca; Craig.MacNeil@novascotia.ca;

David.Mills@novascotia.ca; Ed.Klassen@gov.mb.ca; greg.skelly@gov.mb.ca; Jayme.Curtis <Jayme.Curtis@gov.yk.ca>; Jeanette.Gibbs@gov.sk.ca; Joanne.Panasiuk@gov.ab.ca; John.Scoville@novascotia.ca; Len.Davies@gnb.ca; rjtaylor@gov.pe.ca; Shawn.Berezanski@gov.ab.ca; Shawn.Rainault@gov.ab.ca; Sheldon.Currie@gnb.ca; Stephen.Snider@gov.sk.ca; Tyler.Murray <Tyler.Murray@gov.yk.ca>

Cc: Charles Slaughter <charles@synergyinmatephones.com>; John Crawford <john@synergyinmatephones.com>

Subject: Synergy Supports Canadian Corrections Pandemic Strategy with additional free calls

Importance: High

In light of recent events surrounding the COVID-19 pandemic, Synergy wants to support all of our customers in Canada by providing two free personal calls to inmates per day. This is especially targeted for those most vulnerable in the offender population who may not have the financial resources to afford many calls with their loved ones. This is a different time in the world, and John, Charles and the rest of the Canadian Synergy team felt it was important to do our part to assist where we can.

Synergy would like to offer every inmate, offender and young person in custody (in areas we provide service to) two free ten-minute calls daily (over and above your existing contract requirements). Synergy is aware that most facilities will restrict personal visits during this crisis and we want to help Corrections by offering additional contact between inmates and their friends and families.

Our intent is to offer these 2 free ten minute calls with no remuneration to Synergy.

As each jurisdiction has different parameters, please contact my office with your approval. We would like to implement this immediately, but we will await approval from your jurisdiction before engaging this strategy. We offer these additional calls as an interim measure and will review the ongoing need on a weekly basis. Once we receive your respective approval on this strategy, we will submit the request to GTL for implementation. I will send out an additional email confirming when it is effective.

Synergy hopes that by providing these additional calls, it will assist in helping inmates and their friends & families maintain contact during this pandemic threat.

If you have any questions or additional concerns, please contact my office.

Warmest regards,

Mike

Mike Kinnee

President, Canadian Operations

Synergy Inmate Phone Solutions

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Cell 780 721 7685

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Fax 587 764 0670



www.SynergyInmatePhones.com

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From: Zoran.Petrovic
To: JUS-CJPS-CC-WCC
Cc: JUS-WCC-KITCHEN
Subject: A&D/APU Meals
Date: Tuesday, March 17, 2020 9:32:50 AM
Attachments: [image001.png](#)

Good morning everyone,

In order to reduce and avoid transfer of pathogens/viruses and as precautionary measure, I would like to inform you that all A&D/APU meals will be served in Styro containers, start immediately until further notice.

Please, do not return empty/dirty containers back to the kitchen, dispose them in the A&D/APU garbage. Also, A&D/APU white buckets with dirty cups and cutlery that you are bringing to the kitchen for wash,

should contain bleach and water solution (80 ml of bleach to 50 liters of water), bleach you can receive from Stores Officer.

Please help us all have a safe environment for staff and clients,

If you have questions regarding new process, please let me know,

Thank you for your cooperation,

Zoran



Zoran Petrovic
Food Services Manager
Justice | Whitehorse Correctional Centre
T 867-455-2981 | F 867-455-2992 | Yukon.ca

From: [Michael.Dockum](#)
To: [JUS-CJPS-CC-YCC](#)
Subject: Client Check-in Procedures
Date: Tuesday, March 17, 2020 12:44:46 PM
Attachments: [image003.png](#)

Hello everyone,

In discussions with Grant, it was decided that all Probation Officers should be shifting their client check-ins to be by phone, except for rare circumstances as determined by the PO (whether due to risk level or other ongoing factors). At this time our lobby will remain open and we will still be doing the usual intake process with new clients, whereas existing clients (with amended/new orders) we can complete their intake by phone. This may however change in the near future and another email will be sent out when/if those changes are made regarding the lobby and other client procedures.

Please continue to take all necessary precautions for your health and safety, as well as your clients and feel free to bring any concerns or questions forward.

Thanks,



Michael Dockum

Probation Officer

Department of Justice | Yukon Community Corrections

T 867-667-5960 | C 867-335-0168 | F 867-667-3446 | Yukon.ca

From: [Grant.MacDonald](#)
To: [JUS-CJPS-CC-YCC](#); [Sophie.Anderson](#); [Deanna.Thick](#)
Subject: Circuit Court
Date: Tuesday, March 17, 2020 2:09:06 PM
Attachments: [Notice from the Supreme Court of Yukon - COVID-19.eml](#)

Good Afternoon Everyone;

Heads up - just received the following correspondence out of the DM's office:

All circuits are being cancelled and done by phone – directive coming this afternoon from the territorial court.

Supreme Court Directive is attached.

For clarity – we should halt all travel to communities at this time. Exceptions to this should be approved by AI.

Deputy Minister John PHELPS

Respectfully.

Grant



SUPREME COURT OF YUKON

NOTICE TO PUBLIC AND LEGAL PROFESSION

March 17, 2020

The Supreme Court of Yukon is closely monitoring the situation with COVID-19 in Yukon.

Chief Justice Veale met with court staff Monday morning to discuss practicing social distancing and taking the advice of Chief Public Health Officer, Dr. Theresa Tam.

At the present time, in the Supreme Court of Yukon, currently scheduled cases will continue to be heard by telephone appearance only, conditional on court staff, lawyers and litigants being healthy. Judicial settlement conferences will be adjourned.

Counsel and their clients shall all attend by telephone. Counsel and self-represented litigants shall advise the Trial Coordinator if they are unable to proceed. Judges are available for case management conferences by telephone. Visitors will not be permitted in courtrooms. Accredited media may be permitted on a case-by-case basis.

In exceptional cases, if in-person hearings are requested and approved, social distancing must be maintained by those present. Please contact the Trial Coordinator.

There will be no jury trials set in March, April or May. All in-custody appearances will be by videoconference.

For urgent or emergency civil or family matters, lawyers may speak to the Trial Coordinator for a telephone case management conference with a judge to determine when and if the matter may proceed.

Court Staff will take all precautions to stay healthy, if possible, but the Court expects to be working with a minimal staff.

Contact:
Marie Gagnon
867-667-3524

From: [John.Phelps](#)
To: [JUS-Staff](#)
Subject: COVID-19 DOJ Update
Date: Tuesday, March 17, 2020 5:47:59 PM
Attachments: [COVID-19 update for all Yukon government workplaces.msg](#)
[image001.png](#)
[3171_001.pdf](#)
[SC Notice - Covid-19.pdf](#)

It seems like every conversation I am having this week starts with a reference to the “interesting times” we are in with the steady progression of COVID-19 in Canada. While interesting, I for one also have a lot of concern about the impact it will have on our lives, both work and personal.

The attached Global Note was circulate yesterday and I thought I would update you on a couple of points from a DOJ perspective:

1. Identifying Essential Services – The management team is working on identifying what will be considered as essential services in DOJ throughout the period of the pandemic. This is different from an essential service contemplating a natural disaster, for example, as we know that the impact is likely to be prolonged and that interruptions may have a significant impact on the public that will be trying over this period to access our services and live their lives. Our team will finalize this process for approval this week and the result will be shared with all of you.
2. Work-related travel – For those of you who travel in relation to Court Circuit responsibilities, the Territorial Court has cancelled all travel to the circuits as outlined in the attached notice. All other community travel is cancelled unless permission is received.
3. Working from home – this option can be considered for employees who can legitimately do their work from home. Whether you perform a non-essential function or not, your job may not be one that can legitimately be done from home. In order to be considered for this you will be expected to put in a full day of work from home. I encourage you to speak to your manager about options if this interests you.
4. Leave or flexible work arrangements – If work levels permit in your area and you want to consider taking leave, even short periods here and there, I have encouraged the management team to consider all requests in light of operational demands. With the added environmental stress we want you to stay healthy. While we are in a preventative mode in the Yukon we still have the ability to consider leave before we enter a period where it potentially becomes less accessible. Flexible work arrangements will also be considered to allow for social distancing. Consideration for later shifts or weekend shifts to permit you to do your work in an environment that you desire while the social distancing recommendation is in place may be an option. I encourage you to speak to your supervisor about the option to see if it works operationally.

I have also attached a notice sent from the Supreme Court on their operations in response to COVID-19.

Finally, the management team is looking to circulate a Workforce Skills Survey this week to assess our ability to pull together as a team and help out our colleagues who may need assistance if there is a COVID-19 outbreak in the Yukon. Based on your identified skills, you may be asked to assist within DOJ or elsewhere in YG depending on how matters evolve. We are asking you to fill out the survey in order to help facilitate the potential needs. I will try and keep you informed as the COVID-19 reality changes in the Yukon. Your patience is appreciated.

John Phelps



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

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From: Global.Notes []
To: All Yg Employees [ALLYG@gov.yk.ca]
Subject: COVID-19 update for all Yukon government workplaces
Date: Monday, March 16, 2020 14:42:06
Attachment 1: image001.png

COVID-19 update for all Yukon government workplaces

Following [today's update from the Chief Medical Officer of Health](#), there are some new processes in place for all Yukon government workplaces to protect employees and the health and safety of our community.

Identifying essential services

Every Yukon government department is currently working on identifying all essential services and personnel as part of their business continuity planning. These are roles that must continue to deliver programs and services.

If you work in a non-essential role, then you may be asked to perform other duties to support the delivery of essential programs and services.

Work-related travel

All non-essential government business travel will be cancelled or put on hold for the foreseeable future.

It is also suggested that people limit personal travel outside of the territory.

Self-isolation following travel

If you are returning from international travel after March 13, and are working in a non-essential role, then you will need to self-isolate for 14 days and monitor for symptoms.

For anyone who departed for international travel prior to the federal announcement of travel restrictions on March 13, you will not be required to submit a leave application for self-isolation. If you departed on March 14, following the announcement, then you will be required to submit a leave application using your sick leave or other leave type.

Discuss any leave for self-isolation purposes with your manager or HR as soon as possible.

If you are not sick and can work from home during the self-isolation period, then please discuss with your manager.

All essential personnel who are not exhibiting symptoms will be required to report for work, but should continue to self-monitor for symptoms.

Social distancing measures

To limit interpersonal contact, all training at the Organizational Development Branch will be cancelled until April 3. This date will be reviewed and may be extended. All other non-essential, in-person training should be cancelled accordingly.

It is recommended that all non-essential meetings also be cancelled. If possible, use teleconferencing or videoconferencing to meet.

Working from home

As the COVID-19 situation develops it will be increasingly necessary, where possible, for employees delivering non-essential services to work from home. This will help to facilitate social distancing and slow transmission of the virus. Your manager will work with the senior management team of your department to review options and priorities for working from home.

Employees delivering essential services will still need to come into the workplace, as long as they are not showing any symptoms of illness. Work is currently underway to identify all essential services and personnel.

Stay tuned

This situation is evolving rapidly. There are still no confirmed cases of COVID-19 in Yukon.

As the situation develops and we receive updated information from the Yukon Chief Medical Officer of Health, we will continue to keep you informed through Global Notes and on the [COVID-19 Yukonnect page](#).

Continue to follow everyday practices, such as regular handwashing, to help prevent the spread of respiratory viruses. [Download the infographic](#) from the Public Health Agency of Canada on the proper handwashing technique.

All of the work that we are doing now is intended to slow the spread of COVID-19 in Yukon. This will help to reduce the pressure on our healthcare system and ensure that the most vulnerable in our community receive the care that they need. By doing this together we will save lives.



Territorial Court of Yukon

Announcement

March 17, 2020

THE TERRITORIAL COURT IS IMMEDIATELY IMPLEMENTING THE FOLLOWING MEASURES TO ASSIST IN CONTAINING THE SPREAD OF COVID-19. THESE MEASURES WILL BE REVISITED AS MORE INFORMATION BECOMES AVAILABLE, AND WILL BE VARIED AS THE CIRCUMSTANCES REQUIRE IN ORDER TO RESPOND QUICKLY TO THE DEVELOPING COVID-19 SITUATION.

The overriding goal is to protect the health and safety of all Court users and to minimize all unnecessary contact between individuals who are associated with Court proceedings. The use of agency appearance by counsel for an accused, the use of technology for appearances, whether by video or telephone, and the use of delaying non-essential proceedings to a later date, thus minimizing Court appearances, all assist in achieving this goal. If you have a lawyer, we encourage you to contact your lawyer and have them appear for you where appropriate.

Individuals who have matters in Court and do not have counsel may contact the Court Registry at 867-667-3429 or 1-800-661-0408, ext. 3429 (criminal) to set up a telephone appearance, (for civil matters use extension 5937).

Most proceedings of the Court are open to the public. However, until further notice no members of the public will be permitted in courtrooms unless required for a Court matter, or unless the Court directs otherwise. Those able to be in the courtroom include: counsel, parties, witnesses, Probation Officers, Crown Witness Co-ordinators, Victim Services Workers, support workers (ie. FASSY), or other similar persons. Media will also be within the permitted class of persons. Further, in the event that an individual who would otherwise be allowed to be in the courtroom shows symptoms of COVID-19, that individual will not be allowed in the courtroom. Symptoms identified by the British Columbia Centre for Disease Control for COVID-19 include:

- cough;
- sneezing;
- fever;
- sore throat; and
- difficulty breathing.

Any lawyers, parties, witnesses, or within that class of persons allowed to be in Court who are ill, in quarantine, or in self-isolation, should take steps to notify the Court and other parties as soon as possible.

The Court encourages counsel to contact their clients and any witnesses as soon as possible to allow for such adjustments to be made to the scheduled Court sittings as is required, and additionally, to advise the Court and other parties of any applications to adjourn matters as soon as possible.



Territorial Court of Yukon

Announcement

We encourage counsel to work together on consent adjournments for matters currently scheduled to proceed between now and June 4, 2020. In any event, the Court may, on its own initiative, decide to adjourn matters that are not considered to be urgent.

We are prepared to set aside additional Court time for adjourning matters and fixing dates as is required.

Recognizing that the circumstances of a particular case or situation may require it, for all the below there remains the ability for counsel to ask a judge to make an exception, and the Court may, including on its own initiative, direct otherwise or make any order or provide any direction the Court considers appropriate.

Circuits

The goal is to minimize travel for all participants in the Court process, including the Court party and to prevent the introduction or spread of COVID-19 in small communities. Therefore:

1. There will be no circuit travel by the Court party;
2. All matters where the accused is not in custody will be adjourned from the upcoming Court circuit for a period of at least two regularly scheduled Court circuits;
3. All in-custody matters will be presumed to proceed as expeditiously as possible. In cases where the matter has not been set for trial, preliminary inquiry or sentencing, the matter shall be adjourned to a Whitehorse docket court to be spoken to by counsel. In other cases, however, the expectation is that every effort will be made by counsel to agree to have all these matters utilize technology. Alleged offenders and witnesses will not be required to travel between the communities or from outside the Yukon for Court proceedings, unless the Court directs otherwise. In those cases where counsel cannot agree and an application is required, the Court will accept informal applications for audio and video appearances (by ie. e-mail). Pre-trial conferences will be held in every case that requires judicial direction in this regard;
4. All other cases where the trial, preliminary inquiry, and sentencing has already been scheduled, and the offender is not in custody, will be adjourned to a fix-date court in Whitehorse on June 4, 2020 or a date thereafter; and
5. Show causes will be conducted as normal from the Community.

Non-Circuit Show Causes

1. All show causes will be conducted by video-appearance for the accused from WCC.

Domestic Violence Treatment Option Court and Community Wellness Court

The Court will proceed as scheduled with modifications as follows:



Territorial Court of Yukon

Announcement

1. All first appearances will be adjourned to a date in the regular course in order to determine the direction the matter will be proceeding;
2. For all individuals who are already participating in the Court, their matter will be adjourned for at least 10 weeks; and
3. Appearances by counsel acting as agent for the accused, or otherwise having the accused attend by telephone, are advised and strongly encouraged for all Court appearances.

Wednesday Docket Court

1. All matters will be adjourned until June 3, 2020 or a date thereafter. Matters may be brought forward from a later docket date in order to do so;
2. Appearances by counsel acting as agent for the accused, or otherwise having the accused attend by telephone, are encouraged for all court appearances. The accused may contact the Court Registry at 867-667-3429 or 1-800-661-0408, ext. 3429 to organize a telephone appearance; and
3. Matters can proceed to sentencing and flexibility will be provided to accused attending the sentencing by telephone or video, unless otherwise considered inappropriate by the Court.

Judge's Docket

1. Matters can either proceed as scheduled or be adjourned to a judge's docket on June 5, 2020 or thereafter; and
2. Appearances by counsel acting as agent for the accused, or otherwise having the accused attend by telephone, are encouraged for all Court appearances where the attendance of the accused is not required.

Intermittent Sentences

1. Those matters for which counsel are seeking intermittent sentences will, barring exceptional circumstances, be adjourned for sentencing at a later date.

Fix-Date Court

1. The Court will remain open as usual for setting dates for matters. This said, for non-urgent matters, it is most likely that these will be put to a fix-date court on June 4, 2020 or a date thereafter, rather than to a trial, preliminary hearing or sentencing date.



Territorial Court of Yukon

Announcement

Applications

1. All non-urgent applications shall be adjourned to a later date; and
2. All urgent applications may proceed by video or teleconference.

Youth Docket

1. Matters can either proceed to sentencing or be adjourned to a youth docket June 4, 2020 or a date thereafter. Matters currently scheduled for a date prior to June 4, 2020 may be brought forward in order to further be adjourned.

Pretrial and Pre-Circuit Conferences

1. All pre-trial and pre-circuit conferences shall be held by teleconference, unless the Court directs otherwise.

Trials, Preliminary Inquiries and Sentencing Hearings

1. All in-custody matters will be presumed to proceed as expeditiously as possible. The expectation is that every effort will be made by counsel to agree to have all these matters utilize technology. Alleged offenders and witnesses will not be required to travel between the communities or from outside the Yukon for Court proceedings, unless the Court directs otherwise. In those cases where counsel cannot agree and an application is required, the Court will accept informal applications for audio and video appearances (by eg. e-mail). Pre-trial conferences will be held in every case that requires judicial direction in this regard;
2. For all non-urgent matters scheduled to proceed before June 4, 2020, although the expectation of the Court is that counsel will cooperate in adjourning the matter where appropriate, the Court is prepared to consider hearing the matter depending on the circumstances of the case, upon the application of either or of both counsel; and
3. Any such application can be scheduled to be heard in a pre-trial conference or, where appropriate, on the record.

Small Claims Court

1. All non-urgent small claims court matters are cancelled and shall be scheduled for dates after May 31, 2020. Matters that are considered by the Court to be urgent shall be dealt with on a case-by-case basis; and
2. Individuals or counsel may contact the Court Registry at 867-667-5619.



Territorial Court of Yukon

Announcement

Child Protection

1. All urgent or statutorily mandated matters, including the initial presentation hearing, the protection hearing, applications for supervision orders and for extension of time, and any other urgent motions shall proceed. Where possible, parties shall attend by teleconference; and
2. All other matters shall be adjourned to June 4, 2020 or a date thereafter.

Emergency Intervention Orders and Other Protective Orders

1. Urgent applications for emergency orders will proceed. The parties will attend the hearing by teleconference unless otherwise directed by the Court.

Traffic, Ticket and Bylaw Matters

1. Matters scheduled shall be adjourned to a later date without the person having to attend court; and
2. A notice of the new Court date will be sent to the disputant by mail to the address on file with the Court.

Emergency Matters

1. Any emergency or time-limited matters that arise at any location in the Yukon will be dealt with as the circumstances may require.

As this situation is constantly evolving, we will continue to monitor and assess information. The Court will post further updates and information as it becomes available. Please continue to monitor the Territorial Court Website, www.yukoncourts.ca, for updates or follow us on twitter at @YukonCourts.

FOR



CHISHOLM, P.
CHIEF JUDGE OF THE
TERRITORIAL COURT OF YUKON



SUPREME COURT OF YUKON

NOTICE TO PUBLIC AND LEGAL PROFESSION

March 17, 2020

The Supreme Court of Yukon is closely monitoring the situation with COVID-19 in Yukon.

Chief Justice Veale met with court staff Monday morning to discuss practicing social distancing and taking the advice of Chief Public Health Officer, Dr. Theresa Tam.

At the present time, in the Supreme Court of Yukon, currently scheduled cases will continue to be heard by telephone appearance only, conditional on court staff, lawyers and litigants being healthy. Judicial settlement conferences will be adjourned.

Counsel and their clients shall all attend by telephone. Counsel and self-represented litigants shall advise the Trial Coordinator if they are unable to proceed. Judges are available for case management conferences by telephone. Visitors will not be permitted in courtrooms. Accredited media may be permitted on a case-by-case basis.

In exceptional cases, if in-person hearings are requested and approved, social distancing must be maintained by those present. Please contact the Trial Coordinator.

There will be no jury trials set in March, April or May. All in-custody appearances will be by videoconference.

For urgent or emergency civil or family matters, lawyers may speak to the Trial Coordinator for a telephone case management conference with a judge to determine when and if the matter may proceed.

Court Staff will take all precautions to stay healthy, if possible, but the Court expects to be working with a minimal staff.

Contact:
Marie Gagnon
867-667-3524

From: [Andrea Monteiro](#)
To: [Michael.Khan](#); [Eric.Stevenson](#)
Cc: [Patricia.Randell](#); [Allan.Lucier](#); [Laura.Scott](#); [Mitchell.Croteau-Walker](#)
Subject: HOC J-Scan re: COVID-19 - Yukon's response
Date: Wednesday, March 18, 2020 10:47:34 AM
Attachments: [JS - COVID-19 Yukon Response.docx](#)
[image001.png](#)

Morning Michael and Eric,

For your information, I am sharing the attached with both of you given your respective roles as the Policy Lead for Justice re: COVID-19 and ISO. Attached is the information that I just submitted to the Heads of Corrections in response to a national jurisdictional request related to correctional planning for COVID-19. The situation is changing day-by-day, but the attached outlines some of the action that Yukon Corrections has taken thus far to protect the safety of staff, inmates and offenders.

Best,



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

Details of Jurisdictional Scan	
Requesting Jurisdiction and Ministry	All Provincial and Territorial Jurisdictions
Subject of Inquiry	Jurisdictional response plans to COVID-19 Deadline March 18, 2020 COB
Background	<p>During the P/T Heads of Corrections (HOC) monthly conference call held on March 11, 2020, the jurisdictions' preparedness to respond to COVID-19 was discussed. Recognising the need to engage in further conversations on this topic, your contribution to this jurisdictional scan is requested.</p> <p>Note that given the urgency for jurisdictions to examine their plans and identify gaps for further planning requirements, the responses to this scan should be provided to the HOC Secretariat (CSC) by Wednesday, March 18, 2020, COB. Responses will be shared with all P/Ts ahead of the special conference call on this topic scheduled for March 20 (led by Kim Sanderson, HOC Co-Chair).</p>
Questions	<ol style="list-style-type: none"> 1. Please share information on the following aspects: <ul style="list-style-type: none"> • Continuity plan with regard to operations (exposure control measures (staff, offenders, visitors, etc.), offender population management (institutional and community), etc.; • Continuity plan with regard to infrastructure and supply needs; • Any other aspects, including lessons learned from previous pandemic situations. 2. Does your jurisdiction have a communication plan and communication tools and products available to staff, offenders, visitors, etc. informing on COVID-19, preventive measures and other measures such as cleaning/decontaminating? Please attach key information available. 3. What are/will likely be your jurisdiction's key challenges facing COVID-19? What are the specific issues or questions you would like to raise

	with the other jurisdictions in order to mitigate the current and/or upcoming risks?
Date of Request	March 13, 2020
Response Required by	March 18, 2020

Territorial/Provincial Response

Yukon Corrections is taking measured steps to ensure the safety of the correctional centre during the outbreak of COVID-19. The needs of both staff, inmates and offenders are being considered as we work towards preparedness.

The Yukon Communicable Disease Control (YCDC) has been consulted, and staff are following the global recommendations received from the Chief Medical Officer of Health.

Operational Continuity Plan

Yukon Corrections has implemented the following:

Custody:

- Signage re: COVID-19 has been posted in the facility for both inmates and visitors.
- Implemented broad screening of all persons admitted to the correctional centre, in addition to any persons requesting visitation – either for personal or professional reasons.
 - o Individuals are asked about cough, fever, shortness of breath and any recent travel.
 - o Inmate screening is documented with an approved form to ensure consistency amongst staff.
- Developed an action plan for the correctional centre's Health Services in cases where there is an indication of illness. This includes using personal protective equipment, quarantine, and swab collection per testing instructions from YCDC.
- Restricted all non-essential training for staff, and programming facilitated by external contractors and community supports until further notice.
- Scheduled inmate visits with members of the public (including professional visits) are only being facilitated in a secure manner (no-contact), with physical barrier between to prevent droplet and contact transmission.
- Ensured that personal protective equipment is widely available throughout the facility, including distribution of hand sanitizer.
- Information sessions have been provided to both inmate and staff populations.

- Increased the frequency of cleaning conducted in secure areas of the correctional centre.
- Made information available to staff through common channels about response and requirements should a person require quarantine. This includes staff members returning to Canada, or those showing symptoms, or those sharing a household with the aforementioned.
- Placed an order to increase the normal canteen stock at the facility should there be a disruption in service delivery.
- All meals for Arrest Processing Unit clients (police prisoners) are being served on disposable meal trays to avoid cross-contamination with the inmate population.
- The Territorial Court of Yukon will be making every effort to facilitate court appearances from the correctional facility to be conducted via video
- Other than in exceptional cases, the Supreme Court of Yukon has indicated that currently scheduled cases will continue to be heard using technology only (no in-person appearances)
- Matters for which counsel is seeking intermittent sentences, barring exceptional circumstances, will be adjourned for sentencing at a later date.
- Inmates will be provided with additional free telephone calls; as provided by the telephone service provider.

Community Corrections:

- Signage re: COVID-19 has been posted in the probation office.
- Additional cleaning materials have been made available for both client and staff use.
- Probation Officers are shifting their client check-ins to be by phone or video, except for rare circumstances as determined by the PO (whether due to risk level or other ongoing factors).
- The probation lobby remains open and Yukon Community Corrections (YCC) will continue to conduct intakes with new clients. For existing clients (with amended/new orders) where appropriate, YCC will be complete their intake by phone.
- Restricted all non-essential training for staff, and group programming for clients.
- Made information aware to staff through common channels about response and requirements should a person require quarantine. This includes staff members returning to Canada, or those showing symptoms, or those sharing a household with the aforementioned.
- Restricted Probation Officer travel to remote communities for check-ins or circuit court. Check-ins to be completed using technology.

Infrastructure and Supply Needs

- Yukon Corrections continues to work with local partners.
- Supplies will be managed/sourced through use of community response. Yukon Corrections will reach out to other resources for supply needs since normal

procurement routes are not feasible. Supply is coordinated through a central department within government.

- Laboratory testing will be conducted per established practice; samples collected will be sent via courier to Whitehorse General Hospital Lab.

Previous Situations

- Yukon Corrections is in a different building than previous pandemic situations.
- Currently, the Whitehorse Correctional Centre has capacity to assign only one inmate per cell, effectively managing unnecessary contact thereby mitigating some risks.
- Health Services team is staying up to date with all health recommendations from Yukon Communicable Disease Control and the Chief Medical Officer of Health. These updates are then relayed to operations and programs staff.

Communication Plan

- Official communications are provided via Yukon Government Global Notes (all staff bulletin); an online resource available to all staff members.
- Whitehorse Correctional Centre Health Services provided information sessions to both inmate and staff populations with regard to COVID-19.
- Whitehorse Correctional Centre Health Services have provided, and will continue to provide training on effective Personal Protective Equipment usage.

Key Challenges

- Yukon currently has limited capacity for hospitalization.
- One singular correctional facility in Yukon, which also includes the Arrest Processing Unit (RCMP holding cells).
- Yukon Corrections is limited to on-site care for inmates; capacity to offer medical care to a person with high needs is extremely limited at the correctional centre.
- Limited availability/option to allow for operational staff to work from home.
- Limited trained government staff to be able to be redeployed in the case of correctional staff shortages (custody or community)
- Supply chain for supplies could be easily compromised due to remoteness
- Limited capacity and increased reliability concerns with the increase use of limited technology (i.e. internet and band with) in the North.

Resource person

Name: Andrea Monteiro
 Title: Superintendent and Director of Corrections
 Email: Andrea.Monteiro@gov.yk.ca
 Telephone: (867) 667-8294

From: [Grant.MacDonald](#)
To: [Long Carmen \(NHQ-AC\)](#); "[claurin@gov.nu.ca](#)"; [Adrien Barrieau](#); [Amel Loza-Fanous](#); [Ashley Hardman](#); [Brad Clark](#); [Brenda Young](#); [Caroline Graves](#); [Chris.Collett@novascotia.ca](#); [Felicia Collins](#); [Gary J Trainor](#); [Leigh.Greiner@gov.bc.ca](#); [Karen MacDonald – PEI](#); [Lianne.Couch](#); [Nathalie Vachon](#); [Nick Cutler](#); [Shauna.Appleyard@gov.mb.ca](#); [Bill Smalll](#); [Todd Robertson](#)
Cc: [Boudreau Linda \(NHQ-AC\)](#)
Subject: Re: jurisdictional scan - community supervision / surveillance en communauté
Date: Wednesday, March 18, 2020 12:48:27 PM

Greetings from Yukon;

Yukon Community Corrections is adapting as necessary to the evolving circumstances of COVID-19 through recommendations of the Government of Canada, Government of Yukon and the Yukon Chief Medical Officer and have taken measured steps to ensure the safety of our staff and clients during this unprecedented time.

Probation Officers in Whitehorse and our Community offices have been directed to restrict where possible, physical in person contact with clients, and to utilize telephone, video or other technologies to conduct client check-ins. All non-essential government business travel has been cancelled or put on hold for the foreseeable future. This impacts service delivery in rural communities that do not have Community Corrections offices and rely upon PO's traveling to these communities. Clients in these communities are also being supervised via telephone check-ins.

Yukon Community Corrections remains open to conduct intakes with new clients. Yukon Community Corrections continue to attend Bail court as necessary.

All Core Programming for clients and staff training has been suspended.

Earlier today, Yukon officials declared a public health emergency related to the COVID-19 pandemic and undoubtedly, will result in further restrictions affecting Yukon Community Corrections.

Respectfully.

Grant MacDONALD
Manager - Yukon Community Corrections

From: Long Carmen (NHQ-AC)
Sent: March 16, 2020 11:02 AM
To: '[claurin@gov.nu.ca](#)'; [Adrien Barrieau](#); [Amel Loza-Fanous](#); [Ashley Hardman](#); [Brad Clark](#); [Brenda Young](#); [Caroline Graves](#); [Chris.Collett@novascotia.ca](#); [Felicia Collins](#); [Gary J Trainor](#); [Grant.MacDonald](#); [Leigh.Greiner@gov.bc.ca](#); [Karen MacDonald – PEI](#); [Lianne.Couch](#); [Nathalie Vachon](#); [Nick Cutler](#); [Shauna.Appleyard@gov.mb.ca](#); [Bill Smalll](#); [Todd Robertson](#)

Cc: Boudreau Linda (NHQ-AC)

Subject: jurisdictional scan - community supervision / surveillance en communauté

Hello / Bonjour

As part of our contingency planning we are looking at options to adapt our community supervision practices to ensure that public safety and policy requirements are met, while respecting public health direction. Is your jurisdiction adapting any supervision practices, and if so, would you please explain what you have done.

Dans le cadre de notre planification d'urgence, nous examinons des options pour adapter nos pratiques de surveillance en communauté afin de garantir que les exigences de sécurité publique et de politiques opérationnelles sont respectées, tout en respectant les directives de la santé publique. Est-ce que votre juridiction a adapté leurs pratiques de supervision et, dans l'affirmative, veuillez expliquer ce que vous avez fait.

Thank you in advance for any information you are able to share.

Carmen Long

Director General, Offender Programs and Reintegration Branch

Correctional Service of Canada | Government of Canada

carmen.long@csc-scc.gc.ca | Tel: (613) 995-6547 | Cell: (613) 325-2387

Directrice Générale, Direction des programmes et réinsertion sociale des délinquants

Service correctionnel du Canada | Gouvernement du Canada

carmen.long@csc-scc.gc.ca | Tél: (613) 995-6547 | Céli: (613) 325-2387

From: [Jeff Simons](#)
To: [Andrea Monteiro](#)
Subject: FW: Holding of Prisoners COVID Messaging - Release When Possible
Date: Wednesday, March 18, 2020, 2:34:47 PM
Attachments: [image001.png](#)

Andrea
FYI
Jeff



Jeff Simons
Director - Public Safety & Investigations
Department of Justice | Public Safety & Investigations
T 867-867-5868 | Yukon.ca



From: Allan.Lucier
Sent: Wednesday, March 18, 2020, 2:31 PM
To: 'Chan Daktari (Dak) DARA'
Cc: Laura.Scott ; Jeff.Simons
Subject: RE: Holding of Prisoners COVID Messaging - Release When Possible
Thanks Dak.
Certainly in line with the discussions we had during our last conversation.
Al

From: Chan Daktari (Dak) DARA <chan.dara@rcmp-grc.gc.ca>
Sent: Wednesday, March 18, 2020, 1:28 PM
To: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Subject: Fwd: Holding of Prisoners COVID Messaging - Release When Possible
Al,
FYI,
Dak

>>> Chan Daktari (Dak) DARA 2020-03-18 11:16 AM >>>

All,
The message below also applies to "M" Division.
Thank you,
Dak

As COVID-19 health crisis evolves within Canada, it is anticipated it will create challenging demands on the criminal justice system. A mailbox **RCMP National COVID19 Response/Réponse Nationale du COVID19 GRC** has been created to monitor all emerging issues and provide guidance.

A concern that has been recently raised is the holding of prisoners in our custody.

With consideration of the totality of circumstances, including the individual's age, existing respiratory illnesses or compromised immune system factors, every avenue should be explored for the release of prisoners. This is consistent with recent amendments to the Criminal Code and related statutes under Bill C-75 in the application of the **'Principle of Restraint'** which allows for the release of an individual at the earliest reasonable opportunity on the least onerous conditions.

While in police custody, members are reminded of policies within Operational Manual Chapter 19 that provide guidance in the proper handling of prisoners, including access to medical assistance when required.

The safety of our employees and those in our custody are of the highest importance. When in close proximity to prisoners, Guards, Members or any other employee should wear personal protective equipment (PPE), and practice effective hand washing methods to help prevent the transfer of COVID-19.

Thank you

C/Supt. Sorab Rupa
Director General National Criminal Operations
Contract and Aboriginal Policing
73 Leikin Dr. Bldg.M3 3rd Floor 202M
Mailstop #8 Ottawa Ontario K1A 0R2
Bureau/Office 613-843-4548
Fax/Télécopieur 613-825-1006
Courriel/e-mail
Sorab.Rupa@rcmp-grc.gc.ca

Chers collègues,

On prévoit que l'évolution de la crise sanitaire du COVID-19 au Canada créera des exigences difficiles pour le système de justice pénale. L'adresse courriel **RCMP National COVID19 Response/Réponse Nationale du COVID19 GRC** a été créée pour surveiller tous les nouveaux problèmes et fournir des conseils.

Une préoccupation qui a été récemment soulevée est la détention de prisonniers sous notre garde.

Compte tenu de l'ensemble des circonstances, y compris l'âge de la personne, les maladies respiratoires existantes ou par d'autres facteurs compromettant déjà le système immunitaire, toutes les voies devraient être explorées pour la libération des détenus. Cela est conforme aux récentes modifications apportées au Code criminel et aux lois connexes en vertu du projet de loi C-75 dans l'application du **'Principe de retenue'**, qui permet la libération d'une personne le plus tôt possible selon les conditions les moins onéreuses.

Il est rappelé aux membres que la politique du chapitre 19 du Manuel opérationnel fournit des conseils sur le traitement approprié des détenus pendant leur garde à vue, y compris l'accès à une assistance médicale en cas de besoin.

La sécurité de nos employés et de ceux dont nous avons la garde est de la plus haute importance. À proximité des détenus, les gardes, les membres ou tout autre employé doivent porter un équipement de protection individuelle (EPI) et pratiquer des méthodes efficaces de lavage des mains pour aider à prévenir le transfert de COVID-19.

Merci,

Sorab Rupa, surint. princ.
Directeur général, Service national de la police criminelle,
Services de police contractuels et autochtones
73 prom. Leikin, Immeuble M3, 3^{ème} étage, 202M,
Arrêt postal #8, Ottawa, Ontario, K1A 0R2
Bureau/Office : 613-843-4548

From: [Valerie.Goodkey](#)
To: [Andrea.Monteiro](#)
Cc: [Tyler.Murray](#); [Sarah.Gau](#)
Subject: Program update
Date: Wednesday, March 18, 2020 3:33:37 PM
Attachments: [image003.png](#)

Hi Andrea,

Here is an update for the Program areas at WCC

Visits

All volunteers and contractors have been contacted via email or by phone to notify that group Programs that they deliver have been halted until further notice. This includes the following programs.

- Spiritual Services
- Alcohol Anonymous
- Traditional Programs- Elder visits, sweat ceremonies, drumming and carving
- Yoga (men) and Trauma Yoga (Females)
- Dog therapy
- School – this was a decision by Yukon College

Visits- Family and Professional- a memo has been posted at Reception, main entrance, MCS group and each unit notifying all visits will be facilitated in the Secure Area. Disinfectant products have been placed on each side of secure visits and both visitors and clients are encouraged to clean the area prior to the visit.

Lawyer visits have been provided the two options of secure visits and also video conferencing if available for the lawyer.

Mom/baby visit- a memo has been sent to the client and CYFN to provide an update and guidelines on the continuation of this visit.

Work Programs

- The cleaning crew is cleaning all areas of the institution three times a day.
- APU- the cleaner and staff have been provided supplies to continue disinfecting all areas and do so when necessary.
- Unit cleaners continue to complete their job duties daily.
- Kitchen crew continues to work
- Carpentry crew has begun working on the Kitchen prep table.

Programs available for clients

- Outdoor recreation is scheduled daily for each unit.
- Fitness program is being offered daily to each unit.
- SAM (Substance Abuse Management) is scheduled for D Unit and will continue when the Programs Officer who is certified to facilitate this program returns from his approved time off.
- Contractor L. Herrington is completing his pre course for the clients who are scheduled to attend SAM.
- A request has been submitted to the FCCT to see if there are any videos that they are able to loan to assist with stress that clients may be experiencing. We are also looking at educational or traditional videos as well.
- Arts and crafts continue in all units.

- Reading materials is provided to all units as per the Library schedule.
- Puzzles and board games are available on each unit.
- Smudging materials are available on each unit.

APU- Prisoners

Sarah and Sean McGinnis have done a great job mapping out the intake process and the protocols needed to provide for staff and prisoners in the APU. I had a few follow up questions when I met with Sean in regards to security which he will work through. I have requested fa few items from Stores to assist with intake and cleaning for the area and hope they will be in shortly.

**Valerie Goodkey**

Deputy Superintendent Programs
Justice | Whitehorse Correctional Centre
T 867-455-2900 | F 867-455-2992 | Yukon.ca

From: Andrea Morin
To: Tyler Marz
Cc: Tyler Marz, Ch. de Marz
Subject: Fwd: Ho ding of Prisoners COVID Messaging - Release When Possible
Date: Wednesday, March 18, 2020 3:35:59 PM

Hi Tyler,

As an FYI, I am sharing the direction provided to RCMP M division from their Director General.

Hopefully we will see a reduction in police prisoners at WCC.

Andrea

From: Chan Daktari (Dak) DARA <chan.dara@rcmp-grc.gc.ca>
Sent: Wednesday, March 18, 2020 1:28 PM
To: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Subject: Fwd: Holding of Prisoners COVID Messaging - Release When Possible
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FYI,
Dak

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C/Supt. Sorab Rupa
Director General National Criminal Operations
Contract and Aboriginal Policing
73 Leikin Dr. Bldg M3 3rd Floor 202M
Mallstop #8 Ottawa Ontario K1A 0R2
Bureau/Office : 613-843-4548
Fax/télécopieur : 613-825-1006
Courriel/e-mail
Sorab.Rupa@rcmp-grc.gc.ca

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Merci,
Sorab Rupa, surint. princ.
Directeur général, Service national de la police criminelle,
Services de police contractuels et autochtones
73 prom. Leikin, Immeuble M3, 3^{ème} étage, 202M,
Arrêt postal #8, Ottawa, Ontario, K1A 0R2
Bureau/Office : 613-843-4548

From: [Sean McGinnis](#)
To: [JUS-CJPS-CC-WCC](#); [JUS-WCC-NUR](#)
Subject: New Prisoner Intake Protocols 2020.03.18
Date: Wednesday, March 18, 2020 4:42:51 PM
Attachments: [Prisoner Intake Flow Chart 2020.03.18.docx](#)
[image001.png](#)

Good afternoon everyone,

Effective immediately, there will be some new procedures regarding the intake of prisoners in the Arrest Processing Unit (APU). These changes are aimed at mitigating the risks associated with the Covid-19 virus. Currently there are no confirmed cases of Covid-19 in the Yukon and these are only precautionary measures.

New Intake Process for Prisoners

RCMP will arrive in the sally port, keeping the prisoner secured in their vehicle. Officers who will be processing the prisoner are to wear additional Personal Protective Equipment (PPE) which includes masks, gloves and safety glasses and a gown if contact with client is likely. Please use the safety glasses found in the APU and not your personal glasses as they will not provide the level of protection needed.

One officer will attend the sally port to provide assistance to the RCMP, taking with them a clipboard and a copy of the Covid-19 Screening Form. The form is located right beside the APU Prisoner Log forms. The second officer will remain in the APU maintaining visual contact of the sally port.

RCMP will open the vehicle door and APU staff will ask all questions on the Covid-19 Screening Form. If the prisoner answers "No" to all questions on the form, the intake process will continue as normal.

If the prisoner shows non-compliance with the Covid-19 Screening Form, is too intoxicated to answer questions or poses a danger to staff or themselves, their intake process will be done in a cell instead of the APU bench area. Ensure the prisoner has only one layer of clothing and provide a pat down as you normally would and secure them in the cell. Close contact interactions with this prisoner, such as any time we enter the cell, or need to move the individual, requires the additional PPE for staff (masks, gloves, safety glasses and a gown if contact with client is likely). You may attempt to complete the Covid-19 Screening Form at a later time if possible. If they pass, interactions with this prisoner thereafter will only require gloves for PPE.

If the prisoner answers "Yes" to any question on the Covid-19 Screening Form, or there are risk factors present, such as "Coughing or Shortness of Breath", their intake process will again be done in a cell instead of the APU bench area. A Secondary Screening by medical will be necessary. Once the prisoner is down to one layer, a pat down has taken place and the cell is secured, contact medical staff immediately. Medical will then conduct their screening and the prisoner will either be cleared, and APU staff will be provided further information on how to care for the prisoner, or they may continue to be housed separately with full PPE precautions.

Please make a note beside the prisoners name on the APU whiteboard whether the individual has been Covid-19 Cleared or has yet to be cleared. This will be a helpful tool to staff and will inform their PPE choices.

I have been told that the N95 Masks are not single-use and we should be able to use one per person per shift. Obviously, if you feel that your mask has become contaminated or compromised in any way, please discard it and use a new one. Each person should be using only one pair of safety glasses for your entire shift. Please clean them with disinfectant wipes after every close contact encounter with a prisoner who has not been cleared.

Sarah Gau has created a flow chart for the new intake process. I have attached it to this email and will print a copy to post in the APU.

If you have any questions or concerns do not hesitate to contact myself or Sarah Gau.

Thanks,

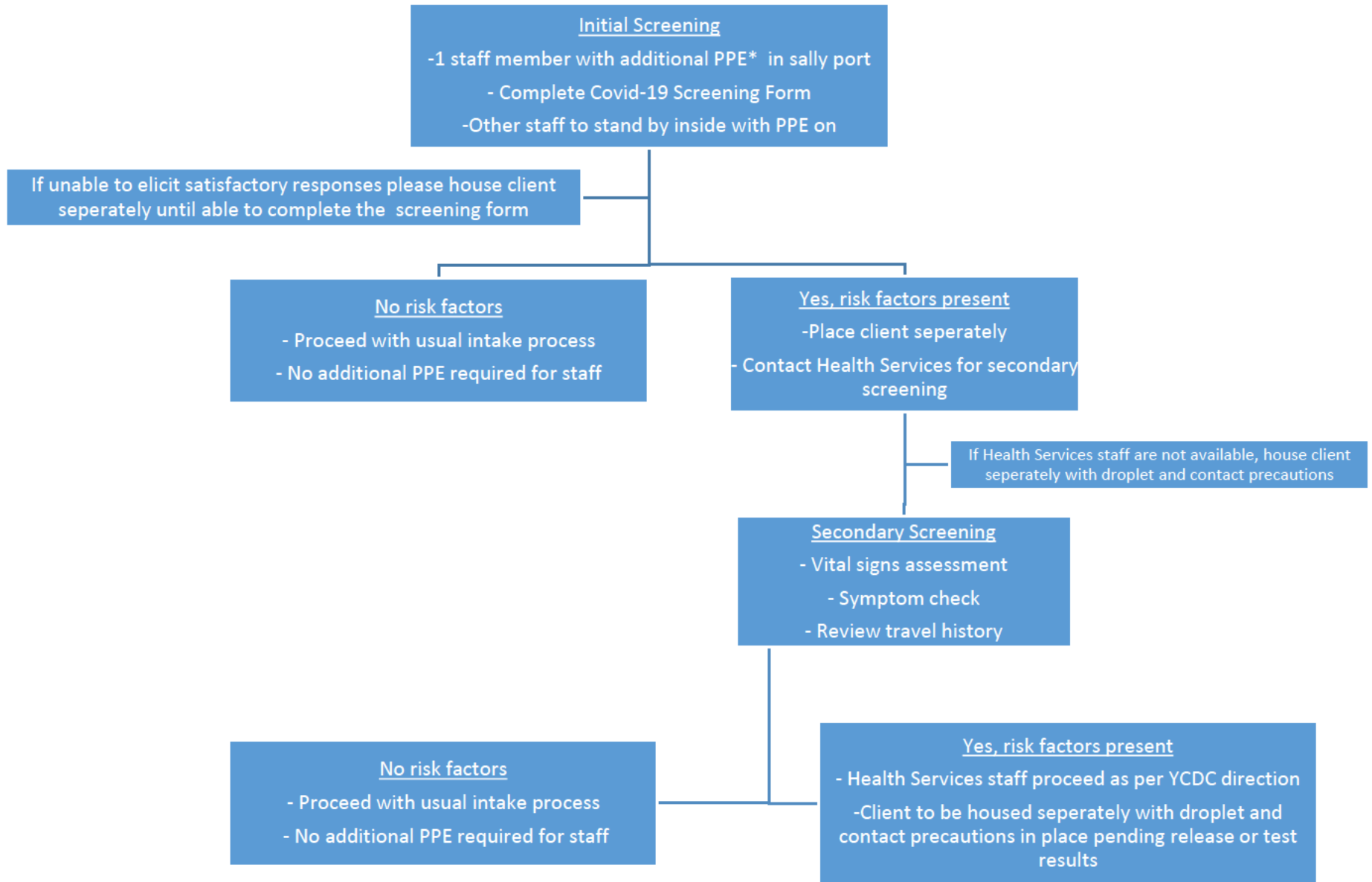
Sean



Sean McGinnis

A/MCS of Sentence Administration
 Justice | Whitehorse Correctional Centre

T 867-455-2925 | F 867-455-2990 | Sean.Mcginnis@gov.yk.ca



Client refers to both inmates and prisoners

*PPE – Mask, eye protection, gloves. Gown if contact with client is likely.

From: [Tyler.Murray](#)
To: [Sarah-Jean.Graham](#); [Joel.Rogers](#); [Daniel.Vigneau](#); [Jeannie.Oiu](#); [Christopher.St-George](#); [Igor.Poltorasky](#); [Craig.Cameron](#); [Josh.Cameron](#); [Micheal.Laffin](#); [Kourtney.Martin](#); [Sean.McGinnis](#); [Christopher.St-George](#); [Jennifer.Murray](#)
Cc: [Valerie.Goodkey](#); [Andrea.Monteiro](#)
Subject: Inmate Calls Initiative - Synergy
Date: Wednesday, March 18, 2020 5:27:40 PM
Attachments: [image001.png](#)
[image002.png](#)
Importance: High

MCS Group,

Effective this morning, Synergy Inmate Phones has implemented an initiative that will provide all inmates two free ten minute phone calls daily in recognition of current events.

Each morning at approximately 09:00 hrs, GTL will be manually adding the free calls to each active account on the inmate telephone system. This process will only happen once daily so any admissions occurring after this time will not receive the GTL credits until the next upload on the following day.

Further to this, Synergy will also broadcast by inmate voicemail a short message to that point.

Specifically the message will be "In light of the recent pandemic development, Synergy is giving you two free calls daily. Effective immediately, you will receive two free ten minute phone calls each day. This is subject to end without notice and note that these calls do not carry over."

Please relay this to your staff during muster so that same can be provided directly to inmates who have not yet checked their voicemail inbox.

Thank you,



Tyler Murray

Deputy Superintendent, Operations

Justice | Whitehorse Correctional Centre

T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca



From: [Allan.Lucier](#)
To: [Lareina.Twardochleb](#); [Andrea.Monteiro](#); [Jeff.Simons](#)
Cc: [Laura.Scott](#)
Subject: FW: Signs for doors
Date: Thursday, March 19, 2020 2:17:19 PM
Attachments: [YG_make_appt_sign_8.5x11_March17.docx](#)
[YG-make_appt_sign_8.5x11_Fr.docx](#)
[image002.png](#)
Importance: High

Folks.
FYI and use as you require.
AI

From: Patricia.Randell
Sent: Thursday, March 19, 2020 12:43 PM
To: jus-msb-smc
Cc: Fiona.Azizaj
Subject: FW: Signs for doors
Importance: High

Hi everyone,

We have been asked to utilize the attached signs for placement on the doors of all public facing buildings.

Please let Fiona and I know if you would like assistance in implementing this item.

Many thanks,



Patricia L. Randell B.Sc. M.Sc.
Director
Justice | Policy and Communications
P 867-667-3508 | C 867-334-5093 | Yukon.ca

To protect the health and safety of our staff and clients, please do not come in if:

- ✓ you have a fever, cough or shortness of breath; or
- ✓ you have travelled outside of Canada within the last 14 days; or
- ✓ you have come in contact with someone who is suspected or confirmed to have COVID-19 in the

If any of the above applies to you, please return home, self-isolate and visit yukon.ca/covid-19 for more information, or call 811. You can also call the Public Health Agency of Canada's information line at 1-833-784-4397.

You can call us at {add your phone number} to make an appointment for a later date.

Thank you for your understanding

Pour protéger la santé et la sécurité de nos employés et de nos clients, veuillez ne pas entrer si :

- ✓ vous avez de la fièvre, vous tousssez ou vous avez du mal à respirer;
- ✓ vous avez voyagé à l'extérieur du Canada au cours des 14 derniers jours;
- ✓ vous avez été en contact avec une personne qui pourrait avoir ou qui a contracté la COVID-19 au cours des 14 derniers jours

Si vous vous trouvez dans l'une des situations ci-dessus, **rentrez chez vous, isolez-vous** et consultez le site yukon.ca/fr/covid-19 ou ~~téléphonez au 811 pour obtenir de plus amples~~ renseignements. Vous pouvez également appeler la ligne d'information de l'Agence de la santé publique du Canada au 1-833-784-4397.

Pour prendre un rendez-vous pour une date ultérieure, vous pouvez nous appeler au {insérer votre numéro de téléphone ici}.

Merci de votre compréhension

From: [Allan.Lucier](#)
To: [Andrea.Monteiro](#)
Cc: [Laura.Scott](#)
Subject: RE: WCC Intermittent Offenders
Date: Friday, March 20, 2020 9:17:29 AM
Attachments: [image001.png](#)

No concerns.

We had discussed this earlier in the week. It was expected that 70(1)

Notwithstanding the earlier discussions I support your current approach.

AI

From: Andrea.Monteiro

Sent: Thursday, March 19, 2020 5:16 PM

To: Allan.Lucier

Cc: Laura.Scott

Subject: WCC Intermittent Offenders

Hi AI,

I have had quite a few discussions today regarding the 70(1)

To protect against the increased likelihood of introducing COVID-19 into the correctional centre, similar to what other Canadian jurisdictions are doing, I would like to place these 70(1) until the CMO public health emergency is lifted.

70(1)

Please let me know if you have any concerns with my planned course of action.

Thanks,



Andrea Monteiro

Director, Corrections

Justice | Community Justice and Public Safety

T 867-667-8294 | C 867-332-1464

From: [Sean McGinnis](#)
To: [JUS-CJPS-CC-WCC](#); [JUS-WCC-NUR](#)
Subject: A reminder regarding new prisoner intake protocols
Date: Friday, March 20, 2020 12:12:24 PM
Attachments: [image001.png](#)

Good afternoon,

From what I have gathered, staff are doing a pretty good job at adopting the New Prisoner Intake Protocols which have been put in place as precautionary measures for Covid-19.

I wanted to emphasize the importance of wearing the proper PPE during the initial intake process which includes masks, gloves, safety glasses and a gown if contact with the client is likely. This is our first line of defence when dealing with prisoners we know very little about so Additional PPE is required. If the interaction turns into a physical altercation at anytime during the intake, it will not be possible to maintain the 2 meter distance that has been suggested. This is once example where the Additional PPE will provide a layer of protection for staff.

Secondly, please complete the Covid-19 Screening Form in the sally port and follow protocols based on the outcome of the screening. Place the form on the left-hand side of that prisoner's APU Prisoner Log. Two small columns have been created on the APU/A&D Whiteboard entitled "**Covid-19 Screen**". Also, ensure we are marking the outcome of the Screening on the Whiteboard in these new columns. Here are the symbols to be used.

P – Pass

F – Fail

N/C – Not Completed

This will be a helpful reference for any staff looking at the board and will help to dictate the level of PPE required for each prisoner.

These protocols will be most effective if we all buy in and are on the same page.

Hope all is well,

Sean



Sean McGinnis

A/MCS of Sentence Administration
Justice | Whitehorse Correctional Centre
T 867-455-2925 | F 867-455-2990 | Sean.Mcginnis@gov.yk.ca

From: [Andrea.Monteiro](#)
To: [Grant.MacDonald](#)
Subject: FW: Cleaning and Disinfecting Guidance
Date: Friday, March 20, 2020 3:07:18 PM
Attachments: [COVID-19 Cleaning and Disinfecting Guidance .pdf](#)
[image001.png](#)

In case you want to share with YCC staff since they have a public space.

Andrea

From: Zoran.Petrovic
Sent: Friday, March 20, 2020 1:33 PM
To: Andrea.Monteiro ; Valerie.Goodkey ; Tyler.Murray
Cc: JUS-WCC-KITCHEN
Subject: Cleaning and Disinfecting Guidance

Good afternoon,

I received this cleaning and disinfecting guide from Ecolab and thought that it may be very helpful to all of us at WCC

Zoran



Zoran Petrovic
Food Services Manager
Justice | Whitehorse Correctional Centre
T 867-455-2981 | F 867-455-2992 | Yukon.ca

**COVID-19 CLEANING AND
DISINFECTING GUIDANCE FOR PUBLIC
SPACES, HOSPITALITY, FOODSERVICE,
AND LONG-TERM CARE FACILITIES**

As the situation with COVID-19 continues to evolve, we need to recognize that COVID-19 poses a public health risk. Key priorities include:

Protecting yourself:

- Practice good hand hygiene throughout the day; washing your hands frequently with soap and water for at least 20 seconds
- Hand Sanitizer can be used if soap and water are not available
- Wash your hands before eating and after blowing your nose, coughing or sneezing
- Avoid touching your eyes, nose and mouth
- Practice proper cough and sneeze etiquette
- Avoid close contact with people who are sick
- Practice social distancing such as avoiding shaking hands
- Contact your health care provider if you are feeling ill

Protecting Others:

- Do not allow employees showing symptoms such as a fever, cough and shortness of breath, similar to those caused by COVID-19, to remain at work
- Ensure you maintain a clean and sanitary production environment by following good sanitation practices every day from start to finish
- Ensure food contact and non-food contact surfaces are cleaned and sanitized
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents recommended by your Ecolab representative and follow the directions on the label.
- Stay home when you are sick.
- If you have been exposed to someone who is confirmed to have the virus, stay home, seek medical advice, and update your manager
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Talk to your family and coworkers about how to protect each other.
- Be aware of any state or local health department guidelines or policies for reporting, cleaning and disinfection when an employee is identified as a potential or confirmed case of COVID-19.

Reminders:

- Transmission of COVID-19 to persons from surfaces contaminated with the virus has not been documented.
- Transmission of COVID-19 in general occurs much more commonly through respiratory droplets than through fomites.
- Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials.

<p>GREEN: Standard prevention</p> <p>No known outbreak in your geographic area</p>	<p>ACTION: Follow current procedures</p> <ul style="list-style-type: none"> • Maintain standard hygiene and sanitizing/ disinfection practices. • Regularly revisit training to ensure compliance
<p>YELLOW: Risk reduction</p> <p>The potential exists for an outbreak in your geographic area.</p>	<p>ACTION: Increase your defensive measures and reinforce training to minimize risk</p> <ul style="list-style-type: none"> • Reinforce hand hygiene and cough etiquette. • Educate employees on infection control, PPE use, and communicate Infection Control Procedures. • Assess preparedness for move to RED and collaborate with vendor partners on response readiness. • Evaluate facility usage, lead times and stock shelf life and their impact on ordering supplies. • Consider ordering any supplies needed for possible pandemic, including additional cleaning, sanitation and PPE. • Identify essential employees and visiting vendors. • Consider an expanded take-out menu for foodservice
<p>RED: Proactive Remediation</p> <p>A publicly declared outbreak in your facility or region disrupting normal business.</p>	<p>ACTION: Enhance procedures to respond to an outbreak in your facility, designed to break the chain of infection or illness.</p> <ul style="list-style-type: none"> • Follow local public health recommendations related to local activity and need for isolation or closing. • Consider offering masks for symptomatic guests. • Limit face-to-face contact between employees, customers, and vendors and modify practices (e.g., handshakes, work-station layout, etc.) • Follow the recommendations in the following pages

For additional information, please refer to [CDC Guidance for Business and Employers](#) or [CDC Guidance for Cleaning and Disinfection](#) OSHA has also published [Guidance on Preparing Workplaces for COVID-19](#) as an additional resource.

Because novel coronavirus is an emerging pathogen, the situation is rapidly changing. The following procedures are a combination of CDC and WHO guidelines supplemented with Ecolab expertise based on what is known as of March 13, 2020.

Contact your Ecolab representative for additional questions on products or procedures. Follow product labels for use and required PPE.

HAND HYGIENE

Hand hygiene is critical to help reduce and control the spread of COVID-19. This is a primary transmission mode and washing well and often is the best control.

There are no anti-viral claims available for hand care products in the United States, as they are not recognized by the FDA (FDA Tentative Final Monograph for Healthcare Antiseptic Drug Products). Therefore, hand care products will not list claims against COVID-19.

LEVEL GREEN (STANDARD PROCEDURES)

1. Wash hands vigorously with soap and water for at least 20 seconds to remove all soil. Rinse under running water.
2. Dry hands thoroughly with towel.

WASH HANDS with soap and water:

- ▲ When hands are visibly soiled
- ▲ Before and after eating or using tobacco
- ▲ After using the restroom
- ▲ After touching any part of the body
- ▲ Before and after gloving
- ▲ When moving from station to station

Additional for FOOD HANDLERS:

- ▲ At the beginning of the work shift and after breaks
- ▲ After handling soiled equipment or utensils
- ▲ When switching from handling raw food and working with ready-to-eat foods

When to use an approved, alcohol-based hand sanitizer for FOOD HANDLERS

- ▲ Use hand sanitizer only after washing hands per standard procedures

When to use an approved, alcohol-based hand sanitizer for NON-FOOD HANDLERS

- ▲ **When handwashing with soap and water is not available**
- ▲ Only when hands are not visibly soiled
- ▲ After washing soiled hands
- ▲ Before and after gloving
- ▲ When moving from a contaminated site to a clean site

LEVEL YELLOW AND LEVEL RED (RISK REDUCTION AND REMEDIATION)

1. Follow procedures in LEVEL GREEN. Reinforce personal hygiene needs, perform training and audit compliance.
2. Wash hands with soap and water and sanitize hands on a more frequent basis.

HARD SURFACES (NON-FOOD CONTACT)

It is important to pay special attention to public areas and thoroughly clean them. Droplets from an infected person with COVID-19 *can* remain on a surface and be transferred to another person if they touch the surface and then touch their eyes, nose, or mouth.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedures.
2. For electronics spray onto cloth and wipe item.

Consideration: Use an EPA-registered product to disinfect hard, non-porous surfaces

LEVEL YELLOW (RISK REDUCTION)

1. Follow your LEVEL GREEN (standard) cleaning procedures.

Considerations:

- ▲ Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label for directions for use and proper contact times.
- ▲ Clean and disinfect “high-touch” hard surface areas on a more frequent basis (toilets, handles, sinks, counter tops, bathroom stall doors/latches, entrance/exit door handles, paper towel dispensers, soap dispensers, handrails, etc.)
- ▲ Perform training, reinforcing cleaning and disinfection procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.

LEVEL RED (REMEDICATION)

1. Increase frequency of hard surface disinfection using an appropriate EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
2. Consider closing non-essential public gathering areas such as bar, fitness center and pool to limit transmission.
3. Consider providing alcohol-based hand sanitizers in public areas (dispenser preferred) especially near touch points.

Considerations:

- ▲ If a restroom is affected, have an alternative plan to redirect customers to another restroom during this time.
- ▲ Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.
- ▲ Wash hands and change gloves if they are torn while cleaning. Remember to change gloves and gowns when changing tasks.
- ▲ Wash hands with soap and water upon completion. Refer to the Hand Hygiene procedure.

HIGH TOUCH POINTS

Back of the House

- Door handles and push plates
- Handles of all the equipment doors and operating push buttons
- Handles of the dispensers (beverage, etc.)
- Walk-in and other refrigerator handles
- Walk-in refrigerator & freezer plastic curtains
- Freezer handles
- 3-compartment sink and mop sink handles
- Handwash sink handles
- Soap dispenser push plates at handwash sink
- Cleaner dispenser push buttons
- Towel dispenser handle at handwash sink
- Trash receptacle touch points
- Cleaning tools
- Buckets
- Telephone keypad and handset
- Manager's computer
- Manager's office cabinet handles and safe handle
- Microphone and point of sale register
- Breakroom tables and chairs
- Display screens on equipment
- Laundry and Housekeeping carts

Dining Area & Front of House & Lobbies

- Door handles, push plates, thresholds and hand railings
- Grocery carts and baskets
- Chairs
- Trash receptacle touch points
- Front counter
- Drink and condiment dispensers
- Display cases
- Self-service areas
- Point of sale registers / touchscreens
- Trays
- Kiosks

Other Public Areas

- Door handles, push plates, thresholds and hand railings
- Gym equipment
- Elevator Buttons
- Pool Area
- Chairs and tables

Restrooms

- Door handles
- Sink faucets and toilet handles
- Towel dispenser handle
- Soap dispenser push plates
- Baby changing station
- Trash receptacle touch points

FOOD CONTACT SURFACES

Food contact surfaces can be a potential transmission source if droplets from an infected person are transferred to another person. To date there is no evidence that COVID-19 is transferred via food ingestion.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard wash, rinse and sanitization procedure.
2. Sanitize with an EPA-registered hard surface food contact surface sanitizer, according to the label directions. **OR** Follow standard operating procedures for washing items in the dishmachine.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Wash and sanitize food contact surfaces and equipment on a more frequent basis.
- ▲ Change out utensils in buffet line on a more frequent basis.
- ▲ Perform training, reinforcing cleaning and sanitizing procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.

LEVEL RED (REMEDIATION)

1. Follow procedures in LEVEL YELLOW
2. Follow your standard procedures for low- and high- temperature dishmachines.
3. Wash and sanitize food contact surfaces and equipment on a more frequent basis.
4. Change out utensils in buffet line on a more frequent basis.

Considerations:

- ▲ Diligently practice food safety procedures, especially the potential for cross contamination or contamination by infected individuals.
- ▲ Consider closing buffet, bar and table service.
- ▲ Consider offering only room service and/or take out boxed meals, especially if occupancy is very low
- ▲ Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.
- ▲ Clean and disinfect with an EPA-registered product with an emerging viral pathogens claim on surfaces. Carefully read and follow label directions for use and proper contact times. Then follow standard food contact cleaning procedures (dishmachine or 3rd sink).

HIGH TOUCH POINTS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Ice scoops • All service area counter surfaces • All kitchen/fresh department counter surfaces • Dining tables | <ul style="list-style-type: none"> • Hot and cold food storage • Steam Tables • Food display cases • Highchairs |
|---|---|

GUEST & RESIDENT ROOMS

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedure, including use of gloves for room cleaning and laundry collection.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Refer to Laundry and Carpet procedures
- ▲ Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
- ▲ Clean and disinfect “high-touch” hard surface areas on a more frequent basis: toilets, handles, sinks, counter tops, etc.
- ▲ Perform training, reinforcing cleaning and sanitizing procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.
- ▲ Clean and disinfect housekeeping carts

LEVEL RED (REMEDICATION)

1. Follow procedures in LEVEL YELLOW.
2. Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
3. Clean and disinfect “high-touch” hard surface areas on a more frequent basis: toilets, handles, sinks, counter tops, etc.
4. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
5. Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.

Considerations:

- ▲ Use disposable gloves and gowns when cleaning. Wash hands and change gloves if they are torn while cleaning. Remember to change gloves and gowns when changing tasks. Wash hands with soap and water upon completion. Refer to the Hand Hygiene procedure.
- ▲ Refer to CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

CARPET & UPHOLSTERED FURNITURE

No products contain use instructions or claims for carpet disinfection, as the EPA does not allow disinfection claims on products for carpet. Follow cleaning product label directions for use carefully. Flooring is not a common source of infection.

LEVEL GREEN (STANDARD PROCEDURES)

2. Follow your standard cleaning procedures.

LEVEL YELLOW (RISK REDUCTION)

2. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Refer to CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- ▲ Wash bedding (comforter, blankets, pillows) more frequently

LEVEL RED (REMEDICATION)

6. Follow procedures in LEVEL YELLOW.

Considerations:

- ▲ Discard heavily soiled items
- ▲ Clean all carpeted areas

LAUNDRY

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedures, including gloves for laundry collection.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Wash bedding (comforter, blankets) more frequently
- ▲ Clean and disinfect hampers or other carts for transporting laundry according to product label.
- ▲ Follow standard procedures for washing and drying, minimizing shaking of soiled laundry

LEVEL RED (REMEDICATION)

1. Follow procedures in LEVEL YELLOW.
2. Collect laundry with minimum agitation, do not shake or “hug” and avoid direct contact of the skin and clothes with laundry.
3. Consider using gloves, gowns and dissolving bags for laundry collection

Considerations:

- ▲ Per the CDC, dirty laundry that has been in contact with an ill person (COVID-19) can be washed with other items.
- ▲ Follow standard procedures for washing and drying, minimizing shaking of soiled laundry
- ▲ See CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

POOL & SPA

There is no evidence that COVID-19 can be spread to humans through the use of pools and hot tubs. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard procedures.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Consider increasing frequency of pH and sanitizer level testing and adjust as needed
- ▲ Disinfect high touch surfaces around the pool area

LEVEL RED (REMEDICATION)

1. Follow procedures in LEVEL YELLOW

Considerations:

- ▲ Consider closing public spaces, such as the pool area, to limit transmission

EMPLOYEES

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard procedures.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.
2. Educate employees on infection control, essential employee status, PPE use and communicate Infection Control Procedures.
3. Assess your preparedness status and collaborate with vendor partners on response readiness.
4. Evaluate facility usage, lead times and stock shelf life and their impact on ordering supplies.

Considerations:

- ▲ Begin cross-training employees on key tasks
- ▲ Consult OSHA's [Guidance on Preparing Workplaces for COVID-19](#).

LEVEL RED (REMEDIATION)

1. Follow procedures in LEVEL YELLOW
2. Reinforce personal hygiene, respiratory etiquette and hand hygiene by all employees.
3. Closely monitor employee health. Send symptomatic employees home per company illness policy.
2. Provide hygiene materials such as tissues, hand soap and sanitizer.
3. Have employees disinfect all personal hard contact surfaces such as register, keyboard, and phones frequently. Clean staff areas more frequently.
4. Provide appropriate PPE for staff
5. Educate and inform all employees of pandemic status and proper infection control procedures.

Considerations:

- ▲ Implement telecommuting for non-essential personnel
- ▲ Reduce staff to essential employees

Note on Disinfectants:

- The use of specific disinfectants can be helpful in combatting COVID-19. All disinfectants and sanitizers should be used as directed on product label/instructions. For additional information on carpet cleaning and laundering, please refer to: <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- For emerging or novel viruses like COVID-19, companies are unable to acquire the outbreak strain of virus to test the efficacy of their disinfectant products. Certain countries have policies or general claims that address this (e.g. US EPA Emerging Viral Pathogen Guidance*, EU viral claims) by utilizing a hierarchy of susceptibility of viruses to disinfectants. In general, these policies are based on the ability of a product to kill a 'harder to kill' virus and may or may not require preapproval for use in outbreak situations. Care must be taken to use the appropriate dilution at the correct contact time for the suitable application listed on the product label to enable disinfection against SARS-CoV-2.

**In the US a product must be preapproved by US EPA. It must be a hospital disinfectant and carry approved Emerging Viral Pathogen language on the master label. For an approved list of disinfectants, please refer to the CDC list: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf*
- Ecolab does offer specific disinfectants that have demonstrated effectiveness against viruses like the one causing COVID-19 (coronavirus disease) when used as directed. We also offer guidance and training on proper cleaning procedures to help reduce COVID-19 risk. If you are a current customer, you should speak with your representative for specific information and visit Ecolab.com for up-to-date information on this emerging situation.

From: [Andrea.Monteiro](#)
To: [Allan.Lucier](#)
Cc: [Claudia.Morgan](#); [Laura.Scott](#); [Gary.Seeley](#); [Grant.MacDonald](#); [Tyler.Murray](#); [Valerie.Goodkey](#)
Subject: RE: Critical Infrastructure Committee - reference to PPE
Date: Friday, March 20, 2020 3:22 01 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi Al,

Thanks for this information. I am pleased to see that they would like a Corrections representative on this committee. From my perspective, the Corrections representative should be Gary Seeley, Procurement and Finance Supervisor.

Gary – please note that you will be representing all of Corrections so you will need to liaise with Grant to ensure that YCC needs are also being met.

Best,



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

From: Allan.Lucier
Sent: Friday, March 20, 2020 2:36 PM
To: Andrea.Monteiro
Cc: Claudia.Morgan ; Laura.Scott
Subject: Critical Infrastructure Committee - reference to PPE
Importance: High

Andrea,

I have just got off the phone from a call where the Critical Infrastructure Committee was reference in regard to PPE. This is the group, who is positioned to acquire and determine where best this equipment is distributed, has asked for a Justice (Corrections) rep.. This does not need to be you!

Please send me the name and I will convey it to the group.

Thanks.

al



Allan Lucier
Assistant Deputy Minister
Justice | Community Justice and Public Safety
T 867-393-7077 | C 867-334-4140 | Yukon.ca

From: [Grant.MacDonald](#)
To: [JUS-CJPS-CC-YCC](#); [Sophie.Anderson](#); [Deanna.Thick](#)
Subject: Cleaning and Disinfecting Guidance
Date: Friday, March 20, 2020 3:34:33 PM
Attachments: [COVID-19 Cleaning and Disinfecting Guidance .pdf](#)

Good Afternoon Everyone :-)

Please find enclosed a Cleaning and Disinfecting Guide provided by Ecolab who is a supplier to WCC. Given our present state of affairs surrounding COVID-19, please refer to, or use the guide as seen as helpful.

Thanks and have a GREAT day!!

Respectfully Yours.

Grant

**COVID-19 CLEANING AND
DISINFECTING GUIDANCE FOR PUBLIC
SPACES, HOSPITALITY, FOODSERVICE,
AND LONG-TERM CARE FACILITIES**

As the situation with COVID-19 continues to evolve, we need to recognize that COVID-19 poses a public health risk. Key priorities include:

Protecting yourself:

- Practice good hand hygiene throughout the day; washing your hands frequently with soap and water for at least 20 seconds
- Hand Sanitizer can be used if soap and water are not available
- Wash your hands before eating and after blowing your nose, coughing or sneezing
- Avoid touching your eyes, nose and mouth
- Practice proper cough and sneeze etiquette
- Avoid close contact with people who are sick
- Practice social distancing such as avoiding shaking hands
- Contact your health care provider if you are feeling ill

Protecting Others:

- Do not allow employees showing symptoms such as a fever, cough and shortness of breath, similar to those caused by COVID-19, to remain at work
- Ensure you maintain a clean and sanitary production environment by following good sanitation practices every day from start to finish
- Ensure food contact and non-food contact surfaces are cleaned and sanitized
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents recommended by your Ecolab representative and follow the directions on the label.
- Stay home when you are sick.
- If you have been exposed to someone who is confirmed to have the virus, stay home, seek medical advice, and update your manager
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Talk to your family and coworkers about how to protect each other.
- Be aware of any state or local health department guidelines or policies for reporting, cleaning and disinfection when an employee is identified as a potential or confirmed case of COVID-19.

Reminders:

- Transmission of COVID-19 to persons from surfaces contaminated with the virus has not been documented.
- Transmission of COVID-19 in general occurs much more commonly through respiratory droplets than through fomites.
- Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials.

<p>GREEN: Standard prevention</p> <p>No known outbreak in your geographic area</p>	<p>ACTION: Follow current procedures</p> <ul style="list-style-type: none"> • Maintain standard hygiene and sanitizing/ disinfection practices. • Regularly revisit training to ensure compliance
<p>YELLOW: Risk reduction</p> <p>The potential exists for an outbreak in your geographic area.</p>	<p>ACTION: Increase your defensive measures and reinforce training to minimize risk</p> <ul style="list-style-type: none"> • Reinforce hand hygiene and cough etiquette. • Educate employees on infection control, PPE use, and communicate Infection Control Procedures. • Assess preparedness for move to RED and collaborate with vendor partners on response readiness. • Evaluate facility usage, lead times and stock shelf life and their impact on ordering supplies. • Consider ordering any supplies needed for possible pandemic, including additional cleaning, sanitation and PPE. • Identify essential employees and visiting vendors. • Consider an expanded take-out menu for foodservice
<p>RED: Proactive Remediation</p> <p>A publicly declared outbreak in your facility or region disrupting normal business.</p>	<p>ACTION: Enhance procedures to respond to an outbreak in your facility, designed to break the chain of infection or illness.</p> <ul style="list-style-type: none"> • Follow local public health recommendations related to local activity and need for isolation or closing. • Consider offering masks for symptomatic guests. • Limit face-to-face contact between employees, customers, and vendors and modify practices (e.g., handshakes, work-station layout, etc.) • Follow the recommendations in the following pages

For additional information, please refer to [CDC Guidance for Business and Employers](#) or [CDC Guidance for Cleaning and Disinfection](#) OSHA has also published [Guidance on Preparing Workplaces for COVID-19](#) as an additional resource.

Because novel coronavirus is an emerging pathogen, the situation is rapidly changing. The following procedures are a combination of CDC and WHO guidelines supplemented with Ecolab expertise based on what is known as of March 13, 2020.

Contact your Ecolab representative for additional questions on products or procedures. Follow product labels for use and required PPE.

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LEVEL GREEN (STANDARD PROCEDURES)

1. Wash hands vigorously with soap and water for at least 20 seconds to remove all soil. Rinse under running water.
2. Dry hands thoroughly with towel.

WASH HANDS with soap and water:

- ▲ When hands are visibly soiled
- ▲ Before and after eating or using tobacco
- ▲ After using the restroom
- ▲ After touching any part of the body
- ▲ Before and after gloving
- ▲ When moving from station to station

Additional for FOOD HANDLERS:

- ▲ At the beginning of the work shift and after breaks
- ▲ After handling soiled equipment or utensils
- ▲ When switching from handling raw food and working with ready-to-eat foods

When to use an approved, alcohol-based hand sanitizer for FOOD HANDLERS

- ▲ Use hand sanitizer only after washing hands per standard procedures

When to use an approved, alcohol-based hand sanitizer for NON-FOOD HANDLERS

- ▲ **When handwashing with soap and water is not available**
- ▲ Only when hands are not visibly soiled
- ▲ After washing soiled hands
- ▲ Before and after gloving
- ▲ When moving from a contaminated site to a clean site

LEVEL YELLOW AND LEVEL RED (RISK REDUCTION AND REMEDIATION)

1. Follow procedures in LEVEL GREEN. Reinforce personal hygiene needs, perform training and audit compliance.
2. Wash hands with soap and water and sanitize hands on a more frequent basis.

HARD SURFACES (NON-FOOD CONTACT)

It is important to pay special attention to public areas and thoroughly clean them. Droplets from an infected person with COVID-19 *can* remain on a surface and be transferred to another person if they touch the surface and then touch their eyes, nose, or mouth.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedures.
2. For electronics spray onto cloth and wipe item.

Consideration: Use an EPA-registered product to disinfect hard, non-porous surfaces

LEVEL YELLOW (RISK REDUCTION)

1. Follow your LEVEL GREEN (standard) cleaning procedures.

Considerations:

- ▲ Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label for directions for use and proper contact times.
- ▲ Clean and disinfect “high-touch” hard surface areas on a more frequent basis (toilets, handles, sinks, counter tops, bathroom stall doors/latches, entrance/exit door handles, paper towel dispensers, soap dispensers, handrails, etc.)
- ▲ Perform training, reinforcing cleaning and disinfection procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.

LEVEL RED (REMEDICATION)

1. Increase frequency of hard surface disinfection using an appropriate EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
2. Consider closing non-essential public gathering areas such as bar, fitness center and pool to limit transmission.
3. Consider providing alcohol-based hand sanitizers in public areas (dispenser preferred) especially near touch points.

Considerations:

- ▲ If a restroom is affected, have an alternative plan to redirect customers to another restroom during this time.
- ▲ Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.
- ▲ Wash hands and change gloves if they are torn while cleaning. Remember to change gloves and gowns when changing tasks.
- ▲ Wash hands with soap and water upon completion. Refer to the Hand Hygiene procedure.

HIGH TOUCH POINTS

Back of the House

- Door handles and push plates
- Handles of all the equipment doors and operating push buttons
- Handles of the dispensers (beverage, etc.)
- Walk-in and other refrigerator handles
- Walk-in refrigerator & freezer plastic curtains
- Freezer handles
- 3-compartment sink and mop sink handles
- Handwash sink handles
- Soap dispenser push plates at handwash sink
- Cleaner dispenser push buttons
- Towel dispenser handle at handwash sink
- Trash receptacle touch points
- Cleaning tools
- Buckets
- Telephone keypad and handset
- Manager's computer
- Manager's office cabinet handles and safe handle
- Microphone and point of sale register
- Breakroom tables and chairs
- Display screens on equipment
- Laundry and Housekeeping carts

Dining Area & Front of House & Lobbies

- Door handles, push plates, thresholds and hand railings
- Grocery carts and baskets
- Chairs
- Trash receptacle touch points
- Front counter
- Drink and condiment dispensers
- Display cases
- Self-service areas
- Point of sale registers / touchscreens
- Trays
- Kiosks

Other Public Areas

- Door handles, push plates, thresholds and hand railings
- Gym equipment
- Elevator Buttons
- Pool Area
- Chairs and tables

Restrooms

- Door handles
- Sink faucets and toilet handles
- Towel dispenser handle
- Soap dispenser push plates
- Baby changing station
- Trash receptacle touch points

FOOD CONTACT SURFACES

Food contact surfaces can be a potential transmission source if droplets from an infected person are transferred to another person. To date there is no evidence that COVID-19 is transferred via food ingestion.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard wash, rinse and sanitization procedure.
2. Sanitize with an EPA-registered hard surface food contact surface sanitizer, according to the label directions. **OR** Follow standard operating procedures for washing items in the dishmachine.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Wash and sanitize food contact surfaces and equipment on a more frequent basis.
- ▲ Change out utensils in buffet line on a more frequent basis.
- ▲ Perform training, reinforcing cleaning and sanitizing procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.

LEVEL RED (REMEDIATION)

1. Follow procedures in LEVEL YELLOW
2. Follow your standard procedures for low- and high- temperature dishmachines.
3. Wash and sanitize food contact surfaces and equipment on a more frequent basis.
4. Change out utensils in buffet line on a more frequent basis.

Considerations:

- ▲ Diligently practice food safety procedures, especially the potential for cross contamination or contamination by infected individuals.
- ▲ Consider closing buffet, bar and table service.
- ▲ Consider offering only room service and/or take out boxed meals, especially if occupancy is very low
- ▲ Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.
- ▲ Clean and disinfect with an EPA-registered product with an emerging viral pathogens claim on surfaces. Carefully read and follow label directions for use and proper contact times. Then follow standard food contact cleaning procedures (dishmachine or 3rd sink).

HIGH TOUCH POINTS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Ice scoops • All service area counter surfaces • All kitchen/fresh department counter surfaces • Dining tables | <ul style="list-style-type: none"> • Hot and cold food storage • Steam Tables • Food display cases • Highchairs |
|---|---|

GUEST & RESIDENT ROOMS

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedure, including use of gloves for room cleaning and laundry collection.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Refer to Laundry and Carpet procedures
- ▲ Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
- ▲ Clean and disinfect “high-touch” hard surface areas on a more frequent basis: toilets, handles, sinks, counter tops, etc.
- ▲ Perform training, reinforcing cleaning and sanitizing procedures.
- ▲ Reinforce all personal hygiene requirements, with special attention to hand hygiene. Refer to Hand Hygiene procedure.
- ▲ Clean and disinfect housekeeping carts

LEVEL RED (REMEDIATION)

1. Follow procedures in LEVEL YELLOW.
2. Use an EPA-registered product with an emerging viral pathogens claim. Carefully read and follow label directions for use and proper contact times.
3. Clean and disinfect “high-touch” hard surface areas on a more frequent basis: toilets, handles, sinks, counter tops, etc.
4. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
5. Provide personal protective equipment PPE (e.g., disposable gloves, gowns, masks) as directed by local and federal authorities for employees and infected individuals.

Considerations:

- ▲ Use disposable gloves and gowns when cleaning. Wash hands and change gloves if they are torn while cleaning. Remember to change gloves and gowns when changing tasks. Wash hands with soap and water upon completion. Refer to the Hand Hygiene procedure.
- ▲ Refer to CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

CARPET & UPHOLSTERED FURNITURE

No products contain use instructions or claims for carpet disinfection, as the EPA does not allow disinfection claims on products for carpet. Follow cleaning product label directions for use carefully. Flooring is not a common source of infection.

LEVEL GREEN (STANDARD PROCEDURES)

2. Follow your standard cleaning procedures.

LEVEL YELLOW (RISK REDUCTION)

2. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Refer to CDC guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- ▲ Wash bedding (comforter, blankets, pillows) more frequently

LEVEL RED (REMEDICATION)

6. Follow procedures in LEVEL YELLOW.

Considerations:

- ▲ Discard heavily soiled items
- ▲ Clean all carpeted areas

LAUNDRY

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard cleaning procedures, including gloves for laundry collection.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Wash bedding (comforter, blankets) more frequently
- ▲ Clean and disinfect hampers or other carts for transporting laundry according to product label.
- ▲ Follow standard procedures for washing and drying, minimizing shaking of soiled laundry

LEVEL RED (REMEDICATION)

1. Follow procedures in LEVEL YELLOW.
2. Collect laundry with minimum agitation, do not shake or “hug” and avoid direct contact of the skin and clothes with laundry.
3. Consider using gloves, gowns and dissolving bags for laundry collection

Considerations:

- ▲ Per the CDC, dirty laundry that has been in contact with an ill person (COVID-19) can be washed with other items.
- ▲ Follow standard procedures for washing and drying, minimizing shaking of soiled laundry
- ▲ See CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

POOL & SPA

There is no evidence that COVID-19 can be spread to humans through the use of pools and hot tubs. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19.

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard procedures.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.

Considerations:

- ▲ Consider increasing frequency of pH and sanitizer level testing and adjust as needed
- ▲ Disinfect high touch surfaces around the pool area

LEVEL RED (REMEDICATION)

1. Follow procedures in LEVEL YELLOW

Considerations:

- ▲ Consider closing public spaces, such as the pool area, to limit transmission

EMPLOYEES

LEVEL GREEN (STANDARD PROCEDURES)

1. Follow your standard procedures.

LEVEL YELLOW (RISK REDUCTION)

1. Follow procedures in LEVEL GREEN.
2. Educate employees on infection control, essential employee status, PPE use and communicate Infection Control Procedures.
3. Assess your preparedness status and collaborate with vendor partners on response readiness.
4. Evaluate facility usage, lead times and stock shelf life and their impact on ordering supplies.

Considerations:

- ▲ Begin cross-training employees on key tasks
- ▲ Consult OSHA's [Guidance on Preparing Workplaces for COVID-19](#).

LEVEL RED (REMEDIATION)

1. Follow procedures in LEVEL YELLOW
2. Reinforce personal hygiene, respiratory etiquette and hand hygiene by all employees.
3. Closely monitor employee health. Send symptomatic employees home per company illness policy.
2. Provide hygiene materials such as tissues, hand soap and sanitizer.
3. Have employees disinfect all personal hard contact surfaces such as register, keyboard, and phones frequently. Clean staff areas more frequently.
4. Provide appropriate PPE for staff
5. Educate and inform all employees of pandemic status and proper infection control procedures.

Considerations:

- ▲ Implement telecommuting for non-essential personnel
- ▲ Reduce staff to essential employees

Note on Disinfectants:

- The use of specific disinfectants can be helpful in combatting COVID-19. All disinfectants and sanitizers should be used as directed on product label/instructions. For additional information on carpet cleaning and laundering, please refer to: <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

- For emerging or novel viruses like COVID-19, companies are unable to acquire the outbreak strain of virus to test the efficacy of their disinfectant products. Certain countries have policies or general claims that address this (e.g. US EPA Emerging Viral Pathogen Guidance*, EU viral claims) by utilizing a hierarchy of susceptibility of viruses to disinfectants. In general, these policies are based on the ability of a product to kill a 'harder to kill' virus and may or may not require preapproval for use in outbreak situations. Care must be taken to use the appropriate dilution at the correct contact time for the suitable application listed on the product label to enable disinfection against SARS-CoV-2.
**In the US a product must be preapproved by US EPA. It must be a hospital disinfectant and carry approved Emerging Viral Pathogen language on the master label. For an approved list of disinfectants, please refer to the CDC list: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf*

- Ecolab does offer specific disinfectants that have demonstrated effectiveness against viruses like the one causing COVID-19 (coronavirus disease) when used as directed. We also offer guidance and training on proper cleaning procedures to help reduce COVID-19 risk. If you are a current customer, you should speak with your representative for specific information and visit Ecolab.com for up-to-date information on this emerging situation.

From: [Jennifer.Murray](#)
To: [JUS-CJPS-CC-WCC](#)
Subject: Inside Cleaning Crew Schedule Update
Date: Friday, March 20, 2020 3:36:14 PM
Attachments: [image002.png](#)

Hi all,

For your awareness, the inside cleaning crew's daily cleaning routine has been increased to three times per day on weekdays and two times per day on weekends to increase building cleanliness in response to COVID-19 concerns.

Please contact me if you have any questions or concerns.

Thank you,



Jennifer Murray

Case Manager

Justice | Whitehorse Correctional Center

T 867-455-2949 | F 867-455-2992 | Yukon.ca

From: [Andrea Monteiro](#)
To: ["Parkkari, Keith"](#)
Cc: [Tyler Murray](#); [Valerie Goodkey](#); [Grant MacDonald](#)
Subject: WCC Inmates - Awaiting Bail Hearings
Date: Friday, March 20, 2020 4:27 59 PM
Attachments: [image001.png](#)

Afternoon Keith,

I can only imagine how busy things are with you and your staff at the moment. I think we're all feeling the pressure of COVID-19 prevention planning and preparedness.

In an effort to do some pro-active planning for the WCC custodial population, I thought I would flag for you that we currently have seven (7) individuals in custody at WCC who are awaiting bail hearings. It would be great if we could have these matters dealt with as expeditiously as possible.

Additionally we continue to have one intermittent offender (the one I previously called you about) who is proving to be quite challenging when staff are trying to communicate with him re: WCC pandemic planning initiatives.

Happy to discuss any of the above in more detail if you would find it helpful.

Have a great weekend,



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

From: [Tyler.Murray](#)
To: [Sarah-Jean.Graham](#); [Jeannie.Oiu](#); [Joel.Rogers](#); [Igor.Poltorasky](#); [Daniel.Vigneau](#); [Micheal.Laffin](#); [Kourtney.Martin](#); [Christopher.St-George](#); [Sean.McGinnis](#)
Cc: [Craig.Cameron](#); [Jennifer.Murray](#); [Valerie.Goodkey](#); [Andrea.Monteiro](#)
Subject: Updates on COVID-19 From CMOH
Date: Sunday, March 22, 2020 10:11:32 PM

MCS,

As you are most likely aware, Dr. HANLEY, Yukon's Chief Medical Officer of Health provided updates and implemented additional measures this evening; some of which went into force immediately.

Because of the work we do, we must be extra cognizant of our actions and adhere to the recommendations and orders he has provided without fail.

Please familiarize yourselves with the updates included on the webpage I am linking below and ensure you are sharing this messaging with your staff at each opportunity.

[Updates on COVID-19 From CMOH](#)

Thank you for your continued professionalism and dedicated public service as we continue to navigate this challenge.

Regards,

Tyler Murray
Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-5878 | F 867-455-2992
Yukon.ca

From: [Allan.Lucier](#)
To: [Andrea.Monteiro](#)
Cc: [Laura.Scott](#)
Subject: RE: Changes to Corrections Operations
Date: Monday, March 23, 2020 9:22:54 AM
Attachments: [image001.png](#)

That's fine.
Please move forward with the plan.
Please include Patricia, Fiona and Michael (comms) in the outcome
AI

From: Andrea.Monteiro
Sent: Monday, March 23, 2020 8:52 AM
To: Allan.Lucier
Cc: Laura.Scott
Subject: RE: Changes to Corrections Operations

Hi AI,

My rationalization is that all visitors (even if secure visits) have to enter the secure part of the institution. We have increased cleaning in the areas where the public access but I am concerned about keeping the staff safe. The general public is still permitted to gather socially with less than 10 people; while correctional staff are not since we are essential service workers. As such, the staff are already taking extra precautions to keep the virus out of the institution to a different degree than the general public. As we know, the virus can live on hard surfaces and there are many door handles that are touched by visitors going to the visit booths.

At this time, I would still like to keep professional visits going (secure only) as well as secure visits for inmates visiting other inmates (we have at least one of these situations).

Contingencies put in place to keep inmates connected to family include:

- All inmates are being provided with 2 free telephone calls a day
- Inmates are still permitted to correspond in writing to family/friends as well as receive incoming mail.

Best,



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

From: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Sent: Monday, March 23, 2020 8:23 AM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Cc: Laura.Scott <Laura.Scott@gov.yk.ca>
Subject: RE: Changes to Corrections Operations

Andrea.

Can you rationalize the discontinuation of secure visits? Is it contact with staff? Added requirement for cleaning? Other operational considerations.

Thanks.

AI

From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Sent: Monday, March 23, 2020 7:12 AM
To: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Cc: Laura.Scott <Laura.Scott@gov.yk.ca>
Subject: Changes to Corrections Operations

Hi AI,

In light of the news last night, I would like to suspend all personal visits at the institution. For now, I would like to still allow professional secured visits - but professional only. If this is okay with you, I will update my memo accordingly.

I am also planning to direct the institution to move to housing all inmates in their own cells. This may mean that I need to move the women to a smaller unit to accommodate the change - I'll see how the numbers work out. This was part of my longer-term operational plan to accommodate the new WCRC program but I may need to put it into motion sooner rather than later.

Happy to discuss further. Let me know if you have any questions/concerns.

Andrea

From: [Andrea Monteiro](#)
To: [Sarah Gau](#); [Gary Seeley](#)
Cc: [Tyler Murray](#); [Valerie Goodkey](#)
Subject: RE: Hand Sanitizer Pump
Date: Monday, March 23, 2020 10:25:16 AM
Attachments: [image001.png](#)
[image002.png](#)

Thank you for getting this taken care of so quickly.
 Andrea

From: Sarah.Gau

Sent: Monday, March 23, 2020 10:23 AM

To: Andrea.Monteiro ; Gary Seeley

Cc: Tyler.Murray ; Valerie.Goodkey

Subject: RE: Hand Sanitizer Pump

The hand sanitizer has been installed and signage changed to try and create new visual cues. I will be changing the look and placement of the signage every few days.

Please let me know if you have any other suggestions.

Cheers,



Sarah Gau, RN (she/her)
 Health Services Manager
 Whitehorse Correctional Centre

I respectfully acknowledge that I live and work in the traditional territory of the Kwanlin Dun First Nation and the Ta an Kwäch äñ Council

From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>

Sent: Monday, March 23, 2020 7:35 AM

To: Sarah.Gau <Sarah.Gau@gov.yk.ca>; Gary.Seeley <Gary.Seeley@gov.yk.ca>

Cc: Tyler.Murray <Tyler.Murray@gov.yk.ca>; Valerie.Goodkey <Valerie.Goodkey@gov.yk.ca>

Subject: Hand Sanitizer Pump

Morning Sarah and Gary,

Can the two of you please work together this morning (in consultation with operations) to identify the best place for us to wall mount (or otherwise secure) hand sanitizer between the two front doors of the institution?

I would also like us to create signage directing all individual entering the main doors of the facility of the requirement to use the hand sanitizer before coming into the facility. Let's try and limit any potential spread through surfaces but putting this extra measure in place.

Thanks,



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

From: [Jennie Cunningham](#)
To: [Andrea.Monteiro](#)
Subject: Re: Corrections Plan re: COVID
Date: Monday, March 23, 2020 6:02:01 PM

Ms. Monterio,

Thank you for this email. I look forward to the public information and appreciate your response.

Thank you.
Jennie Cunningham

> On Mar 21, 2020, at 1:57 PM, Andrea.Monteiro@gov.yk.ca wrote:

>

> Afternoon Ms. Cunningham,

>

> I appreciate you reaching out and indicating your willingness to collaborate and assist as we all manage to cope with COVID-19.

>

> The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. Although there are no confirmed cases in the territory, Corrections is taking a proactive approach. In consultation with YCDC and in line with the recommendations from the Chief Medical Officer of Health, a number of precautionary measures have been implemented to reduce the potential for exposure and transmission.

>

> I will be sending out a formal correspondence on Monday outlining some of the steps that have already been implemented by Corrections. Your clients who are currently at WCC have all been provided information sessions on COVID-19 by the WCC health care department and additional signage and cleaning measures throughout the facility have been implemented. At the time of writing this email, both professional and personal visits are still continuing but all visits will be secure visits (i.e. non-contact visits) to prevent droplet and contact transmission of the virus.

>

> Unlike other correctional jurisdictions throughout Canada, here in Yukon, our facility is well under capacity thereby affording us the ability to put in place additional safeguards for our custodial clients that other correctional jurisdictions may not have the luxury of doing. That being said, Corrections is proactively working with our stakeholders to review the personal circumstances of those on remand as well as our inmates serving intermittent sentences and those who may be particularly vulnerable due to their underlying health conditions or age. This proactive work is being done to ensure that these clients are being housed in the most appropriate place should there be a pandemic issue within the correctional centre.

>

> As I mentioned, additional information on the steps being taken by Corrections will be publically available on Monday.

>

> Warm Regards,

>

> Andrea Monteiro

> Director, Corrections

> Justice | Community Justice and Public Safety

> T 867-667-8294

>

>

> ----Original Message-----

> From: Jennie Cunningham <jcunningham@northwestel.net>

> Sent: March 20, 2020 11:50 AM

> To: [Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>](mailto:Andrea.Monteiro@gov.yk.ca)

> Subject: Corrections Plan re: COVID
>
> Hello Ms. Monterio,
>
> Myself and colleagues in the defence bar are seeking any information about a response to the Canadian Prison Law Association Letter on March 16, 2020 or any response in general.
>
> I did not hear anything about WCC at the press briefing and I have yet to see a response. Maybe I missed something, if so, my apologies for writing.
>
> Our clients are asking and it would be good to be able to communicate any response to our clients and their families and friends about WCC's response to the health emergency.
>
> Also, please feel free to call me if there is anything I could do to assist. It's an unprecedented time calling for much collaboration.
>
> Thank you and hope you are well,
> Jennie Cunningham
>
> 867-633-2844
> 867-335-1443
>
>
>
>
>

From: [Andrea Monteiro](#)
To: ["David Anderson"](#)
Subject: RE: pc
Date: Tuesday, March 24, 2020 9:37:46 AM
Attachments: [COVID-19 - Update Whitehorse Correctional Centre and Yukon Community Corrections.pdf](#)
[image001.png](#)

Hi Dave,

Welcome back. I definitely have time for a phone call today. I'm just waiting to hear back about the timing for a media interview this morning before I can commit to a time for a call.

For your reference, attached is a memo that went out yesterday to all corrections staff that outlines some of the measures that have been taken. Know that I take the health and safety of all staff seriously so I am doing everything I can, as quickly as I can to put proactive measures in place to keep the correctional staff and institution safe.

I'll send you an email about timing for a call (assuming you still want to have one after reading the attached) as soon as I know what the rest of my morning looks like.

I hope you are doing well.

Best,



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

From: David Anderson
Sent: Tuesday, March 24, 2020 8:59 AM
To: Andrea.Monteiro
Subject: pc

Hi Andrea

I am back to work and wondering if you have time for a quick phone call today, any time after 10:30am. Just looking for an update on H&S measures taken at WCC. Hope all is well

David Anderson, Labour Relations Advisor

Yukon Employees' Union

danderson@yeu.ca

867-335-2639

****Please note that I am working from home and not available in person or at my office phone number. Contact me if you'd like to set up a video call.*



March 23, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

The Corrections Branch is taking a proactive approach. In consultation with the Yukon Communicable Disease Centre and in line with the recommendations from the office of the Chief Medical Officer of Health, a number of precautionary measures have been implemented to reduce the potential for exposure and transmission. The following are some of the steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

The Whitehorse Correctional Centre

- WCC Health Services have delivered information sessions to inmates on COVID-19;
- WCC staff have received education sessions on the use of recommended personal protective equipment, including hand sanitizer, and this equipment has been made available throughout the facility;
- All front-line correctional staff and managers have been reminded of the direction from the Chief Medical Officer of Health on March 22, 2020 to self-isolate if they have recently returned home to the territory;
- As essential service workers, all front-line correctional staff and managers have been reminded that they are not permitted to attend any social gatherings, even those with less than 10 people;
- Additional cleaning measures in the secure area of the WCC have been implemented;
- All non-essential training for staff has been suspended until further notice;
- All inmate programming facilitated by external contractors and community partners have been suspended until further notice, although all programming facilitated by correctional officers is still available to those incarcerated at the WCC;
- A new tool has been implemented to screen all persons admitted to either the WCC or the Arrest Processing Unit upon initial intake;
- Court appearances from the correctional centre are being facilitated via video;
- Intermittent offender reporting is being closely monitored and assessed on a weekly basis. Where feasible, alternate community supervision arrangements are being made;
- Signage regarding COVID-19 has been posted throughout the facility for both inmates and visitors, additional hand sanitizing measures will be put into place for visitors and staff, and screening measures of all individuals attending the facility for visits have been implemented;

- As of Tuesday March 24, 2020, all personal visits with members of the public will be suspended until further notice;
- In order to support inmates with continued personal connections with family and friends, two free daily telephone calls are being provided to inmates as per an agreement with the inmate telephone service provider;
- Professional visits are still permitted, however, all visits are currently being offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Professional visits with lawyers are also being facilitated via video conferencing. As per normal routine, all visits must be booked in advance; and,
- An order for increased canteen stock has been placed to mitigate any disruption in service delivery.

As a reminder, the kiosk located in the WCC's reception area is still available for members of the public to deposit funds into inmate trust and phone accounts. Funds may also be added to trust accounts by mailing a money order to the WCC while funds to phone accounts can be deposited by calling 1-866-713-4761 or online at www.inmatephones.ca.

Yukon Community Corrections

- Signage regarding COVID-19 has been posted throughout the YCC office;
- Additional cleaning materials have been made available for both client and staff use;
- Probation officers have begun shifting to a supervision model whereby clients check-in via phone or video depending on the individualized circumstances of the client;
- All non-essential training for staff has been suspended until further notice;
- All in-person group programming for clients has been cancelled until further notice; and,
- All travel for probation officers to conduct in-person supervision or attend circuit court has been suspended until further notice. To ensure there are no gaps in service delivery, supervision in communities will be done via phone or video technology.

The Corrections Branch will continue to work collaboratively with the Yukon Communicable Disease Centre and the office of the Chief Medical Officer of Health to ensure continuity in service delivery without sacrificing the health and safety of staff, clients, and the public.

Sincerely,



Andrea Monteiro
Director, Corrections

From: [Andrea Monteiro](#)
To: [Grant MacDonald](#); [Valerie Goodkey](#); [Tyler Murray](#); [Gary Seeley](#); [Jody Morey](#)
Subject: Staff Working From Home
Date: Tuesday, March 24, 2020 10:05:41 AM
Attachments: [image001.png](#)

Hi Everyone,

For those of you who have staff who have indicated that they would like to work from home, and have been approved to work from home by the Deputy Minister, before providing the employee with permission to work from home, please ensure that each employee is aware of the following:

- This arrangement can change at any time;
- They are required to work the hours that you have identified for them;
- They are required to report in to you as you have identified;
- If the employee working from home becomes ill, or needs to take leave, they are to seek your prior approval and submit the leave through the e-system as per normal practice; and,
- If the employee is forwarding their work phone to a personal phone, ensure that an appropriate voice message is in place.

Please ensure that you have a more detailed operational plan in place for all employees working from home. If staff are rotating through the office or are required to come into the office on set days or times, please let me know the specifics of when they will be in the office so that I can add that information into the master chart that I have created.

Please keep in mind, business still needs to be completed in a timely manner. Someone working from home, as a result of a request related to the COVID-19 situation, should not place an additional burden on staff who are still working from the office. I recognize that some adjustments will need to be made but these adjustments should not require other employees taking on a significant amount of additional tasks/services to support the employee who is working from home. Should this occur, you will need to review and revise the work-from-home plan that has been established for said employee – this includes if the additional workload is being redirected to you.

Let me know if you have any questions/concerns.



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

From: [Andrea Monteiro](#)
To: ["David Anderson"](#)
Subject: RE: pc
Date: Tuesday, March 24, 2020 11:52:10 AM
Attachments: [image001.png](#)

Sounds great Dave – feel free to call anytime if you have questions/concerns regarding staff safety. I ask regularly about any concerns that staff or inmates are having and nothing has been reported. I think all of the proactive work/initiatives put in place at WCC are helping.

Andrea

From: David Anderson
Sent: Tuesday, March 24, 2020 11:50 AM
To: Andrea.Monteiro
Subject: RE: pc

Hi Andrea

I only glanced at the memo but it likely answers my immediate questions, so we can hold off on a phone call for now. Really just wanted to touch base and make sure you know I am back at work and available in case anything develops. If there is anything not addressed in the memo I will probably just email you back. Thanks

Dave

From: Andrea.Monteiro@gov.yk.ca [<mailto:Andrea.Monteiro@gov.yk.ca>]
Sent: March-24-20 11:48 AM
To: David Anderson
Subject: RE: pc

Hi Dave,

Not sure if you've had a chance to read the memo I sent you. I have time for a call any time before 1pm today.

Let me know if you still want to chat or just give me a call.

Andrea

From: Andrea.Monteiro
Sent: Tuesday, March 24, 2020 9:38 AM
To: 'David Anderson' <DAnderson@yeu.ca>
Subject: RE: pc

Hi Dave,

Welcome back. I definitely have time for a phone call today. I'm just waiting to hear back about the timing for a media interview this morning before I can commit to a time for a call.

For your reference, attached is a memo that went out yesterday to all corrections staff that outlines some of the measures that have been taken. Know that I take the health and safety of all staff seriously so I am doing everything I can, as quickly as I can to put proactive measures in place to keep the correctional staff and institution safe.

I'll send you an email about timing for a call (assuming you still want to have one after reading the attached) as soon as I know what the rest of my morning looks like.

I hope you are doing well.

Best,



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

From: David Anderson <DAnderson@yeu.ca>
Sent: Tuesday, March 24, 2020 8:59 AM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Subject: pc

Hi Andrea

I am back to work and wondering if you have time for a quick phone call today, any time after 10:30am. Just looking for an update on H&S measures taken at WCC. Hope all is well

David Anderson, Labour Relations Advisor

Yukon Employees' Union

danderson@yeu.ca

867-335-2639

****Please note that I am working from home and not available in person or at my office phone number. Contact me if you'd like to set up a video call.*

From: Andrea.Monteiro
To: Patricia.Randell; Fiona.Azizaj
Cc: Michael.Khan; Grant.MacDonald; Jody.Morey; Allan.Lucier; Laura.Scott
Subject: RE: YCC Hours of Operation Update
Date: Tuesday, March 24, 2020 12:21:35 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Perfect!

From: Patricia.Randell
Sent: Tuesday, March 24, 2020 12:10 PM
To: Andrea.Monteiro ; Fiona.Azizaj
Cc: Michael.Khan ; Grant.MacDonald ; Jody.Morey ; Allan.Lucier ; Laura.Scott
Subject: RE: YCC Hours of Operation Update
 Much clearer, thanks. Please see my suggestions below.



Patricia L. Randell B.Sc. M.Sc.
 Director
 Justice | Policy and Communications
 P 867-667-3508 | C 867-334-5093 | Yukon.ca

From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Sent: Tuesday, March 24, 2020 12:02 PM
To: Patricia.Randell <Patricia.Randell@gov.yk.ca>; Fiona.Azizaj <Fiona.Azizaj@gov.yk.ca>
Cc: Michael.Khan <Michael.Khan@gov.yk.ca>; Grant.MacDonald <Grant.MacDonald@gov.yk.ca>; Jody.Morey <Jody.Morey@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>; Laura.Scott <Laura.Scott@gov.yk.ca>
Subject: RE: YCC Hours of Operation Update

How about this.....

As of March 25 the probation office in Whitehorse will be open to the public from 12:30 p.m. to 4:30 p.m. for those individual requiring in-person reporting or new intakes. Where feasible and appropriate, existing clients will be required to report via telephone, as directed by their probation officer."

Andrea

From: Patricia.Randell <Patricia.Randell@gov.yk.ca>
Sent: Tuesday, March 24, 2020 12:00 PM
To: Fiona Azizaj <Fiona.Azizaj@gov.yk.ca>; Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Cc: Michael.Khan <Michael.Khan@gov.yk.ca>
Subject: RE: YCC Hours of Operation Update

What does **The probation lobby remains open.** Mean? Is it open in the morning? Or that it is open when the office is open at 12:30?



Patricia L. Randell B.Sc. M.Sc.
 Director
 Justice | Policy and Communications
 P 867-667-3508 | C 867-334-5093 | Yukon.ca

From: Fiona.Azizaj <Fiona.Azizaj@gov.yk.ca>
Sent: Tuesday, March 24, 2020 11:58 AM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>; Patricia.Randell <Patricia.Randell@gov.yk.ca>
Cc: Michael.Khan <Michael.Khan@gov.yk.ca>; Grant.MacDonald <Grant.MacDonald@gov.yk.ca>; Jody.Morey <Jody.Morey@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>; Laura.Scott <Laura.Scott@gov.yk.ca>
Subject: RE: YCC Hours of Operation Update

Hi Andrea and Patricia,

I'm planning to create an in-page alert, similar to the ones done for Victim Services, for the "Find out about adult probation and bail" page.

The character limit, which includes spaces, on yukon.ca for this type of function is only 300, which is limiting. Therefore, I suggest two options:

- Put the alert in right away, with the following text: "As of March 25 the probation office in Whitehorse will be open from 12:30 p.m. to 4:30 p.m. The probation lobby remains open and Yukon Community Corrections will continue to conduct intakes with new clients. For existing clients, where appropriate, intakes will be completed by phone."
- Put the alert in tomorrow once implemented, with the following text: "Due to the COVID-19 pandemic, the probation office in Whitehorse is open from 12:30 p.m. to 4:30 p.m. The probation lobby remains open. Yukon Community Corrections will continue to conduct intakes with new clients. For existing clients, where appropriate, intakes will be completed by phone."

The overarching title text of the in-page alert would read "Reduced public hours for Whitehorse probation office".

Please advise on which option you'd like me to go ahead with, or if you want something else entirely.

Thanks,
 Fiona



Fiona Azizaj
 Senior Communications Analyst
 Justice | Policy and Communications
 T 867-667-8148 | F 867-667-5200 | Yukon.ca

From: Patricia.Randell <Patricia.Randell@gov.yk.ca>

Sent: Tuesday, March 24, 2020 11:38 AM

To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>

Cc: Michael.Khan <Michael.Khan@gov.yk.ca>; Fiona.Azizaj <Fiona.Azizaj@gov.yk.ca>; Grant.MacDonald <Grant.MacDonald@gov.yk.ca>; Jody.Morey <Jody.Morey@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>; Laura Scott <Laura.Scott@gov.yk.ca>

Subject: RE: YCC Hours of Operation Update

Hi Fiona,

Can you please update the website?



Patricia L. Randell B.Sc. M.Sc.
Director
Justice | Policy and Communications
P 867-667-3508 | C 867-334-5093 | Yukon.ca



From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>

Sent: Tuesday, March 24, 2020 11:30 AM

To: Patricia.Randell <Patricia.Randell@gov.yk.ca>

Cc: Michael.Khan <Michael.Khan@gov.yk.ca>; Fiona.Azizaj <Fiona.Azizaj@gov.yk.ca>; Grant.MacDonald <Grant.MacDonald@gov.yk.ca>; Jody.Morey <Jody.Morey@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>; Laura Scott <Laura.Scott@gov.yk.ca>

Subject: YCC Hours of Operation Update

Hi Patricia,

As of tomorrow (March 25, 2020), the probation office in Whitehorse will be moving towards reduced public hours (12:30pm – 4:30pm).

For the public messaging, you may want to consider including the following messaging as well

- The probation lobby remains open and Yukon Community Corrections will continue to conduct intakes with new clients. For existing clients (with amended/new orders) where appropriate, YCC will be complete their intake by phone.
- Probation officers have begun shifting to a supervision model whereby clients check-in via phone or video depending on the individualized circumstances of the client

Work is currently underway to make amendments to the Watson Lake and Dawson City probation offices but we currently have some technology issues to work out.

Let me know if you need anything else or if you have any questions/concerns,



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

From: [Claudia Morgan](#)
To: [Andrea Monteiro](#); [Mitchell Croteau-Walker](#)
Subject: Law Society
Date: Tuesday, March 24, 2020 12:30:57 PM
Attachments: [image001.png](#)

I talked with Linda Doll. She is going to put it up on their website and if they send any notifications out about COVID, will attach it there as well. If she thinks of anything else she'll let us know.



Claudia Morgan
Administrative Research Assistant
Justice | Community Justice and Public Safety | Corrections
T 867-667-8293 | F 867-393-6326 | Yukon.ca

From: [Andrea.Monteiro](#)
To: [Mary.Vanstone](#)
Cc: [Craig.Dempsey](#)
Subject: RE: FCCT services at WCC
Date: Tuesday, March 24, 2020 7:04:01 PM
Attachments: [image001.png](#)

Hi Mary,

Thanks for the email. My sincere apologies for not contacting you sooner – calling you has been on my list of things to do but I just haven't been able to get to it. I really appreciate you sending me this email.

Sarah was right, we have restricted outside service providers from providing services at WCC – I think the confusion comes from the fact that I don't consider the FCCT as "outside service providers". I see your team as part of the WCC team (although I know you are part of HSS). I'm glad to hear that you are still available to provide services to WCC clients. From my perspective, unless the inmate is displaying symptoms, these services don't need to be in the secure visits area. As long as your staff who will be providing services are treating themselves as essential service providers outside of the institution, then I would recommend that they provide services to the clients the same way that they would if we didn't have a global pandemic going on (with the exception of social distancing). Trying to convey a sense of normalcy within a correctional setting is extremely important for both the staff and inmates right now.

I hope this helps to clarify any confusion. Feel free to call me if you have any questions/concerns.

Stay grounded amid the chaos ☺



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

From: Mary.Vanstone
Sent: March 24, 2020 3:01 PM
To: Andrea.Monteiro
Cc: Craig.Dempsey
Subject: FCCT services at WCC

Hi Andrea,

I just spoke to Sarah Gau and need to clarify for you that the FCCT can come to WCC and provide services. We responded to an email Sarah had sent out last week restricting outside service providers from providing services. I've asked Sarah to triage inmates as we only have two team members who can provide face to face services. Please don't hesitate to reach out if you have further questions.

Stay well (and sane) during this time,

Mary

From: [Andrea.Monteiro](#)
To: [Tyler.Murray](#)
Cc: [Valerie.Goodkey](#)
Subject: RE: Staff Screening??
Date: Wednesday, March 25, 2020 10:47:23 AM
Attachments: [image001.png](#)

Tyler – can you work with Gary to get one?
 If we don't use it now, Heath Services could always use it later.

Thanks,
 Andrea

From: Tyler.Murray
Sent: Wednesday, March 25, 2020 10:03 AM
To: Andrea.Monteiro ; Valerie.Goodkey
Subject: RE: Staff Screening??

I think if things get worse we could consider something like what BC is discussing. Right now, I feel that the messaging and sharing of educational material with our staff is the best approach when combined with posting of notices about hand washing at entry points.

We looked for a touchless thermometer last week, and none were available in town. Something to look at sourcing now if we want to have this as contingency.



Tyler Murray
 Deputy Superintendent, Operations
 Justice | Whitehorse Correctional Centre
 T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca

From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Sent: March 25, 2020 5:43 AM
To: Tyler.Murray <Tyler.Murray@gov.yk.ca>; Valerie.Goodkey <Valerie.Goodkey@gov.yk.ca>
Subject: Fwd: Staff Screening??

FYI...this is interesting.

If things get worse here should we be considering something like what B.C. is doing re:staff screening?

Andrea

From: Macpherson, Stephanie PSSG:EX <stephanie.macpherson@gov.bc.ca>
Sent: Tuesday, March 24, 2020 11:54 PM
To: 'McFadyen, Mark CP-JU!'; Scoville, John L; Tripp, Bruce (DPS/MSP); daryl.pitfield@ontario.ca; marie-eve.boyer@msp.gouv.qc.ca; joanne.panasiuk@gov.ab.ca; Blair VanMetre; Andrea Monteiro; Parker Kennedy; slellis@gov.pe.ca; hugo.hang-hong@msp.gouv.qc.ca; shawn.berezanski@gov.ab.ca; M McLeod
Subject: RE: Staff Screening??

BC has implemented the self screening and we are discussing implementing active screening, whereby a staff would be posted at the only entrance to the facility and actually asks the staff/contractor a variety of questions, which are similar to the self screening. Mandatory handwashing is also required prior to entry into the facility. We have also put in an order for the no contact temperature thermometer and once they arrive we will be taking everyone's temperature, as well.

Stephanie Macpherson

PROVINCIAL DIRECTOR

MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL | BC CORRECTIONS | ADULT CUSTODY DIVISION

OFFICE 778-974-3013 | CELL 250-580-2794

It's all about the people!***I acknowledge my place of work is within the ancestral, traditional and unceded territory of the Coast Salish nations.***

This e-mail message may contain privileged or confidential information. You may not disclose, use, distribute, or copy this message or attachment in any way without permission from the sender. If you received this e-mail message in error, please delete the e-mail and any attachments.

From: McFadyen, Mark CP-JU <Mark.McFadyen@gov.sk.ca>**Sent:** Tuesday, March 24, 2020 1:11 PM**To:** Scoville, John L <John.Scoville@novascotia.ca>; Tripp, Bruce (DPS/MSP) <Bruce.Tripp@gnb.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Daryl.Pitfield@ontario.ca; marie-eve.boyer@msp.gouv.qc.ca; Joanne.Panasiuk@gov.ab.ca; Blair VanMetre <Blair_VanMetre@gov.nt.ca>; Andrea Monteiro <andrea.monteiro@gov.yk.ca>; Parker Kennedy <Parker_Kennedy@gov.nt.ca>; slellis@gov.pe.ca; hugo.hang-hong@msp.gouv.qc.ca; Shawn.Berezanski@gov.ab.ca; M McLeod <mmcleod1@gov.nu.ca>**Subject:** Staff Screening??

Hi all,

Understanding that you have provided much literature/education etc. to your staff about not coming to work if they are not well or showing symptoms of, the self-isolation after being out of country, etc etc.

Have you developed any other screening for your salaried staff as they walk into the building (checking temperatures, filling out checklist forms, etc)????

Thanks

Mark

From: Scoville, John L <John.Scoville@novascotia.ca>**Sent:** Tuesday, March 24, 2020 1:27 PM**To:** Tripp, Bruce (DPS/MSP) <Bruce.Tripp@gnb.ca>; McFadyen, Mark CP-JU <Mark.McFadyen@gov.sk.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Daryl.Pitfield@ontario.ca; marie-eve.boyer@msp.gouv.qc.ca; Joanne.Panasiuk@gov.ab.ca; Blair VanMetre <Blair_VanMetre@gov.nt.ca>; Andrea Monteiro <andrea.monteiro@gov.yk.ca>; Greg Skelly – Manitoba <greg.skelly@gov.mb.ca>; Parker Kennedy <Parker_Kennedy@gov.nt.ca>; slellis@gov.pe.ca; hugo.hang-hong@msp.gouv.qc.ca; Shawn.Berezanski@gov.ab.ca; M McLeod <mmcleod1@gov.nu.ca>**Subject:** RE: temporary absence question

In Ns we have started to releases sentenced offenders under a temporary absence process and the courts have been hearing remanded cases by video and did so throughout the weekend, Since Saturday over 60 remands were released

Thanks

John

From: Tripp, Bruce (DPS/MSP) <Bruce.Tripp@gnb.ca>**Sent:** March 24, 2020 4:02 PM**To:** 'McFadyen, Mark CP-JU' <Mark.McFadyen@gov.sk.ca>; Macpherson, Stephanie PSSG:EX <Stephanie.Macpherson@gov.bc.ca>; Daryl.Pitfield@ontario.ca; marie-eve.boyer@msp.gouv.qc.ca; Joanne.Panasiuk@gov.ab.ca; Scoville, John L <John.Scoville@novascotia.ca>; Blair VanMetre <Blair_VanMetre@gov.nt.ca>; Andrea Monteiro <andrea.monteiro@gov.yk.ca>; Greg Skelly –

Manitoba <greg.skelly@gov.mb.ca>; Parker Kennedy <Parker_Kennedy@gov.nt.ca>;
slellis@gov.pe.ca; hugo.hang-hong@msp.gouv.qc.ca; Shawn.Berezanski@gov.ab.ca; M McLeod
<mmcleod1@gov.nu.ca>; Tripp, Bruce (DPS/MSP) <Bruce.Tripp@gnb.ca>

Subject: temporary absence question

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

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

Hi folks. I understand everyone is very busy just like out here in NB. I just have one quick question that I am hoping that you can assist with.

We are trying to find ways to reduce population and one of the ways that we are using is our temporary absence program. Is everyone still following the guidelines set out in the Prisons and Reformatories Act and your own Provincial legislation which determines minimum standards for temporary absence or are you using a different standard or approach to determine inmates eligibility in this time of emergency. Thanks everyone. Stay safe.

Bruce Tripp

Chief Superintendent/Directeur en chef des établissements correctionnels

Correctional Services / Services Correctionnels

Department of Public Safety / Ministère de la Sécurité Publique

Phone / Téléphone : 506-624-3579

Fax / Télécopieur : 506-624-2029

E-mail / Courriel : Bruce.Tripp@gnb.ca

The logo for Yukon, featuring the word "Yukon" in a bold, sans-serif font. Above the letter "o" is a stylized sun with rays. To the right of the text is a vertical blue line.

This message is intended for the person to whom it is addressed and is to be treated as confidential or private communications. It must not be forwarded unless permission has been received from the originator. If you have received this message inadvertently, please notify the sender and delete the message. Then delete your response. Thank you for your cooperation.

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From: [Andrea Monteiro](#)
To: [Allan Lucier](#)
Cc: [Laura Scott](#); [Jody Morey](#); [Grant MacDonald](#); [Claudia Morgan](#); [Mitchell Croteau-Walker](#)
Subject: FW: Bail Court
Date: Thursday, March 26, 2020 12:19:17 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Al,

Sharing the email below as an FYI...

Thanks to Jody and Grant's leadership, POs will be doing everything they can to assist WCC to keep COVID-19 out of the institution.

Best,



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

From: Jody Morey

Sent: Thursday, March 26, 2020 9:56 AM

To: Andrea.Monteiro ; Beckie.Hobus ; Bryan.Zwueste ; Dahn.Casselman ; Grant.MacDonald ; Jason.Watters ; Jenny.Gonzalo ; Jody.Morey ; Kaitlyn.Spurvey ; Mashe.Patrice ; Michael.Dockum ; Narges.Pourabdi ; Robin.Smith ; Troy.Cairns ; Lauren.Seabrook

Subject: Bail Court

Hello,

Just wanted to update you all on bail & where things are at. Still waiting on a couple of things before we officially takeover bail. Right now I am waiting to get back the bail verification report that I had submitted to the court for feedback. Once I do hear back, we will review the new document during a staff meeting.

Moving forward bail practices will be different for Yukon Community Corrections. Mashe Patrice started this practice this morning & Robin Smith will be taking bail on next week. I will be checking in with him after he calls the APU, and again after court to hear his experience doing this, and to get some feedback from him going through this process. When other POs do this, I will be doing the same, so we can make any necessary adjustments while we move forward with this.

For those of you who will be covering bail court, here are the expectations. If you are assigned bail court for the week, here are some things you need to know:

- when you start your work day, call the Arrest Processing Unit at WCC (**direct line is 455-2924**) and introduce yourself, and ask the CO if anyone in APU will be seeking bail. If they say yes, then we can proceed by asking them the name of the client/s.
- The assigned bail court worker will then speak with the client via telephone and get a sense of what their release plan will be. We are not capturing this information on a bail report. We are simply collecting some information for the court prior to attending bail court for those clients who are seeking a JIR. So when we attend court we have information to share. However, if you feel you need a guide you can use the bail document if needed and use the bail book out at the front to write you information. That way, when you go to court all your information will be in the YCC bail book.
- Once we collect information we can then make some phone calls to verify information. Basically what we are going to be doing is collecting information prior to court, so we will be in a better position to speak to certain things that come up when someone is seeking a JIR.
- If residency is an issue for someone seeking a JIR always remember we still have the YARC, and we do have beds available for us to use & the court will need to know.

Also, when you have a copy of the docket, just do a quick check in with other POs and find out if they have any clients that will be seeking a JIR and gather some information from the assigned PO

Come April, YCC will have three more POs starting and we will be in a position where someone from our office can take on being the person who does all this work and carry a small case load.

If you are interested in taking this on with a reduced caseload please let me know.

All of us need to realize whether you are a new worker or senior worker, Corrections and practices are changing & continuing to evolve, so therefore, in an on-going effort to help and to a proactive part of these changes we have to adapt new practices be open to change. I know this way of doing bail will be different, but after all the meetings I have attended with KDFN Justice, PPSC, YT Court, and Legal Aid, this is the best way at running our bail program. Basically what we will be doing is a hybrid model of what Mark Stevens did, and existing YCC bail practices. If you have any questions or concerns or any other ways to make this better please let me know.

Andrea – Could you please make sure to share this with our ADM. Thank you!



Jody Morey
 Supervisor Adult Probation
 Yukon Community Corrections | Justice J-5
 T 867-667-5663 | F 867-667-3446 | Yukon.ca

From: [Andrea.Monteiro](#)
To: [Karen.Wenckebach](#)
Subject: RE: Bail hearing - Covid-19
Date: Thursday, March 26, 2020 1:15:48 PM
Attachments: [COVID-19 - Update Whitehorse Correctional Centre and Yukon Community Corrections.pdf](#)
[2020.03.26 response ltr to J Cunningham re Temporary Absences.pdf](#)

Hi Karen,

Things are definitely busier than normal, but all in all, the corrections employees and I are doing well.

Earlier this week, I sent out the first attachment to PPSC to advise them (and all other stakeholders) about the efforts underway to keep WCC and YCC clients and staff safe. To be honest, I have been peppered with correspondence from members of defense and the media asking for information on what Yukon Corrections is doing at WCC (for your reference, attached is another correspondence from me that went out this morning to Ms. J. Cunningham).

If needed, someone from WCC can provide in-person testimony but in all honesty, I really need all hands on deck at the institution to manage the evolving situation. We are trying to do everything we can to keep our count down and get as many people as possible (including those on remand) out in the community provided that they are not a risk to themselves or the public during this health emergency.

You may want to remind PPSC that the YARC is still open and accepting clients. My focus right now is on keeping the virus out of the institution, that means looking at all alternatives to custody for those that could safely be housed in the community (sentenced or remanded). Although we have a lot of preventative measures in place to protect WCC clients and staff, the more people that we can safely house in the community rather than at WCC, means the correctional centre will be in a better position to manage an outbreak should the virus enter the institution and impact inmates or staffing levels.

I currently have POs working closely with WCC staff in the Arrest Processing Unit to proactively identify any individuals who may be seeking a JIR to see if they can gather any information that could be presented during bail court to support the release of the new admit(s).

Happy to discuss further.
Stay healthy and safe,

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

-----Original Message-----

From: Karen.Wenckebach <Karen.Wenckebach@gov.yk.ca>
Sent: Thursday, March 26, 2020 12:51 PM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Subject: Fw: Bail hearing - Covid-19

Hi Andrea:

Hope you are doing well in these crazy times. I have thought about you and how swamped you must be.

Please see below. Would someone be able to do this? I wrote back to Lauren and asked if PPSC anticipated that this would be something that would come up regularly. If so, we may look at a way to get the evidence in without requiring viva voce testimony all the time.

Karen

From: Whyte, Lauren <Lauren.Whyte@ppsc-sppc.gc.ca>
Sent: March 26, 2020 12:46 PM
To: Karen.Wenkebach
Subject: Bail hearing - Covid-19

Hi Karen,

I hope you are safe and healthy (and hopefully working from home)?

I'm contacting you because I have a bail hearing next week (April 2) in which I anticipate the offender will seek release partly on the basis of Covid-19. I haven't made a final decision about this yet but I'm thinking that it may be helpful to have an official from WCC appear by phone to advise the court about what has and is being done to ensure inmates are not exposed.

Are you still counsel for WCC? Would you be willing to put me in touch, if necessary, with someone willing to testify about these questions?

Thanks,
Lauren

Sent from my iPhone



March 23, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

The Corrections Branch is taking a proactive approach. In consultation with the Yukon Communicable Disease Centre and in line with the recommendations from the office of the Chief Medical Officer of Health, a number of precautionary measures have been implemented to reduce the potential for exposure and transmission. The following are some of the steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

The Whitehorse Correctional Centre

- WCC Health Services have delivered information sessions to inmates on COVID-19;
- WCC staff have received education sessions on the use of recommended personal protective equipment, including hand sanitizer, and this equipment has been made available throughout the facility;
- All front-line correctional staff and managers have been reminded of the direction from the Chief Medical Officer of Health on March 22, 2020 to self-isolate if they have recently returned home to the territory;
- As essential service workers, all front-line correctional staff and managers have been reminded that they are not permitted to attend any social gatherings, even those with less than 10 people;
- Additional cleaning measures in the secure area of the WCC have been implemented;
- All non-essential training for staff has been suspended until further notice;
- All inmate programming facilitated by external contractors and community partners have been suspended until further notice, although all programming facilitated by correctional officers is still available to those incarcerated at the WCC;
- A new tool has been implemented to screen all persons admitted to either the WCC or the Arrest Processing Unit upon initial intake;
- Court appearances from the correctional centre are being facilitated via video;
- Intermittent offender reporting is being closely monitored and assessed on a weekly basis. Where feasible, alternate community supervision arrangements are being made;
- Signage regarding COVID-19 has been posted throughout the facility for both inmates and visitors, additional hand sanitizing measures will be put into place for visitors and staff, and screening measures of all individuals attending the facility for visits have been implemented;

- As of Tuesday March 24, 2020, all personal visits with members of the public will be suspended until further notice;
- In order to support inmates with continued personal connections with family and friends, two free daily telephone calls are being provided to inmates as per an agreement with the inmate telephone service provider;
- Professional visits are still permitted, however, all visits are currently being offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Professional visits with lawyers are also being facilitated via video conferencing. As per normal routine, all visits must be booked in advance; and,
- An order for increased canteen stock has been placed to mitigate any disruption in service delivery.

As a reminder, the kiosk located in the WCC's reception area is still available for members of the public to deposit funds into inmate trust and phone accounts. Funds may also be added to trust accounts by mailing a money order to the WCC while funds to phone accounts can be deposited by calling 1-866-713-4761 or online at www.inmatephones.ca.

Yukon Community Corrections

- Signage regarding COVID-19 has been posted throughout the YCC office;
- Additional cleaning materials have been made available for both client and staff use;
- Probation officers have begun shifting to a supervision model whereby clients check-in via phone or video depending on the individualized circumstances of the client;
- All non-essential training for staff has been suspended until further notice;
- All in-person group programming for clients has been cancelled until further notice; and,
- All travel for probation officers to conduct in-person supervision or attend circuit court has been suspended until further notice. To ensure there are no gaps in service delivery, supervision in communities will be done via phone or video technology.

The Corrections Branch will continue to work collaboratively with the Yukon Communicable Disease Centre and the office of the Chief Medical Officer of Health to ensure continuity in service delivery without sacrificing the health and safety of staff, clients, and the public.

Sincerely,



Andrea Monteiro
Director, Corrections



Department of Justice
PO Box 2703, Whitehorse, Yukon Y1A 2C6

March 26, 2020

Jennifer Cunningham
Law Office
504 Alexander Street
Whitehorse, Yukon Y1A 2M1

Dear Ms. Cunningham:

**Re: Response to COVID-19 at the Whitehorse Correctional Centre
and Temporary Absences**

Thank you for your correspondence dated March 23, 2020 regarding the response to COVID-19 at the Whitehorse Correctional Centre (WCC). I also extend my thanks for your proactive approach and the willingness to work collaboratively, that you and other members of the defence bar have conveyed.

I can advise that the Corrections Branch is working tirelessly towards preparedness during the rapidly evolving COVID-19 global pandemic. In consultation with the Yukon Communicable Disease Centre and in line with the recommendations from the office of the Chief Medical Officer of Health, the Corrections Branch has implemented several precautionary measures to reduce the potential for exposure and transmission within the WCC. A fulsome outline of these measures are detailed in the enclosed memorandum, which is also publicly available on the Law Society of Yukon's website.

In addition to the aforementioned precautionary measures, the Corrections Branch is working collaboratively with other justice stakeholders, to review the personal circumstances of those on remand, individuals serving intermittent sentence and those who may be particularly vulnerable to COVID-19 due to their age or underlying health conditions. This work is being done proactively to ensure that all clients are housed in the most appropriate location, should there be a pandemic issue within the WCC.

I can further advise that Yukon Corrections continues to make concerted efforts to implement the principle of least restrictive measures within the WCC. As part of these efforts, the WCC is proactively conducting a detailed review of the individualized circumstances of each inmate, both sentenced and those on remand, to determine which, if any, could be released on an unescorted temporary absence. In assessing all temporary absences, the WCC is guided by the principle of least restrictive measures and will continue to approve temporary absences for appropriately classified individuals who can be housed in the community without compromising their safety or public safety.

That being said, a number of important factors need to be considered prior to any individual being released from a correctional centre, such as the individual's ability to access community services and supports, including housing. Unfortunately, some of the individuals incarcerated at the WCC will not be able to secure safe and stable housing. For these particularly vulnerable people, remaining in custody at the WCC, where they continue to have access to services and supports, as well as a safe place to self-isolate, may result in better health outcomes than if they were proactively released into the community without a stable residence or ability to self-isolate during this global pandemic.

While this may not apply to other correctional jurisdictions across Canada, which are struggling with issues of over-crowding, the situation in Yukon is unique in that the WCC is currently well under capacity, thereby enabling the Corrections Branch to implement additional safeguards for custodial clients, that are unfeasible in other jurisdictions.

For instance, on March 24, 2020 there were only 45 individuals in custody at the WCC (nine individuals serving a sentence, 36 individuals on remand), while the facility has the capacity to house 193 individuals. Operationally, this enables all inmates to be housed in their own room, which allows for additional social distancing and isolation should COVID-19 be introduced into the facility.

As you know, the COVID-19 global pandemic is a dynamic situation and I assure you that, in responding to developments, the Corrections Branch will continue to take a measured, proactive approach focused on ensuring the health and safety of staff, correctional clients, and the public while also ensuring the provision of humane essential services.

Sincerely,



Andrea Monteiro
Director, Corrections

Encl. March 23, 2020 COVID-19 Update – Whitehorse Correctional Centre
and Yukon Community Corrections

C Tracy-Anne McPhee, Minister of Justice and Attorney General

From: [Grant.MacDonald](#)
To: [Mitchell.Croteau-Walker](#)
Cc: [Andrea.Monteiro](#)
Subject: COVID-19 YCC Operational Plan - Update 2
Date: Thursday, March 26, 2020 2:53:31 PM
Attachments: [2020-03-26 - YCC Operational Plan Update - Version 2 - GAM.docx](#)

Good Afternoon Mitch;

As requested by the Director of Corrections, please find enclosed the Yukon Community Corrections Operational Plan - Update 2 dated March 26, 2020.

Should you require anything further, please do not hesitate to contact me anytime.

Thank you for your time and assistance in this matter.

Respectfully.

Grant

YCC Operational Plan

Update as of **Thursday, March 26, 2020:**

- Yukon Community Corrections (YCC) office in Whitehorse remains open with on-site staff working 0800-1630 hrs.
- The office will work on reduced public hours (1230-1630 hrs.) – Monday to Friday
- The office hours open to the public have been identified to:
 - Accommodate Bail Courts and Client intakes. Intakes are being completed via phone whereby a Client uses the phone in the waiting area and calls a Probation Officer (PO) direct. A phone list is available in the waiting area for Clients to contact the Intake PO or their assigned PO.
- Property Management has been engaged to obtain a temporary plastic protective barrier for the reception area supportive of enhanced protection for YCC staff.
- High Risk Clients required to report in person will be use the phone in the waiting area to call their PO direct.
- Staff meetings are temporarily suspended and replaced with the Supervisor conducting daily individual meetings (promoting social distancing) for staff continuing to work out of the office. For staff working from home, the Supervisor conducts daily check-ins via telephone.
- Weekly YCC Case consults have been temporarily suspended. Staff are encouraged to consult via telephone with Craig **DEMPSEY** or any other member of his Forensic Complex Care Team (FCCT).
- YCC continues to attend Bail Court. PO Mashe **PATRICE** is conducting this role for the week of March 23-27, 2020. Scheduling is on-going for future weeks.
- Staff registered for online risk assessment (STATIC 99) training for March 31 will be completed. Self-paced online domestic violence risk assessment (SARA V3) training will continue.

YCC STAFFING:

Whitehorse

- Five (5) PO's and Supervisor in the office with a requirement to maintain a minimal of four (4) PO's in the office daily.
- Those PO's working from the YCC office include: Robin **SMITH**, Mashe **PATRICE**, Bryan **ZWUESTE**, Michael **DOCKUM** and Dahn **CASSELMAN**. The Supervisor, Jody **MOREY** is on site.
- Those PO's who are approved to work from home include: 70(1)
- The two (2) Community Justice Coordinators whose position are deemed non-essential, have been approved to work from home. This includes 70(1)
- YCC has two (2) support staff which includes one (1) Admin Assistant, Jenny **GONZALO** and one (1) Receptionist/Admin who is Tanya **ULVAK**. Admin Assistant 70(1)

Watson Lake

- Yukon Community Corrections (YCC) office in Watson Lake remains open with on-site staff working 0800-1630 hrs.
- The office is working on reduced public hours (1230-1630 hrs.) – Monday to Friday
- The office hours open to the public have been identified to:
 - Accommodate Client intakes which take place over glass at the front of the office
- There are two (2) Victim Services workers who share this office space. Presently, one (1) resource is home self-isolated and the other is in the office during Victim Service public access hours of 1000-1400 hrs.
- The Receptionist/Admin resource, 70(1)

Dawson City

- Presently, Dawson City office is operating normal business hours of 0800-1630 hrs. Monday to Friday
- The Receptionist/Admin, 70(1)
- The PO Jason **WATTERS** continues to work in the office regular business hours. 70(1)

This is something for consideration for next week but will continue to be business as usual for the time being.

The following YCC staff have requested to work from home and have been approved by the Deputy Minister:

- 70(1)

Each employee working from home has been provided an email detailing expectations associated to their duties and responsibilities associated to their job description. This includes daily check-ins with their immediate supervisor.

From: [Andrea.Monteiro](#)
To: [Jennifer.Murray](#)
Cc: [Valerie.Goodkey](#)
Subject: FW: Contacts and planning forward
Date: Thursday, March 26, 2020 3:26:53 PM
Attachments: [image003.png](#)
[image001.png](#)

FYI...some service provision updates that might be beneficial for the Case Managers.

From: Grant.MacDonald
Sent: Thursday, March 26, 2020 3:03 PM
To: JUS-CJPS-CC-YCC
Subject: Fw: Contacts and planning forward
 FYI
 Grant

From: Ketsia Houde-McLennan <adywth@northwestel.net>
Sent: March 26, 2020 1:52 PM
To: Michelle.Rabeau; Terry.Creamer; Sara.Galbraith; Jennifer.Svazas; Joanne.Green; Cheri.VanDelst; Reem.Girgrah; bhadywth@northwestel.net; edywth@northwestel.net; familysupport@taan.ca; wellnessmanager@taan.ca; ttasane@yukon.cmha.ca; Krisztian.Kalasz; Nicole.Yurkoski; Thelma.Floyd-HSS; Nathan.Schultz; Chantal.Genier@cyfn.net; Katherine.Alexander@cyfn.net; Christina.Laing@kdfn.net; djennejohn@yukoncollege.yk.ca; Todd.Pryor; laws@northwestel.net; yukonantipovertycoalition@gmail.com; Doug.Knutson; Mike.Healey; Mike.deKoning; Jody.Morey; Grant.MacDonald; Patrick.Thompson; adywth@northwestel.net; Kathryn.Laloge@kdfn.net
Subject: RE: Contacts and planning forward

Hello all,

At Kaushee's Place, Women's Transition Home, we are open with a reduced capacity so we can respect physical distancing protocols.

We are short staffed and our capacity is now limited to shelter and crisis line.

We are no longer doing outreach and accompaniments or giving rides except for essential needs such as to get medication.

We are still providing support for women at Kaushee's to access services in the community.

We are accepting women who are fleeing abuse and no longer doing short stays for women who are experiencing homelessness.

Women and children are asked to abide by strict guidelines that require self-isolation within the shelter with limited outings and limited access to the communal spaces.

We are using hotel rooms for women who might have symptoms or have risks factors for contamination.

We also have reserved quarantine rooms in the shelter for women who may become sick while in the home.

When possible, we ask that women wanting to access call the crisis line so we can do an assessment as how we can support the person best within our limited capacity.

We are adapting daily to the information and our changing staff capacity,

If you have any question, you can call the crisis line at 668-5733 or the business line at 633-7720

Or my direct line 633-7725 but the business line is probably the best way to reach me.

Ketsia Houde-Mclennan

Manager

Women's Transition Home | Kaushee's Place

P: 867-633-7725**W:** womenstransitionhome.ca

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

From: Michelle.Rabeau@gov.yk.ca <Michelle.Rabeau@gov.yk.ca>

Sent: March-26-20 12:08 PM

To: Terry.Creamer@gov.yk.ca; Sara.Galbraith@gov.yk.ca; Jennifer.Svazas@gov.yk.ca; Joanne.Green@gov.yk.ca; Cheri-LynnCheri.VanDelst@gov.yk.ca; adywth@northwestel.net; Reem.Girgrah@gov.yk.ca; bhadywth@northwestel.net; edywth@northwestel.net; familysupport@taan.ca; wellnessmanager@taan.ca; ttasane@yukon.cmha.ca; Krisztian.Kalasz@gov.yk.ca; Nicole.Yurkoski@gov.yk.ca; Thelma.Floyd-HSS@gov.yk.ca; Nathan.Schultz@gov.yk.ca; Chantal.Genier@cyfn.net; Katherine.Alexander@cyfn.net; Christina.Laing@kdfn.net; djennejohn@yukoncollege.yk.ca; Todd.Pryor@gov.yk.ca; laws@northwestel.net; yukonantipovertycoalition@gmail.com; Doug.Knutson@gov.yk.ca; Mike.Healey@gov.yk.ca; Mike.deKoning@gov.yk.ca; Jody.Morey@gov.yk.ca; Grant.MacDonald@gov.yk.ca; Patrick.Thompson@gov.yk.ca; edywth@northwestel.net; Kathryn.Laloge@kdfn.net

Subject: RE: Contacts and planning forward

Updated phone list attached, plus this update:

Thanks for including me in this email thread! I'd be happy to have my contact shared for the list. Kathryn Laloge, Manager of Outreach and Health Promotion at the Kwanlin Dün Health Centre. I'm in and out of the office so best phone number to reach me at is my work cell 334-8150. Here is a little update about the services we are currently offering:

Since last Thursday, our health centre building has been closed to the public. We are still working on a rotating schedule, with some staff working from home and the rest supporting the health centre. We are offering doctor appointments by phone and in person on a case-by-case basis. We are offering nursing and support services by phone and in person on a case-by-case basis. We are still doing essential home visits and clinic visits but screening prior to visits. We are offering testing and support for community members who we screen to be possible cases. All of our programming is on hold for now except for our Meals on Wheels program for those clients who are in need of this service to continue.

If you have any questions, please let me know!

Shãw níthän | Gùnálchîsh | Mähsi'cho | Thank you,

Kathryn Laloge, RN, Manager Outreach and Health Promotion Kwanlin Dün First Nation Health Department
53 McClimon Cres
Whitehorse, Yukon
Y1A 5A5
(867) 668-7289 ext 202
Cell (867) 334-8150
Fax (867) 668-6260

From: [Tyler.Murray](#)
To: [Sarah-Jean.Graham](#); [Jeannie.Qiu](#); [Daniel.Vigneau](#); [Joel.Rogers](#); [Micheal.Laffin](#); [Kourtney.Martin](#); [Josh.Cameron](#); [Christopher.St-George](#); [Igor.Poltorasky](#); [Sean.McGinnis](#)
Cc: [Valerie.Goodkey](#); [Craig.Cameron](#); [Sarah.Gau](#); [Andrea.Monteiro](#); [Amie.Angel](#); [Mitchell.Croteau-Walker](#)
Subject: RE: COVID-19 Screening Form
Date: Thursday, March 26, 2020 4:02:19 PM
Attachments: [COVID-19 Screening Form Mar10_2020.pdf](#)
[image005.png](#)
[image006.png](#)
[image001.png](#)
Importance: High

Hi all,
Please see the attached form which Amie has updated for us to reflect new travel restrictions. This form is to replace the one previously implemented on March 14, 2020.
Thank you,



Tyler Murray

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca

From: Tyler.Murray
Sent: Saturday, March 14, 2020 1:13 PM
To: Sarah-Jean.Graham ; Jeannie.Qiu ; Daniel.Vigneau ; Joel.Rogers ; Michael.Laffin ; Kourtney.Martin ; Josh.Cameron ; Christopher.St-George ; Igor.Poltorasky ; Sean.McGinnis
Cc: Valerie.Goodkey ; Craig.Cameron ; Sarah.Gau ; Andrea.Monteiro
Subject: COVID-19 Screening Form
Importance: High

MCS Group,

For your implementation, I have attached the COVID-19 screening form that is currently being used by CSC. To ensure we are adequately pre-screening, please have A&D staff complete this on every admit to the correctional centre until further advised.

A copy has also been saved to [G:\Operations\1 Inmates\Intake\1. NEW INTAKE FORM.](#)

Thank you,



Tyler Murray

Deputy Superintendent, Operations
Justice | Whitehorse Correctional Centre
T 867-455-2907 | C 867-332-5878 | F 867-455-2992 | Yukon.ca





PERSONAL INFORMATION BANK

COVID-19 SCREENING FORM		SEND FORM TO HEALTH CARE
		FPS Number (if possible):
		Family name:
		Given name(s):
		Date of birth:
Region:	Institution:	Date Completed:

A. Is the person presenting with:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fever	Date of symptom onset (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	New onset of cough (or exacerbation of chronic cough)	Date of symptom onset (YYYY/MM/DD)

B. If yes to any of the above → In the 14 days before onset of illness, has the patient:		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Traveled to any place outside the Yukon.	Date of travel (YYYY/MM/DD) Date of return (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had close contact with a confirmed case or case under investigation of COVID-19	Date of contact (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had close contact with a person with acute respiratory illness who has traveled within 14 days prior to their illness onset	Date of contact (YYYY/MM/DD)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Had laboratory exposure to biological material known to contain COVID-19 (for example, testing specimens in a laboratory setting)	Date of exposure (YYYY/MM/DD)

If yes to any one of A and B or just B then the person meets the definition of a person under investigation.	
<input type="checkbox"/> Yes <ul style="list-style-type: none"> Place inmate in a single room or cell Call health care if during opening hours / local public health if after business hours 	<input type="checkbox"/> No

From: [Allan.Lucier](#)
To: [John.Phelps](#); [Andrea.Monteiro](#)
Cc: [Carla.Braun](#); [Jeff.Simons](#)
Subject: RE: Discussion with CO
Date: Friday, March 27, 2020 11:14:27 AM
Attachments: [image001.png](#)

John.

Just off the call with PSC, CBSA Public Health Agency and the RCMP.

Did Scott reference their activities in respect of the Quarantine Act. Apparently all of the RCMP leadership was involved in this developing national effort.

Al

From: John.Phelps
Sent: March 27, 2020 11:09 AM
To: Allan.Lucier ; Andrea.Monteiro
Cc: Carla.Braun ; Jeff.Simons
Subject: Discussion with CO

I spoke to the RCMP CO just now and took the opportunity to relay Andrea's concerns about the APU. He understood and was very receptive. I shared the example of passing on warrants for breaches, etc., and he agreed that they could modify the approach.

No promises but he committed to relaying the message today.

I also gave him the heads up of the expected CEMA declaration today and discussed what that means.



John Phelps

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

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

From: [Andrea Monteiro](#)
To: [Gary Seeley](#)
Cc: [Allan Lucier](#)
Subject: RE: Critical Infrastructure Committee
Date: Friday, March 27, 2020 5 06 06 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Gary,

Please advocate for us (corrections) we should be treated the same as any other essential service provider when it comes to the need for and distribution of PPE.

My concern is that if all PPE is directed to WGH, we will be an afterthought when they have what they need. WCC is mandated to provide health services, we deal with particularly vulnerable populations and technically we are designated a hospital.

Just things to keep in mind as you advocate for us – as I know you will.

Thanks,



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

From: Gary Seeley
Sent: Friday, March 27, 2020 2:32 PM
To: Allan.Lucier
Cc: Andrea.Monteiro
Subject: Critical Infrastructure Committee

Good afternoon. Just a quick update on what has been shared with me to date, no meetings have been set up as of yet. I called Karen Chan today and she gave me a verbal update on how the federal government seems to be moving in across the country to help get supplies and direction where needed. Seems that Yukon Government has requested some supplies and that it will all be directed to WGH and then be allocated on a need bases from there. I have contacted Kelly Steele at WGH requesting that I (justice) be included in any information sharing moving forward. As information is relayed to me I will be sure to keep you up to date.

Gary



Gary Seeley
Procurement and Finance Supervisor
Justice | Whitehorse Correctional Centre
T 867-455-2909 | J-4 | F 867-455-2992 | Yukon.ca

From: [Andrea Monteiro](#)
To: [Allan Lucier](#)
Cc: [Mitchell.Croteau-Walker](#); [Claudia.Morgan](#); [Laura.Scott](#)
Subject: RE: WCC Intake Unit
Date: Monday, March 30, 2020 10:55:41 AM
Attachments: [image001.png](#)

Thanks,

I'll send my email off to them now.

FYI that we are working on a new public communication to go out that will include this information (albeit at a higher level).

Andrea

From: Allan.Lucier
Sent: Monday, March 30, 2020 10:54 AM
To: Andrea.Monteiro
Cc: Laura.Scott ; Claudia.Morgan ; Mitchell.Croteau-Walker
Subject: RE: WCC Intake Unit

Excellent undertaking.

Please ensure your actions are shared up to Michael and the DM with a preface if desired that I concur.

Thanks for this.

AI

From: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Sent: March 30, 2020 10:19 AM
To: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Cc: Laura.Scott <Laura.Scott@gov.yk.ca>; Claudia.Morgan <Claudia.Morgan@gov.yk.ca>; Mitchell.Croteau-Walker <Mitchell.CroteauWalker@gov.yk.ca>
Subject: WCC Intake Unit

Hi AI,

Just a heads up that this morning (Monday, March 30, 2020) I gave formal direction to the WCC management team that we will be opening up a specific intake unit at WCC to hold newly admitted inmates for medical observation for 14-days. The specifics about the unit:

- This is a precautionary measure;
- We will be using H-West as the designated intake unit;
- We will treat the unit as a regular unit except that inmates being admitted on different days will be unlocked with others by the day that they were admitted during the 14-day period (i.e. if 2 inmates are brought in on Monday and they are the only two in the unit, they will have access to the entire unit until someone else is admitted. If a third inmates is admitted on Wednesday he will be on a rotational unlock with the other two so as to keep the inmates separated by day of admission). Once the 14-day period is over, if the inmate(s) remains symptom free, he/they will be introduced into a larger unit;
- Between any inmate rotation in H-West, inmates will be provided cleaning materials to clean the unit prior to the next group being unlocked;
- The inmates will not be on self-isolation protocols unless someone tests positive on the COVID-19 screener and requires self-isolation protocols – if this occurs, the inmate on self-isolation will be isolated in their cell and appropriate signage will be placed on their cell door.
- Staff will have the option of wearing PPE when interacting with inmates in this unit if they choose to (gloves, eye protection and mask – no gown though).

This is an additional precautionary measure I have decided to put in place to keep the existing WCC population safe from COVID-19 entering their units and to provide the staff will the approval to take extra precautions with newly admitted inmates if they would like to.

Let me know if you have any questions/concerns with this direction.

Best,



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

From: [Andrea Monteiro](#)
To: [Andrew Smith](#)
Cc: [Norma Davignon](#); [Carla Braun](#); [Allan Lucier](#); [Laura Scott](#); [Claudia Morgan](#); [Mitchell Croteau-Walker](#)
Subject: FW: CAP letter to Yukon - Release of detainees
Date: Monday, March 30, 2020 1:09:20 PM
Attachments: [CAP letter to Premier of YT \(COVID-19\).pdf](#)
[image002.png](#)
[image001.png](#)

Afternoon Andrew,

Thanks for your email. Ensuring that the Whitehorse Correctional Centre is only holding those individuals who need to be in custody is certainly work that is underway in Correction; especially in light of COVID-19.

We have issued Temporary Absence Passes for individuals currently serving intermittent sentences and have proactively reviewed the personal circumstances of all sentenced inmates. In addition to the aforementioned precautionary measures, the Corrections Branch is working collaboratively with other justice stakeholders to review the personal circumstances of those on remand and those who may be particularly vulnerable to COVID-19 due to their age or underlying health conditions. This work is being done proactively to ensure that all clients are housed in the most appropriate location should there be a pandemic issue within the WCC.

Unlike other correctional jurisdictions throughout Canada, here in Yukon, our facility is well under capacity thereby affording us the ability to put in place additional safeguards for our custodial clients that other correctional jurisdictions may not have the luxury of doing. Currently all inmates at WCC are in their own cell, and we are actively screening all new admits to both the Correctional Centre and the Arrest Processing Unit.

From my perspective, a number of important factors need to be considered prior to any individual being released from a correctional centre, such as the individual's ability to access community services and supports, including housing. Unfortunately, some of the individuals incarcerated at the WCC will not be able to secure safe and stable housing. For these particularly vulnerable people, remaining in custody at the WCC, where they continue to have access to services and supports, as well as a safe place to self-isolate, may result in better health outcomes than if they were proactively released into the community without a stable residence or ability to self-isolate during this global pandemic.

I am personally evaluating the situation on a daily basis and will be taking appropriate measures to maintain the safety and security of the institution as the situation here in Yukon evolves. As the Director of Corrections, I am in regular communication with my colleagues across Canada to stay abreast of what is happening in the other jurisdictions and to share best practices. Our situation at the WCC is unlike most other correctional institutions across Canada or in the United States – we have a facility that can house 193 inmates and today I only have 40 people in custody (9 that are sentenced and 31 that are on remand). Let me know if you would like any additional information.

Sincerely,



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

From: Andrew Smith <Andrew.Smith@gov.yk.ca>
Sent: Monday, March 30, 2020 10:42 AM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>
Cc: River.Walton <River.Walton@gov.yk.ca>
Subject: FW: CAP letter to Yukon - Release of detainees

Morning Andrea.

Premier received this letter regarding early release of some non-violent individuals, your Minister was CC'd. We are not tasked with doing a casework response (Premier's office is overwhelmed with similar requests, but we are trying to track what we can to keep in mind for consideration in further decision-making).

Out of a monitoring interest, though, can you let me know if this (or similar) is being considered for Yukon, and if there is conversation/tracking in your correspondence with other provinces/territories for who is doing what?

Thanks.

Andrew G. Smith
 Intergovernmental Relations
 Executive Council Office
 Government of Yukon
 T: 867-667-5875
 C: 867-335-6008

From: Jasmina.Randhawa <Jasmina.Randhawa@gov.yk.ca>
Sent: March 29, 2020 1:29 PM
To: Kate.Durand <Kate.Durand@gov.yk.ca>; River.Walton <River.Walton@gov.yk.ca>
Cc: Andrew.Smith <Andrew.Smith@gov.yk.ca>; Lauren.Teiman <Lauren.Teiman@gov.yk.ca>
Subject: FW: CAP letter to Yukon - Release of detainees

Justice related item – not sure if this is a conversation that's happening here as well Saskatchewan flagged on Friday the concern around the corrections facilities and potential for outbreaks there

From: Emily.Farrell <Emily.Farrell@gov.yk.ca>
Sent: March-28-20 5:19 PM
To: Jasmina.Randhawa <Jasmina.Randhawa@gov.yk.ca>
Subject: FW: CAP letter to Yukon - Release of detainees
 Consideration file.



Emily Farrell
 Executive Assistant to Premier Sandy Silver
 Cabinet Office | Government of Yukon
 T 867-393-7142 | Yukon.ca



From: Jessica Dawson <J.Dawson@abo-peoples.org>
Sent: March 21, 2020 10:32 AM

To: premier <premier@gov.yk.ca>

Subject: Fw: CAP letter to Yukon - Release of detainees

Dear Premier Silver,

On behalf of Kim Beaudin, National Vice-Chief of the Congress of Aboriginal Peoples, please accept the attached letter urging you, in consideration of the COVID-19 health crisis, to immediately release all detainees currently held on remand for non-violent offenses and inmates six months short of their release date.

Sincerely,

Jessica Dawson

Executive Assistant and Communications | Adjointe executive et communications

www.abo-peoples.org/ | [@CongAboPeoples](https://twitter.com/CongAboPeoples) | CongressAboPeoples

**CONGRESS OF
ABORIGINAL PEOPLES**



**CONGRÈS DES
PEUPLES AUTOCHTONES**

Premier of Yukon
Government of Yukon
Box 2703
Whitehorse, Yukon
Y1A 2C6

March 20, 2020

Dear Honourable Sandy Silver,

I urge you to act under your authority as Premier, on humanitarian grounds and out of concern for public health and correctional staff, to immediately release all detainees currently held on remand for non-violent offenses and inmates six months short of their release date.

Novel Coronavirus (COVID-19) has been declared a global pandemic by the World Health Organization (WHO). The lives of detainees and the safety of the general public are endangered by unnecessarily keeping anyone in confined living spaces where they cannot avoid infection. Cases of coronavirus have already been detected in institutions in multiple provinces, and overcrowding conditions threaten to create a breeding ground for the virus. Various reports from Provincial correctional centers include a presence of black mold, lack of proper medication, and medical care.

According federal Health Minister, Patty Hajdu, "30-70% of the Canadian population could be infected by Coronavirus... that number depends on the scope and the scale of the response to combat transmission".

This crisis requires extraordinary leadership, and a willingness to take decisive action to protect public health. Canada's federal and provincial institutions threaten to become a dangerous vector for transmission for both inmates and the general public if you do not act immediately.

The over-representation of Indigenous people in the justice system, where treaty and Section 35 rights have been stripped away, means that our constituents would be disproportionately affected by outbreaks of COVID-19 in Canadian prisons. CAP believes that Indigenous inmates have been treated like political prisoners, and it is time to adhere to the honour of the Crown.

In addition to the risk of detainees, families and communities would be put at risk if steps are not immediately taken to reduce over-crowding and limit the chance of infection, by releasing offenders who do not pose an immediate threat to public safety. The mental and psychological health of inmates is also at risk with the current high stress environment, which could have profound implications long-term mental health.



The call to release non-violent detainees has been made by advocates across Canada, in the pages of the Globe and Mail¹, and in countries around the world. The Congress of Aboriginal Peoples wishes to add our voice to this call. Please find attached our recent press release. This is the most humane and effective measure available for addressing transmission in our jails and prisons.

Sincerely,

Kim Beaudin
National Vice Chief

Cc: Prime Minister Justin Trudeau
Cc: Minister Bill Blair, Minister of Public Safety
Cc: Tracy-Anne McPhee, Procureure générale
Cc: CAP Board of Directors

¹ <https://www.theglobeandmail.com/opinion/article-during-a-pandemic-prisons-pose-a-special-risk-we-need-to-release-non/>

**CONGRESS OF
ABORIGINAL PEOPLES**



**CONGRÈS DES
PEUPLES AUTOCHTONES**

Premier ministre du Yukon
Gouvernement du Yukon
Case 2703
Whitehorse (Yukon)
Y1A 2C6

Le 20 mars 2020

Monsieur Sandy Silver,

Je vous conjure d'agir de votre propre autorité de premier ministre pour des raisons humanitaires et dans un souci de santé publique et de santé du personnel correctionnel, pour libérer immédiatement tous les détenus actuellement en détention provisoire pour des délits non violents et les détenus dont la remise en liberté est prévue avant six mois.

Le coronavirus (COVID-19) a été déclaré pandémie mondiale par l'Organisation mondiale de la santé (OMS). La vie des détenus et la sécurité de la population générale sont en péril en raison de la détention inutile de toute personne vivant dans un espace confiné où elle ne peut éviter la contagion. Des cas de coronavirus ont déjà été détectés dans les établissements carcéraux de plusieurs provinces, et la surpopulation menace de créer un terreau fertile pour le virus. De multiples rapports des centres correctionnels provinciaux indiquent la présence de moisissures noires, et déplorent le manque de médicaments et de soins médicaux appropriés.

Selon Patty Hajdu, ministre de la Santé : « De 30 à 70 % des Canadiens pourraient être infectés par le nouveau coronavirus..., mais ce nombre dépendra de la portée et de l'échelle de la réponse pour lutter contre la transmission. »

Cette crise requiert une direction exceptionnelle et la volonté de prendre des mesures décisives pour protéger la santé de la population. Les établissements fédéraux et provinciaux du Canada menacent de devenir des vecteurs dangereux de contagion tant pour les détenus que pour la population générale si vous n'agissez pas immédiatement.

La surreprésentation des Autochtones dans le système judiciaire, où les droits issus des traités et de l'article 35 ont été bafoués, laisse craindre que nos commettants ne soient touchés d'une manière disproportionnée par l'éclosion de la COVID-19 dans les prisons canadiennes. Le CPA croit que les détenus autochtones ont été traités comme des prisonniers politiques et qu'il est temps de respecter l'honneur de la Couronne.

En plus des risques que les détenus courent, les familles et les collectivités sont en danger si des mesures ne sont pas prises immédiatement pour réduire la surpopulation et atténuer les risques de contagion en libérant les contrevenants qui ne posent pas de menace immédiate à la sécurité publique. La santé mentale et psychologique des détenus est aussi en péril en raison du milieu actuel placé sous haute tension, ce qui pourrait avoir des répercussions profondes sur la santé mentale à long terme.



La demande de libérer les détenus non violents a été faite par des avocats de l'ensemble du Canada, dans les pages du Globe and Mail² et dans des lettres du monde entier. Le Congrès des peuples autochtones souhaite ajouter sa voix à cette demande. Veuillez trouver ci-joint notre dernier communiqué de presse. À l'heure actuelle, c'est la mesure la plus humaine et la plus efficace pour lutter contre la propagation de ce virus dans nos centres de détentions et nos établissements carcéraux.

Cordialement,

Kim Beaudin
vice-chef national du CPA

CC Justin Trudeau, premier ministre
CC Bill Blair, Ministre de la Sécurité publique et de la Protection civile
CC Caroline Wawzonek, Ministre de la Justice
CC Conseil d'administration du CPA

² <https://www.theglobeandmail.com/opinion/article-during-a-pandemic-prisons-pose-a-special-risk-we-need-to-release-non/>

From: [Andrea.Monteiro](#)
To: [Allan.Lucier](#)
Subject: RE: Barriers for front line service workers
Date: Monday, March 30, 2020 1:16:04 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Thanks Al,

I'm aware of the YCC request. I mentioned in during my update at the DOJ management meeting last week but there was a lot to report on so I don't blame you for missing it – I know how fast I can sometimes speak.

I appreciate you forwarding the response below on – I hadn't seen that.

Andrea

From: Allan.Lucier
Sent: Monday, March 30, 2020 12:46 PM
To: Andrea.Monteiro
Cc: Claudia.Morgan ; Laura.Scott
Subject: FW: Barriers for front line service workers

Andrea.

If I was made aware of this I have forgotten – completely possible.

I don't see your name in here anywhere so just sharing it with you.

Al

From: Luda.Ayzenberg <Luda.Ayzenberg@gov.yk.ca>
Sent: March 30, 2020 11:08 AM
To: Allan.Lucier <Allan.Lucier@gov.yk.ca>
Subject: FW: Barriers for front line service workers

Good morning Allan,

Fyi, I am not sure if you are aware of this request.

Thank you,

Regards,



Luda Ayzenberg
 Director, Finance, Systems, and Administration
 Justice | Finance, Systems, Administration and Records Branch
 T 867-667-5615 | F 867-393-6301 | [Yukon.ca](#)

From: Carrie.Stahl <Carrie.Stahl@gov.yk.ca>
Sent: Monday, March 30, 2020 11:01 AM
To: Jeananne.Nicloux <Jeananne.Nicloux@gov.yk.ca>
Cc: Michelle.Christensen-Toews <Michelle.Christensen-Toews@gov.yk.ca>; Luda.Ayzenberg <Luda.Ayzenberg@gov.yk.ca>; Ian.Pollard <Ian.Pollard@gov.yk.ca>; Shannon.Trott <Shannon.Trott@gov.yk.ca>
Subject: Barriers for front line service workers

Good morning Jeananne,

I am the Manager of Facilities with the Department of Justice (and have worked for years in health & safety as DOJ's rep, with Michelle and Ken in your shop). On our first 'community of practice' conference call that Ken set up for the depts on March 24th, common issues emerging in the departments were discussed. One of which was the request for barriers. We have understandably had several requests come in in the Department. We are looking at those areas where we can make do with the office set up that we have to just provide for further physical distancing but, our Probation office is one where it would make good sense to install a barrier. In their case, likely a Lexan barrier so it can be pre-drilled with speaking holes and a document pass through.

I recall from the group discussion we had that you (I think it was you) had mentioned that there would be a coordinated approach to barrier installation(s) so that HPW looks at everyone wanting one, applying a risk matrix of sorts to determine priority and then helping with the install. Is this something that has received traction at all and is proceeding or should DOJ just go on their own to try to make it happen?

Kind regards,



Carrie Stahl
 Manager, Facilities Capital Planning and Records
 Justice | Finance, Systems and Administration
 T 867-667-8296 | F 867-393-6301 | Yukon.ca

I respectfully acknowledge that I work within the Traditional Territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council.

From: Grant.MacDonald <Grant.MacDonald@gov.yk.ca>
Sent: Monday, March 30, 2020 10:44 AM
To: Carrie.Stahl <Carrie.Stahl@gov.yk.ca>
Subject: YCC

Good Morning Carrie ☺

Given that YCC is an essential service requiring public access, simply inquiring on the status of this request to have a **plastic preventative barrier** installed at the front counter area for the safety of staff and clients? *Will it be done either today or tomorrow (fiscal year considerations)?*

Thanks and have a GREAT day!!

Respectfully,

Grant

Grant MacDONALD



Manager - Yukon Community Corrections
Department of Justice | Corrections Branch
T 867-667-5661 | C 867-334-6821 | F 867-667-3446 | grant.macdonald@gov.yk.ca



From: [Allan.Lucier](#)
To: [Andrea.Monteiro](#); [Gary.Seeley](#)
Cc: [Claudia.Morgan](#); [Laura.Scott](#)
Subject: FW: Critical Infrastructure Committee
Date: Monday, March 30, 2020 4:48:40 PM
Attachments: [image001.png](#)

Please see the message I sent to ADM Karen Chan.
 Please monitor the situation and let me know if nothing changes.
 AI

From: Allan.Lucier
Sent: March 30, 2020 4:47 PM
To: Karen.Chan
Cc: Laura.Scott
Subject: FW: Critical Infrastructure Committee
 Karen.

I am just making you aware of the response the corrections representative received through the Critical Infrastructure Committee in respect of Corrections access to PPE. Firstly, WCC has healthcare staff. They may do not yet operate within the prevue of the Department of Health or the YHC but they are no less health professionals. Secondly, it is our full focus to do everything in our powers to keep the Covid 19 virus out of WCC, but should it get in then the health system within the territory can expect a significant and almost immediate impact. The nature of the Jail is very similar to other close quarter situations such as cruise ships where the transmission rate is expediential.

I am not suggesting that any specific priority be given to WCC, but I do oppose the outright neglect of any consideration.

I am seeking your assistance to ensure the consideration of the WCC healthcare workers and staff is factored in the needs of the territory.

Thanks.

Sincerely,

AI

Allan Lucier
 Assistant Deputy Minister
 Community Justice & Public Safety
 Government of Yukon

From: Gary.Seeley <Gary.Seeley@gov.yk.ca>
Sent: March 30, 2020 4:35 PM
To: Andrea.Monteiro <Andrea.Monteiro@gov.yk.ca>; Allan.Lucier <Allan.Lucier@gov.yk.ca>
Subject: FW: Critical Infrastructure Committee
 See Below



Gary Seeley

Procurement and Finance Supervisor
 Justice | Whitehorse Correctional Centre
 T 867-455-2909 | J-4 | F 867-455-2992 | Yukon.ca

From: Kelly.Steele <Kelly.Steele@wgh.yk.ca>
Sent: Monday, March 30, 2020 2:50 PM
To: Gary.Seeley <Gary.Seeley@gov.yk.ca>

Subject: RE: Critical Infrastructure Committee

Hi Gary,

Denis mentioned you contacted him this morning. At this time, YHC is working with Yukon Government to assess what resupply of PPE looks like from a Federal perspective. At this time we have had to restrict supply to critical healthcare related entities until we have more information. Not sure what capacity we will have to supply agencies outside healthcare but are working to understand the full picture as quickly as information comes available.

Regards

Kelly

Kelly Steele, CPA, CMA

CFO and Executive Director Corporate Services

Yukon Hospital Corporation

Phone: 867-393-8751

Fax: 867-393-8911

Email: Kelly.steele@wgh.yk.ca

From: Gary.Seeley

Sent: Friday, March 27, 2020 2:28 PM

To: Kelly.Steele

Cc: Karen.Chan

Subject: Critical Infrastructure Committee

Good Afternoon I am just hoping to be included in any discussions that seem privy for Justice as a department as I am representing our group and just looking for any info as it becomes available. I was talking with Karen Chan today and she brought me up to speed, but moving forward would appreciate any information as it becomes available and if you need anything from us let me know.



Gary Seeley

Procurement and Finance Supervisor

Justice | Whitehorse Correctional Centre

T 867-455-2909 | J-4 | F 867-455-2992 | Yukon.ca

From: [Daniel.Vigneau](#)
To: [JUS-CJPS-CC-WCC](#)
Subject: New Inmate intake memo
Date: Monday, March 30, 2020 5:25:56 PM
Attachments: [MEMO COVID WEST.docx](#)
[MEMO COVID bravo.docx](#)
[image001.png](#)

Please read the information regarding a new procedure for New Admissions into the Whitehorse Correctional Center for both Males and Females.



Daniel Vigneau
A/Manager Correctional Service
Justice | Whitehorse Correctional Centre
T 867-455-2900 | F 867-455-2995 | Yukon.ca

Memorandum

Date: 2020.03.30

To: All staff

From: AMCS VIGNEAU

Subject: COVID-19 procedure for H-WEST

The following precautions will be implemented in H-West unit effective immediately and will remain in force until otherwise directed:

- H-West will be used as a Quarantine area for all new male Admits for a period of 14 days
- Inmates will be grouped and unlocked in relation to their admit day. Only those inmates admitted on the same day will be in the same group and unlocked together.
- All inmates will be on Security Observation Check sheets
- Personal Protective Equipment (PPE - mask, gown, eye protection and gloves) are available and only mandatory when suspected /confirmed COVID-19 is present
- All inmates will be served meals with disposable cutlery, cups and containers .
- Daily search requirements will be suspended for both quarantined and suspected/confirmed inmates in H -West
- All inmates will be secured in their cells for medication distribution. Nursing will attend each cell and give medication through cell door hatch .

In the event we have a suspected/confirmed case of COVID -19, the inmate will be Isolated in H-West and the following procedures will be strictly followed

- Inmates will NOT be allocated unlock times, except for shower usage. I/M will be given a mask through the hatch, go directly to showers. Inmates will be

given a new mask and new roll change. I/M's must wear a mask that covers both their mouth and nose when outside of their assigned cell.

- Clothes must be bagged and washed , as soon as practical
- Showers must be decontaminated after each use, and before any other inmates are unlocked by the unit officer
- When an inmate needs to use the phone, provide the cordless phone from secondary control. Please ensure it is sanitized just as any other item when removed from cell.
- If an inmate is required to attend Video Court, the inmate will put on mask and go directly from the cell to Video Conference Room and return directly back to assigned cell when finished. CO's will then disinfect all areas that I/M has been in contact with.



Memorandum

Date: 2020.03.30

To: All staff

From: AMCS VIGNEAU

Subject: COVID-19 procedure for New Admits in Bravo

The following precautions will be implemented in Bravo unit effective immediately and will remain in force until otherwise directed:

- Secure cells on third tier Bravo unit will be used as a Quarantine area for all new female Admits for a period of 14 days
- Inmates will be grouped and unlocked in relation to their admit day. Only those inmates admitted on the same day will be in the same group and unlocked together.
- All inmates will be on Security Observation Check sheets
- Personal Protective Equipment (PPE - mask, gown, eye protection and gloves) are available and only mandatory when suspected/confirmed COVID -19 is present
- All inmates will be served meals with disposable cutlery, cups and containers.
- Daily search requirements will be suspended for both quarantined and suspected/confirmed inmates in H -West
- All inmates will be secured in their cells for medication distribution. Nursing will attend each cell and give medication through cell door hatch.

In the event we have a suspected/confirmed case of COVID -19, the inmate will be Isolated in Bravo Segregation unit and the following procedures will be strictly followed

- Inmates will NOT be allocated unlock times, except for shower usage. I/M will be given a mask through the hatch, go directly to showers. Inmates will be

given a new mask and new roll change. I/M's must wear a mask that covers both their mouth and nose when outside of their assigned cell.

- Clothes must be bagged and washed , as soon as practical
- Showers must be decontaminated after each use, and before any other inmates are unlocked by the unit officer
- When an inmate needs to use the phone for legal purposes, the inmate may use the phone on the 3rd tier. When finished the inmate must lock up. The unit Officer will need to disinfect phone, phone area, and chair, prior to unlocking any
- Daily search requirements will be suspended
- If video courts are to happen, I/M will put on mask and go directly from cell to Video Conference Room and return directly back to assigned cell when finished. CO's will then disinfect all areas that I/M has been in contact with.

From: [Andrea Monteiro](#)
To: [JUS-CJPS-CC-WCC](#)
Cc: [Mitchell,Croteau-Walker](#); [Claudia.Morgan](#); [Allan.Lucier](#); [Laura.Scott](#)
Subject: WCC All Staff Memo - Thank You!
Date: Monday, March 30, 2020 6:36:05 PM
Attachments: [image001.png](#)

Good afternoon WCC Team,

Amidst the ever-evolving situation presented by the COVID-19 global pandemic, I would like to acknowledge the excellent work that is being done by staff at the WCC. Your dedication and commitment to keeping correctional clients and the public safe during these challenging times are greatly appreciated. Thank you!

While there are still a limited number of confirmed cases of COVID-19 in Yukon, I would like to emphasize the importance of taking precautionary measures, such as frequent handwashing and using personal protective equipment, where appropriate. I would also like to remind all staff that an online assessment tool is available at Yukon.ca/COVID-19 and I would encourage everyone to self-monitor. As essential service workers, each of you plays a vital role in keeping the institution healthy. Self-monitoring and self-isolating when you are not at work is key to ensuring that we all have a safe workplace.

In order to minimize the potential for exposure and transmission, and to promote the health and safety of correctional staff, clients, and the public, anyone who feels unwell and, in particular, anyone who develops symptoms consistent with COVID-19 (e.g. fever, cough, and/or shortness of breath or difficulty breathing) should notify their supervisor immediately. If you are at home and develop the above symptoms, it is kindly asked that you remain at home until cleared by a health care professional.

Again, I sincerely thank each one of you for all of your exceptional work and commitment to providing humane essential services during the COVID-19 global pandemic. Working in a correctional centre is not an easy job. Each of you is to be commended for your dedication to this important profession.

Sincerely,



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

From: [Andrea Monteiro](#)
To: [Grant MacDonald](#); [Jody Morey](#); [Tyler Murray](#); [Valerie Goodkey](#); [Sarah Gau](#); [Gary Seeley](#)
Cc: [Jeff Simons](#)
Subject: FW: Justice: Skills Survey
Date: Tuesday, March 31, 2020 1:41:58 PM
Attachments: [image001.png](#)
[FINAL_2020_JUS_Fillable_Skills_Survey.pdf](#)

Hi Managers and Supervisors,

As an additional proactive measure, we have been asked that all Department of Justice staff complete the attached skills survey document. Please distribute the attached survey to workers within your respective areas (who are not currently in Correctional Officer or front-line Correctional Manager positions) so that we can compile information about the skills our workers have, that may be transferrable to other work units. A form should be completed for any Correctional Officers or MCS who is on an accommodation that prevents them from carrying out all of the functions of their substantive position. All managers and supervisors should also completed the attached (unless you are a Deputy Superintendent). The information gathered through this survey will assist us when considering requests should the pandemic response require us to reassign workers to support critical and vital government services.

I ask that each of you creates a list of all employees in your respective area so that you can track who has completed the form. Staff should submit completed forms to you as their supervisor or manager. After you have tracked receipt of the completed forms. Please forward the completed form(s) to jeff.simons@gov.yk.ca and andrea.monteiro@gov.yk.ca. Please make all efforts to submit completed forms in batches to prevent Jeff and I from experiencing an email inbox overload with a constant influx of single forms being submitted. **I also ask that that the file name for each completed file follows this naming convention (SURNAME, first name_Skills Survey_2020).**

As you share this with staff, please draw their attention to the data cell at the end of the survey that enables employees to identify skills that may not be captured by the 'tick' boxes. Encourage your workers to identify areas where they believe their skill, experience or previous work may be of use. You may want to consider having staff answer the question, "If you were not able to come to work here, where do you think you would best fit within the department / YG?"

With COVID impacts affecting the workplace more and more every day, please do your best to have the surveys completed, collected, and back to Jeff and I by **Thursday April 9, 2020**. If you are not able to have your respective work units surveyed by this date, please update me with what you have been able to do and provide an estimate of how many more responses you have left to gather.

Jeff was kind enough to note that the attached template works best if you first save it to your desktop. Completing the form in 'Finder' or in the 'Review' panel, may prevent you from being able to save the form once completed. By saving the completed form to the desktop initially, information can easily be saved and attached to a return email.

Thanks, in advance, for addressing this extra work during these busy times.

Please let me know if you have any questions/concerns.

Best,



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

WORKFORCE DISRUPTION - SKILLS INVENTORY SURVEY (TEMPLATE # 5)

**Government of Yukon
2020-21**

In the event of workforce disruption, designated staff may be reassigned to perform alternate tasks required to deliver critical services to the public. To help place staff appropriately, we are compiling an inventory of employee skills. The personal information collected on this form is being collected under the authority of s. 14 of the Public Service Act. It is being collected for the purpose of developing an inventory of employee skill sets if it should become necessary to re-deploy Department of Justice staff to perform other work functions in the context of the Covid-19 caused state of emergency. If you have questions about this collection of personal information, you may contact Amanda Ho, the Department of Justice Human Resources Manager, at 867-667- 8212, or Jeff Simons, the Director of Public Safety and Investigations, at 867-689-5039 or at 301 Jarvis Street, Box 2703 (J-10), Whitehorse, YT.

Please complete this skills checklist and return it to your departmental contingency coordinator.

DEPARTMENT: _____ **BRANCH:** _____

PARTICIPANT'S NAME: _____

(E-mail): _____

(Phone): _____ **Emerg #** _____

SUBSTANTIVE: _____

DATE LAST REVISED: _____

TARGETED SKILLS / EXPERIENCE

HR / LR / Managerial Skills

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Site Monitor Training <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Site / Picket Marshaling <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____

Second Language Skills

Language(s) <input type="checkbox"/> ASL	<input type="checkbox"/> French	Other: _____
Conversational <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Written Translation <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Spoken Translation <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____

Corporate Communications

Social Media (web) experience <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Public Media experience <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____

Finance / Administration / Clerical

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Payroll: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Accounts Payable/Receivable: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Systems Support: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Contract Administration: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____

Computer Skills

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Information Technology (IT): <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
(hardware repair) <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
(software assistance) <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
(systems operation) <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
(virus detection) <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Programming: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____
Archive / Records Management: <input type="checkbox"/> YES	<input type="checkbox"/> NO	Explain: _____

Health Services

Nursing:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Social Assistance:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Child Protection:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Social Work:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Mental Health:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
First Aid/CPR:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____

Justice

Corrections/Probations:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Law Enforcement/	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Security: Court Services:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Legal Services:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____

Building Services - Maintenance

Carpentry	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Plumbing	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Electrical	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
HVAC	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Other Trade	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____

Mechanical Services - Maintenance

Automotive	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Electrical	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____
Heavy Equipment - Diesel	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Explain: _____

Vehicle Operator

Driver's License:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Class: _____
Highway Equipment:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Describe: _____
Forklift:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Describe: _____
Other Vehicle Operations:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Describe: _____

General Work Experience

Describe other relevant work experience that may contribute to the delivery of critical public services:

From: [Andrea.Monteiro](#)
To: [Valerie.Goodkey](#); [Tyler.Murray](#)
Cc: [Mitchell.Croteau-Walker](#)
Subject: FW: Continuation of practice - use of APU (DIP/RWS/HFI)
Date: Tuesday, March 31, 2020 2:23:06 PM

FYI...sharing for your awareness but please don't distribute further.

[Andrea](#)

From: Allan.Lucier
Sent: Tuesday, March 31, 2020 1:24 PM
To: Chan Daktari (Dak) DARA
Cc: Jeff.Simons ; Andrea.Monteiro ; Laura.Scott
Subject: Continuation of practice - use of APU (DIP/RWS/HFI)

Dak.

I just wanted to take this opportunity to let you know that we continue to press forward for a more permanent solution to persons being admitted to the APU under the conditions of release when sober (RWS) having been located in a state contrary to the Liquor Act and where they are a danger to themselves or others, and for those who admitted for minor offences (ones where violence is not a factor) and held for investigation (HFI).

As explained a number of times, and highlighted over the past weekend, our concern arises from the risk of CoVid 19 transmission, which is elevated within the inmate population and staff at the Whitehorse Corrections Centre by increased rotational in-custody admissions (those categories listed above).

While we work to a more sustainable solution we continue to request that the RCMP give consideration to the following:

1. Only apprehend with the intention of admitting persons to the APU when absolutely necessary, use discretion and release authorities where and when possible.
2. If a person is apprehended under the Liquor Act (intox in public) confirm if the individual would be accepted at the Whitehorse Emergency Shelter. (The shelter has made some provisions to provide alternative housing arrangements for some clients and these persons may be able to use such housing arrangements rather than being admitted to the APU)
3. If the person is rejected at the Shelter then re-assess the requirement for personal or public safety the need to incarcerate the person.
4. Only if required and no other options exist admit the person to the APU.

Thanks again for your understanding and consideration of this request. As soon as we finalize alternative arrangement we will let you know.

Sincerely,

Al

From: [Andrea Monteiro](#)
To: ["Joanne Panasiuk"](#)
Cc: ["Macpherson Stephanie PSSG EX"](#); ["McFadyen Mark CP-JU"](#); ["Pitfield Daryl \(SOLGEN\)"](#); ["Parizeau Kimberly \(NHQ-AC\)"](#); ["Greiner Leigh PSSG EX"](#); ["Gilchrist Jan \(JUS\)"](#); ["Greg Skelly – Manitoba"](#); ["Scriver Heather CP-JU"](#); ["M McLeod"](#); ["John Scoville@novascotia.ca"](#); ["Ed Klassen@gov.mb.ca"](#); ["Len Davies"](#); ["Bruce Tripp@gnb.ca"](#); ["Sheldon.currie@gnb.ca"](#); ["Blair Vanmetre"](#); ["Parker Kennedy"](#); ["marie-eve.boyer@msp.gouv.qc.ca"](#); ["slellis@gov.pe.ca"](#); ["hugo.hang-hong@msp.gouv.qc.ca"](#); ["Shawn Berezanski"](#); ["Diana Gibbons"](#)
Subject: RE: Non-Compliance with Isolation Orders
Date: Tuesday, March 31, 2020 2:56:55 PM
Attachments: [image003.png](#)
[image004.png](#)

Hi Joanne,

To date, the arrests of individuals who are to be self-isolating has not been an issue in Yukon. Should enforcement of the federal *Quarantine Act* or by way of an Order via the Yukon Chief Medical Officer of Health result in the apprehension of non-compliant persons, we anticipate that the individual would be symptomatic and therefore would be held in the established health facility to manage those on required isolation rather than at the correctional centre. Similar to other jurisdictions, we have also opened up a specific intake unit at our correctional centre as a preventative measure to limit potential exposure within the facility. All new inmates are currently being held in this unit for a 14-day period and will be introduced into a larger unit once the 14-days is over, if they remain symptom free.



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

From: Joanne Panasiuk <joanne.Panasiuk@gov.ab.ca>

Sent: Monday, March 30, 2020 9:14:42 PM

To: Pitfield, Daryl (SOLGEN) <Daryl.Pitfield@ontario.ca>; Parizeau Kimberly (NHQ-AC) <Kimberly.Parizeau@CSC-SCC.GC.CA>; Leigh.Greiner@gov.bc.ca <Leigh.Greiner@gov.bc.ca>; Andrea Monteiro <andrea.monteiro@gov.yk.ca>; Gilchrist, Jan (JUS) <Jan.Gilchrist@gov.mb.ca>; Greg Skelly – Manitoba <greg.skelly@gov.mb.ca>; Scriver, Heather CP-JU <heather.scriver@gov.sk.ca>; Stephanie Macpherson <Stephanie.Macpherson@gov.bc.ca>; McFadyen, Mark CP-JU <Mark.McFadyen@gov.sk.ca>; M McLeod <mmcleod1@gov.nu.ca>; John Scoville@novascotia.ca <John.Scoville@novascotia.ca>; Ed.Klassen@gov.mb.ca <Ed.Klassen@gov.mb.ca>; Len Davies <Len.Davies@gnb.ca>; Bruce.Tripp@gnb.ca <Bruce.Tripp@gnb.ca>; Sheldon.currie@gnb.ca <Sheldon.currie@gnb.ca>; Blair Vanmetre <blair_vanmetre@gov.nt.ca>; Parker Kennedy <parker_kennedy@gov.nt.ca>; marie-eve.boyer@msp.gouv.qc.ca <marie-eve.boyer@msp.gouv.qc.ca>; slellis@gov.pe.ca <slellis@gov.pe.ca>; hugo.hang-hong@msp.gouv.qc.ca <hugo.hang-hong@msp.gouv.qc.ca>; Shawn Berezanski <Shawn.Berezanski@gov.ab.ca>; Diana Gibbons <dianagibbons@gov.nl.ca>

Subject: Non-Compliance with Isolation Orders

Hi All:

Hope everyone is doing OK. Just wondering if you have any plans in place for individuals who are arrested for not complying with self-isolation orders. Where will they be detained?

Joanne Panasiuk
 Executive Director
 Adult Centre Operations Branch
 Correctional Services Division
 Telephone: (780) 427-3154
 Mobile: (780) 717-4687



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From: [Andrea Monteiro](#)
To: [Jan Pollard](#)
Cc: [Allan Lucier](#); [Amanda Ho](#)
Subject: RE: WCC
Date: Tuesday, March 31, 2020 5:52:57 PM
Attachments: [COVID-19 - Update Whitehorse Correctional Centre and Yukon Community Corrections.pdf](#)
[image002.png](#)
[image003.png](#)

Hi Ian,

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

Currently all inmates at WCC have their own cell and all inmates have received information sessions related to safe practices, including social distancing, from WCC health services staff.

For your reference, I have also attached the memo from March 23rd outlining some of the precautionary measures that have been implemented at WCC to reduce the potential for exposure and transmission.

Please let me know if you require any further information.

Best,



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

From: Ian.Pollard
Sent: Tuesday, March 31, 2020 2:49 PM
To: Andrea.Monteiro
Cc: Allan.Lucier ; Amanda.Ho
Subject: FW: WCC

Hi Andrea,

Please provide a response to the below question from the YEU.

Thank you,



Ian Pollard, CPHR
 Director Human Resources
 Department of Justice
 T 867-667-3414 | Yukon.ca

From: Jennifer.Dawson <Jennifer.Dawson@gov.yk.ca>
Sent: March 31, 2020 2:46 PM
To: Amanda.Ho <Amanda.Ho@gov.yk.ca>; Ian.Pollard <Ian.Pollard@gov.yk.ca>
Subject: FW: WCC

Hi Ian and Amanda - A question from Steve Geick, YEU ... any idea how WCC is handling the social distancing with inmates?

Can you let me know and I will get back to Steve?

Thanks,
 Jennifer

From: Gary Adams <Gary.Adams@gov.yk.ca>
Sent: Tuesday, March 31, 2020 2:42 PM
To: Jennifer.Dawson <Jennifer.Dawson@gov.yk.ca>
Subject: WCC

Jenn

Can you give Steve the update on his question below.

Thanks

1 thing I forgot, any idea how WCC is handling the social distancing with inmates?

Gary



March 23, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

The Corrections Branch is taking a proactive approach. In consultation with the Yukon Communicable Disease Centre and in line with the recommendations from the office of the Chief Medical Officer of Health, a number of precautionary measures have been implemented to reduce the potential for exposure and transmission. The following are some of the steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

The Whitehorse Correctional Centre

- WCC Health Services have delivered information sessions to inmates on COVID-19;
- WCC staff have received education sessions on the use of recommended personal protective equipment, including hand sanitizer, and this equipment has been made available throughout the facility;
- All front-line correctional staff and managers have been reminded of the direction from the Chief Medical Officer of Health on March 22, 2020 to self-isolate if they have recently returned home to the territory;
- As essential service workers, all front-line correctional staff and managers have been reminded that they are not permitted to attend any social gatherings, even those with less than 10 people;
- Additional cleaning measures in the secure area of the WCC have been implemented;
- All non-essential training for staff has been suspended until further notice;
- All inmate programming facilitated by external contractors and community partners have been suspended until further notice, although all programming facilitated by correctional officers is still available to those incarcerated at the WCC;
- A new tool has been implemented to screen all persons admitted to either the WCC or the Arrest Processing Unit upon initial intake;
- Court appearances from the correctional centre are being facilitated via video;
- Intermittent offender reporting is being closely monitored and assessed on a weekly basis. Where feasible, alternate community supervision arrangements are being made;
- Signage regarding COVID-19 has been posted throughout the facility for both inmates and visitors, additional hand sanitizing measures will be put into place for visitors and staff, and screening measures of all individuals attending the facility for visits have been implemented;

- As of Tuesday March 24, 2020, all personal visits with members of the public will be suspended until further notice;
- In order to support inmates with continued personal connections with family and friends, two free daily telephone calls are being provided to inmates as per an agreement with the inmate telephone service provider;
- Professional visits are still permitted, however, all visits are currently being offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Professional visits with lawyers are also being facilitated via video conferencing. As per normal routine, all visits must be booked in advance; and,
- An order for increased canteen stock has been placed to mitigate any disruption in service delivery.

As a reminder, the kiosk located in the WCC's reception area is still available for members of the public to deposit funds into inmate trust and phone accounts. Funds may also be added to trust accounts by mailing a money order to the WCC while funds to phone accounts can be deposited by calling 1-866-713-4761 or online at www.inmatephones.ca.

Yukon Community Corrections

- Signage regarding COVID-19 has been posted throughout the YCC office;
- Additional cleaning materials have been made available for both client and staff use;
- Probation officers have begun shifting to a supervision model whereby clients check-in via phone or video depending on the individualized circumstances of the client;
- All non-essential training for staff has been suspended until further notice;
- All in-person group programming for clients has been cancelled until further notice; and,
- All travel for probation officers to conduct in-person supervision or attend circuit court has been suspended until further notice. To ensure there are no gaps in service delivery, supervision in communities will be done via phone or video technology.

The Corrections Branch will continue to work collaboratively with the Yukon Communicable Disease Centre and the office of the Chief Medical Officer of Health to ensure continuity in service delivery without sacrificing the health and safety of staff, clients, and the public.

Sincerely,



Andrea Monteiro
Director, Corrections



March 23, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

The Corrections Branch is taking a proactive approach. In consultation with the Yukon Communicable Disease Centre and in line with the recommendations from the office of the Chief Medical Officer of Health, a number of precautionary measures have been implemented to reduce the potential for exposure and transmission. The following are some of the steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

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- All front-line correctional staff and managers have been reminded of the direction from the Chief Medical Officer of Health on March 22, 2020 to self-isolate if they have recently returned home to the territory;
- As essential service workers, all front-line correctional staff and managers have been reminded that they are not permitted to attend any social gatherings, even those with less than 10 people;
- Additional cleaning measures in the secure area of the WCC have been implemented;
- All non-essential training for staff has been suspended until further notice;
- All inmate programming facilitated by external contractors and community partners have been suspended until further notice, although all programming facilitated by correctional officers is still available to those incarcerated at the WCC;
- A new tool has been implemented to screen all persons admitted to either the WCC or the Arrest Processing Unit upon initial intake;
- Court appearances from the correctional centre are being facilitated via video;
- Intermittent offender reporting is being closely monitored and assessed on a weekly basis. Where feasible, alternate community supervision arrangements are being made;
- Signage regarding COVID-19 has been posted throughout the facility for both inmates and visitors, additional hand sanitizing measures will be put into place for visitors and staff, and screening measures of all individuals attending the facility for visits have been implemented;

- As of Tuesday March 24, 2020, all personal visits with members of the public will be suspended until further notice;
- In order to support inmates with continued personal connections with family and friends, two free daily telephone calls are being provided to inmates as per an agreement with the inmate telephone service provider;
- Professional visits are still permitted, however, all visits are currently being offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Professional visits with lawyers are also being facilitated via video conferencing. As per normal routine, all visits must be booked in advance; and,
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Yukon Community Corrections

- Signage regarding COVID-19 has been posted throughout the YCC office;
- Additional cleaning materials have been made available for both client and staff use;
- Probation officers have begun shifting to a supervision model whereby clients check-in via phone or video depending on the individualized circumstances of the client;
- All non-essential training for staff has been suspended until further notice;
- All in-person group programming for clients has been cancelled until further notice; and,
- All travel for probation officers to conduct in-person supervision or attend circuit court has been suspended until further notice. To ensure there are no gaps in service delivery, supervision in communities will be done via phone or video technology.

The Corrections Branch will continue to work collaboratively with the Yukon Communicable Disease Centre and the office of the Chief Medical Officer of Health to ensure continuity in service delivery without sacrificing the health and safety of staff, clients, and the public.

Sincerely,



Andrea Monteiro
Director, Corrections



April 1, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch continues to work steadfastly towards preparedness during the ever-evolving COVID-19 global pandemic. The Branch remains committed to implementing measures to ensure the health and safety of correctional staff, clients, and the public while also ensuring the provision of humane essential services.

In consultation with the Yukon Communicable Disease Centre and in line with recommendations from the office of the Chief Medical Officer of Health (CMOH), the Corrections Branch has taken a carefully planned, proactive approach to reduce the potential for exposure to, and transmission of, COVID-19. Further to the precautionary measures outlined in the public memorandum released on March 23, 2020, the following are some of the additional steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

The Whitehorse Correctional Centre

- An updated COVID-19 screening form has been circulated and is completed for every individual admitted to the WCC. The new updates include the new direction from the CMOH regarding domestic travel;
- Updated precautionary isolation and medical monitoring procedures have been developed and implemented for both current inmates, as well as for all newly admitted individuals upon intake at the WCC;
- In collaboration with other justice stakeholders, the WCC continues to undertake a detailed review of the personal circumstances of individuals on remand, those serving intermittent sentences, and individuals who may be particularly vulnerable to COVID-19 due to their age or underlying health conditions. This proactive review is underway to ensure that all clients are housed in the most appropriate location should there be a pandemic issue within the correctional institution. This review also includes an assessment of which, if any, inmate(s) could be released on an unescorted temporary absence and housed in the community without compromising their safety or that of the public;

- In partnership with the RCMP and Health and Social Services, work is underway to appropriately manage individuals in the community who do not pose a public safety risk to others rather than have them admitted to the Arrest Processing Unit within the WCC;
- To maintain continuity of service and program delivery, substance use services, spiritual services, and First Nations services are offered, upon inmate request, in a secure manner, with a physical barrier between the service provider and the inmate to prevent droplet and contact transmission;
- All inmate disciplinary hearings are conducted on-site at the WCC using video technology. This measure reduces the risk of COVID-19 exposure and transmission between independent hearing adjudicators and inmates without sacrificing procedural fairness;
- The Forensic Complex Care Team (FCCT) has two designated members who continue to attend the WCC weekly to meet with inmates. In addition, the phone numbers for FCCT counselors have been added to the list of “free calls” and inmates have been provided with their counselor’s number to facilitate communication and essential check-ins;
- The First Nation Liaison Officer has scheduled weekly talking circles and continues to meet regularly with inmates;
- Work is underway to facilitate the online delivery of various courses offered through Yukon College;
- Work programs, as well as indoor and outdoor recreational opportunities, continue to be offered at the WCC;
- All inmates discharged from WCC will be provided with information related to COVID-19 including safe community practices; and,
- All individuals in custody at the WCC are held in their own cell that has solid walls and a solid door.

Yukon Community Corrections

- While all YCC offices remain operational, the Whitehorse, Watson Lake and Dawson City offices have reduced the hours during which they are open to the public;
- In Whitehorse, clients who are required to attend in person for reporting and intake assessments are directed to use a designated telephone within the office to liaise with their Probation Officer or Bail Supervisor. Cleaning materials are available to enable each individual to clean the area and telephone prior to beginning the session;
- In Watson Lake, intake assessments are conducted at the YCC office in a secure manner, with a physical barrier between YCC staff and clients;

- Weekly in-person staff meetings have been temporarily suspended and replaced with daily individual meetings between the YCC supervisor and staff to promote and facilitate social distancing; and,
- Weekly case consultation meetings between YCC staff and the FCCT have been temporarily suspended, though staff have been reminded and encouraged to consult the FCCT via telephone where appropriate.

The Corrections Branch will continue to work collaboratively with health and justice partners in responding to the dynamic situation presented by the COVID-19 global pandemic. As developments arise, the Branch will maintain its measured, proactive approach which prioritizes the health and safety of correctional staff, clients, and the public while also ensuring that humane essential services are provided to Yukoners.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andrea Monteiro', is positioned above the printed name.

Andrea Monteiro
Director, Corrections



May 12, 2020

COVID-19 Update: Whitehorse Correctional Centre

The Corrections Branch continues to work diligently in responding to the ever-evolving COVID-19 global pandemic. Over the course of the last several months, the Branch has implemented a number of precautionary measures to reduce the potential for exposure and transmission of the virus at the Whitehorse Correctional Centre (WCC). A fulsome outline of the proactive practices that have been adopted at the WCC and in Yukon Community Corrections was previously circulated in public memoranda on March 23, 2020 and April 1, 2020.

In responding to the COVID-19 global pandemic, the Corrections Branch has taken a measured approach aimed at ensuring the health and safety of correctional staff, clients, and the public while also ensuring the provision of humane essential services. This approach has been developed in consultation with the Yukon Communicable Disease Centre and has been guided by recommendations from the office of the Chief Medical Officer of Health as well as the principle of least restrictive measures.

The Corrections Branch continues to monitor and assess the dynamic situation presented by the COVID-19 global pandemic with extreme care to ensure that its response is appropriate in the circumstances and proportional to the level of risk presented as new developments arise. The measured approach that has been implemented aims to balance health and safety with values that are integral to the delivery of correctional services, including dignity, respect, and legality.

As of May 1, 2020, all 11 confirmed cases of COVID-19 in Yukon had recovered and no new cases have been reported. As such, the Corrections Branch has taken steps to strike an appropriate balance in its approach given the current, presenting situation in Yukon. This has included:

- As of May 5, 2020, redeploying WCC's receptionist back to the usual post in the institution's reception area.
- As of May 12, 2020, reinstating personal visits with members of the public on weekdays at 17:45 and 19:00.

- In order to continue to maintain inmate safety, these visits will be offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Prior to entering the WCC, all visitors will be required to use hand sanitizer. Before permitting the visit to take place, WCC employees will ask each visitor a series of COVID-19 screening questions. Only two visitors will be permitted per visit session and measures will be implemented to ensure that physical distancing between visitors is maintained. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Since the ability to physically distance while escorting a visitor to the visiting location is limited, the escorting WCC employee will be issued appropriate personal protective equipment.
- Recognizing that WCC personal visits are still limited, the correctional centre will continue to provide each inmate with a free, 20-minute telephone call every day.

As the situation presented by the COVID-19 global pandemic evolves, the Corrections Branch will maintain its measured approach to appropriately balance risks to health and safety with the provision of humane essential services.

Sincerely,



Andrea Monteiro
Director, Corrections



July 28, 2020

Kevin MacGillivray, Crown Counsel
Public Prosecution Service of Canada, YRO
Elijah Smith Building
300 Main Street, Suite 200
Whitehorse, Yukon Y1A 2B5

Dear Mr. MacGillivray,

In response to COVID-19, the Corrections Branch implemented measures at Whitehorse Correctional Centre ("WCC") to ensure the health and safety of correctional staff, clients and the public while also ensuring the provision of humane essential services. These measures were established in consultation with the Yukon Communicable Disease Centre (YCDC) and are in line with recommendations from the office of the Chief Medical Officer of Health (CMOH). They are consistent with measures taken by correctional institutions across Canada.

The measures put in place in March and April 2020 have not changed significantly. These measures are:

- All inmates participate in a verbal screener upon intake.
- Staff are all expected to be reviewing the COVID-19 screening questions daily and not enter WCC if they have any symptoms. If someone does attend work and appears to be ill, they are being directed to return home.
- Cleaning procedures have been increased and cleaning supplies are readily available for both staff, visitor and inmate use.
- All new admits are kept separate from the greater inmate population for a 14-day period for medical observation. During this 14-day period, they are monitored daily by WCC health services staff for COVID-19 symptoms.
 - If an individual displays symptoms, they will be medically isolated and tested for COVID-19 as per CMOH/YCDC direction.
- Access to the correctional population by external service providers is limited and, for the most part only permitted where physical distancing can be maintained. In instances where physical distancing is questionable/not possible, the service provider is required to wear a mask.
- Contact, personal visits (i.e. those without a physical barrier) are currently restricted to limit the likelihood of the virus entering the institution.
- In order to continue encouraging family contact, all inmates are still being provided with one free 20-minute daily phone call.

There have been no cases of COVID-19 at WCC.

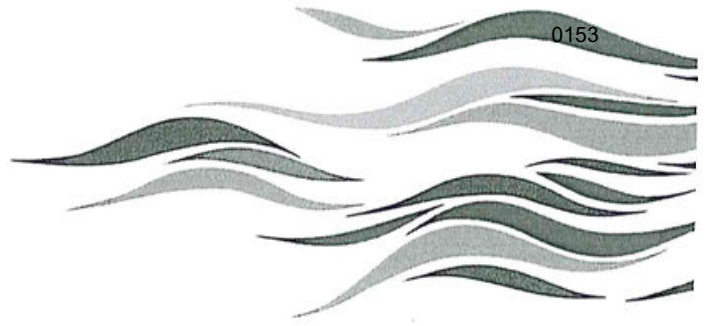
The Corrections Branch works cooperatively with health and justice partners to respond to the dynamic situation presented by COVID-19. The Branch will continue to respond to developments in a measured, proactive manner, prioritizing the health and safety of correctional staff, clients and the public while at the same time ensuring that Yukoners are provided with essential services in a humane manner.

Sincerely,



Andrea Monteiro
Director, Corrections

Encl. COVID-19 Public Updates – March 23, April 1 and May 12, 2020



March 23, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch is working diligently towards preparedness during the rapidly evolving COVID-19 global pandemic. The Branch is making concerted efforts to ensure the health and safety of staff, clients, and the public while also ensuring the provision of humane essential services.

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- A new tool has been implemented to screen all persons admitted to either the WCC or the Arrest Processing Unit upon initial intake;
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- Signage regarding COVID-19 has been posted throughout the facility for both inmates and visitors, additional hand sanitizing measures will be put into place for visitors and staff, and screening measures of all individuals attending the facility for visits have been implemented;

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Yukon Community Corrections

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- All travel for probation officers to conduct in-person supervision or attend circuit court has been suspended until further notice. To ensure there are no gaps in service delivery, supervision in communities will be done via phone or video technology.

The Corrections Branch will continue to work collaboratively with the Yukon Communicable Disease Centre and the office of the Chief Medical Officer of Health to ensure continuity in service delivery without sacrificing the health and safety of staff, clients, and the public.

Sincerely,



Andrea Monteiro
Director, Corrections



April 1, 2020

COVID-19 Update: Whitehorse Correctional Centre and Yukon Community Corrections

The Corrections Branch continues to work steadfastly towards preparedness during the ever-evolving COVID-19 global pandemic. The Branch remains committed to implementing measures to ensure the health and safety of correctional staff, clients, and the public while also ensuring the provision of humane essential services.

In consultation with the Yukon Communicable Disease Centre and in line with recommendations from the office of the Chief Medical Officer of Health (CMOH), the Corrections Branch has taken a carefully planned, proactive approach to reduce the potential for exposure to, and transmission of, COVID-19. Further to the precautionary measures outlined in the public memorandum released on March 23, 2020, the following are some of the additional steps that have been taken at the Whitehorse Correctional Centre (WCC) and in Yukon Community Corrections (YCC).

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- An updated COVID-19 screening form has been circulated and is completed for every individual admitted to the WCC. The new updates include the new direction from the CMOH regarding domestic travel;
- Updated precautionary isolation and medical monitoring procedures have been developed and implemented for both current inmates, as well as for all newly admitted individuals upon intake at the WCC;
- In collaboration with other justice stakeholders, the WCC continues to undertake a detailed review of the personal circumstances of individuals on remand, those serving intermittent sentences, and individuals who may be particularly vulnerable to COVID-19 due to their age or underlying health conditions. This proactive review is underway to ensure that all clients are housed in the most appropriate location should there be a pandemic issue within the correctional institution. This review also includes an assessment of which, if any, inmate(s) could be released on an unescorted temporary absence and housed in the community without compromising their safety or that of the public;

- In partnership with the RCMP and Health and Social Services, work is underway to appropriately manage individuals in the community who do not pose a public safety risk to others rather than have them admitted to the Arrest Processing Unit within the WCC;
- To maintain continuity of service and program delivery, substance use services, spiritual services, and First Nations services are offered, upon inmate request, in a secure manner, with a physical barrier between the service provider and the inmate to prevent droplet and contact transmission;
- All inmate disciplinary hearings are conducted on-site at the WCC using video technology. This measure reduces the risk of COVID-19 exposure and transmission between independent hearing adjudicators and inmates without sacrificing procedural fairness;
- The Forensic Complex Care Team (FCCT) has two designated members who continue to attend the WCC weekly to meet with inmates. In addition, the phone numbers for FCCT counselors have been added to the list of “free calls” and inmates have been provided with their counselor’s number to facilitate communication and essential check-ins;
- The First Nation Liaison Officer has scheduled weekly talking circles and continues to meet regularly with inmates;
- Work is underway to facilitate the online delivery of various courses offered through Yukon College;
- Work programs, as well as indoor and outdoor recreational opportunities, continue to be offered at the WCC;
- All inmates discharged from WCC will be provided with information related to COVID-19 including safe community practices; and,
- All individuals in custody at the WCC are held in their own cell that has solid walls and a solid door.

Yukon Community Corrections

- While all YCC offices remain operational, the Whitehorse, Watson Lake and Dawson City offices have reduced the hours during which they are open to the public;
- In Whitehorse, clients who are required to attend in person for reporting and intake assessments are directed to use a designated telephone within the office to liaise with their Probation Officer or Bail Supervisor. Cleaning materials are available to enable each individual to clean the area and telephone prior to beginning the session;
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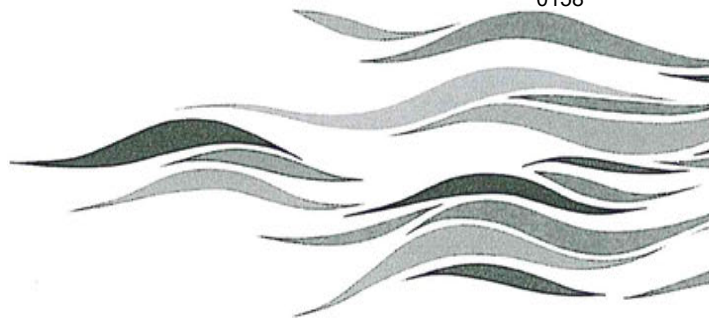
- Weekly in-person staff meetings have been temporarily suspended and replaced with daily individual meetings between the YCC supervisor and staff to promote and facilitate social distancing; and,
- Weekly case consultation meetings between YCC staff and the FCCT have been temporarily suspended, though staff have been reminded and encouraged to consult the FCCT via telephone where appropriate.

The Corrections Branch will continue to work collaboratively with health and justice partners in responding to the dynamic situation presented by the COVID-19 global pandemic. As developments arise, the Branch will maintain its measured, proactive approach which prioritizes the health and safety of correctional staff, clients, and the public while also ensuring that humane essential services are provided to Yukoners.

Sincerely,



Andrea Monteiro
Director, Corrections



May 12, 2020

COVID-19 Update: Whitehorse Correctional Centre

The Corrections Branch continues to work diligently in responding to the ever-evolving COVID-19 global pandemic. Over the course of the last several months, the Branch has implemented a number of precautionary measures to reduce the potential for exposure and transmission of the virus at the Whitehorse Correctional Centre (WCC). A fulsome outline of the proactive practices that have been adopted at the WCC and in Yukon Community Corrections was previously circulated in public memoranda on March 23, 2020 and April 1, 2020.

In responding to the COVID-19 global pandemic, the Corrections Branch has taken a measured approach aimed at ensuring the health and safety of correctional staff, clients, and the public while also ensuring the provision of humane essential services. This approach has been developed in consultation with the Yukon Communicable Disease Centre and has been guided by recommendations from the office of the Chief Medical Officer of Health as well as the principle of least restrictive measures.

The Corrections Branch continues to monitor and assess the dynamic situation presented by the COVID-19 global pandemic with extreme care to ensure that its response is appropriate in the circumstances and proportional to the level of risk presented as new developments arise. The measured approach that has been implemented aims to balance health and safety with values that are integral to the delivery of correctional services, including dignity, respect, and legality.

As of May 1, 2020, all 11 confirmed cases of COVID-19 in Yukon had recovered and no new cases have been reported. As such, the Corrections Branch has taken steps to strike an appropriate balance in its approach given the current, presenting situation in Yukon. This has included:

- As of May 5, 2020, redeploying WCC's receptionist back to the usual post in the institution's reception area.
- As of May 12, 2020, reinstating personal visits with members of the public on weekdays at 17:45 and 19:00.

- o In order to continue to maintain inmate safety, these visits will be offered in a secure manner, with a physical barrier between visitors and inmates to prevent droplet and contact transmission. Prior to entering the WCC, all visitors will be required to use hand sanitizer. Before permitting the visit to take place, WCC employees will ask each visitor a series of COVID-19 screening questions. Only two visitors will be permitted per visit session and measures will be implemented to ensure that physical distancing between visitors is maintained. Disinfectant products have been placed on both sides of the visiting area to enable each individual to clean the area prior to the visit. Since the ability to physically distance while escorting a visitor to the visiting location is limited, the escorting WCC employee will be issued appropriate personal protective equipment.
- Recognizing that WCC personal visits are still limited, the correctional centre will continue to provide each inmate with a free, 20-minute telephone call every day.

As the situation presented by the COVID-19 global pandemic evolves, the Corrections Branch will maintain its measured approach to appropriately balance risks to health and safety with the provision of humane essential services.

Sincerely,



Andrea Monteiro
Director, Corrections

From: [Joanne.Green](#)
To: [Alex.Campbell](#); [Kelly.Allen](#); [Robin.Treusch](#); [Robyn.Pope](#); "[Bethanna.Cavey](#)"
Cc: [Mark.Daniels](#)
Subject: COVID-19 update
Date: Tuesday, March 17, 2020 1:53:12 PM
Attachments: [image001.png](#)
Importance: High

Hello team,

I would like to preface this email by saying, this is an ever evolving situation. Please be patient with this evolution of information and I understand we are doing the best we can with often limited information available to make decisions about next steps.

In response to many questions related to COVID-19, I contacted Courts, YCC, HCOS and VSU to obtain information on their current practice of client services. Up to 30 minutes ago, they were practicing business as usual for all client visits and supports and where they could they were conducting some aspects of the job by phone. Hence, I drafted an email to that affect and was about to his send, when the direction from YCC changed.

With this new information I would like to propose the following process effective today.

We will be moving to an essential service model for clients. This means that risk assessment and professional judgement will be applied to determine the trajectory of client check-in, supervision and support.

If you feel that a client can be supported through telephone contact/check-in then please do so.

If you feel as though the client requires more support then please have the client attend the JWC.

All clients, presenting at the front will speak with a JWC staff member and undergo the Alberta online health screener, developed to respond to COVID-19. Here is the link for your reference, <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

The results of the screener will determine entry. Please feel free to play around on the site and it is very helpful and useful.

Only clients who have no symptoms or who were not knowingly exposed will be admitted to the JWC.

Clients who enter will be required to use hand sanitizer upon entry. Please adhere to the social distancing protocol when meeting with clients.

I would like to meet urgently to determine how we notify the clients of the change. Here are our options. 1) Allow clients to attend and give new direction or 2) contact all clients by phone to advise them of changes to their check-in process.

I understand that the COVID-19 pandemic has increased anxiety for clients. Please assure them that, for now, we will be available by phone for any crisis management. Please provide the front desk number to ensure they can contact a staff member immediately.

The following information can be shared with clients

- 1) YCC clients reporting to a PO will be contact and advised of all changes to their check-in process (applies to clients in SA).
- 2) MWSU has modified practice for all clients. Please see Bethanna's email for full details.

MSWU will be calling clients directly to reschedule in person appointments to phone appointments. RAC will still take place by phone.

- 3) YARC will provide us with an update on any changes to their policy related to clients leaving the centre. More information to be obtained tomorrow morning. I will be speaking with them about what programs are still taking clients to assist in aligning services.
- 4) As of 5 minutes ago, HCOS was business as usual, so clients can still attend those appointments. Stand by for further.
- 5) EPI is still open to critical clients. However, for clients who have appointments with Psychiatry, the client is expected to attend the EPI office as scheduled and meet in person with the Mental Health Nurse who will coordinate the appointment with Psychiatrist by phone.
- 6) Challenge is open day to day. The work program is closed this week.
- 7) Independent Learning Centre is closed until March 30th.
- 8) The Whitehorse Emergency Shelter is business as usual as of right now. Stand by for further.

Please let me know if there is any other organizations you require further information on that has a direct impact on clients in the short term. I will be happy to follow up.

It is not clear if we are to be considered an essential service at this time. It is not clear what the short term plan will be for the JWC. I will endeavour to keep you updated as soon as information is learned.

If there are any questions, please don't hesitate to ask. I understand that direction is not completely clear and I am working diligently to align with other departments in the face of evolving information.

Sincerely,



Joanne Green
Manager, Justice Wellness Centre
T 867-393-6430 | F 867-393-6267 |

From: [Joanne Green](#)
To: [Alex Campbell](#); [Kelly Allen](#); [Rob n. Treusch](#); [Robyn Pope](#); "[Bethanna Covey](#)"
Subject: FW: Plain language document about COVID 19
Date: Wednesday, March 18, 2020 3:01:43 PM
Attachments: [image001.png](#)
[Plain Language Information on Coronavirus.pdf](#)
[image002.png](#)

Hello Team,

Please find some plain language information from the Canadian FASD on COVIF-19. Feel free to provide to any client needed further information.

Cheers



Joanne Green
Manager, Justice Wellness Centre
T: 867-393-6430 | F: 867-393-6267 |

From: Candice Burnett

Sent: Wednesday, March 18, 2020 11:16 AM

To: Candice Burnett

Subject: Plain language document about COVID 19

See attached plain language document developed by CanFASD for corona virus.

Thank you,



Candice Burnett
FASD Coordinator
Health and Social Services | Disability Services
T: 867-393-7033 | C: 867-332-6087 | Yukon.ca

I respectfully acknowledge that I work and live within the Traditional Territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'an Council.

COVID-19 Information By and For People with Disabilities



What is COVID-19?

- It is a new illness spreading around the world.
- It's nickname is coronavirus.

How do you get it?



- Someone with COVID-19 gives you their germs.
- When they cough or sneeze, their germs get in the air, on you, and on things.
- Germs get into your body through your mouth, nose, and your eyes.

What happens if you have it?



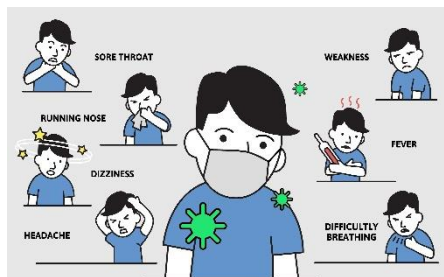
A fever of 100.4°
or higher



Coughing



Hard time breathing



If these things happen to you, it does not mean you have coronavirus. Lots of people get a fever or cough. You could just have a cold or the flu.

If I am sick, when should I call a doctor?



- Call if you have been out of the country.
- Call if you have been with someone who has the virus.
- Call if you have been at a place where people with COVID-19 got medical treatment.

Call your doctor, do not go to the office.

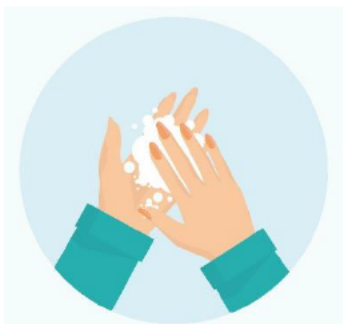
How sick do you get?



- Most people do not get very sick. It is like having a cold or the flu.
- Some older people and people with medical problems may get really sick. They may end up in a hospital.

How can I stay healthy, or not get it?

Wash your hands.



- Use lots of soap and water.
- Wash for at least 20 seconds. If it helps, count to 20.
- Wash after using the bathroom or being in public (like going to a store).
- If soap and water are not available, use hand sanitizer. Washing well with soap and water is still better.



Cough or Sneeze into your elbow.

Coughing and sneezing into your elbow stops germs from going into the air and onto your hands.

Try not to touch your face



- Do not rub your eyes.
- Do not touch your mouth.
- Do not touch your nose.

Remember, this is how germs get in your body.



If you have to touch your face, do it with a tissue or in the shower.

Try to keep your hands busy:



- Tap your knee.
- Click a pen.
- Use a fidget spinner.
- Use hand sanitizer.
- Doodle.
- Squeezing a stress ball.
- Play a game on your device.

If I am sick, what should I do?

Call your doctor. Do NOT go to a hospital or emergency room.



Stay Home



Use tissues,
then throw
them away



Avoid
contact with
others



Keep objects
and surfaces
clean

Call your doctor again if you are getting worse. Call back if you are having trouble breathing. Do what your doctor says.

If my staff person is sick, what should I do?



- Doctors say if you are sick stay home. Do not go to work. A sick staff person should stay home until they are well.
- Tell your team. Tell your case manager.

What do I do if someone I live with gets sick?

Someone else living in your home could get coronavirus or think they have these germs in their body.



- Stay at least 6 feet away from the sick person.
- Do not touch surfaces or food that the sick person has touched.
- Keep washing your hands well.
- **Call your case manager.**

How do I say hello to my friends?



- No handshaking. No hugging. No fist bumps.
- Smile, bump elbows, text, call, message

Where can I go these days?

Stay away from large groups.



- No movie theaters or malls.
- Try to avoid public transportation.
- Go to the grocery store during the day when it is not crowded.

Do not share food or drinks.



Why is it important to do all of this?



- Some people with medical problems may get really sick. Staying healthy is the best way to keep your friends or family from getting sick.

Is there a shot to get, so I do not get sick?



No. There is not a shot or vaccine to stop the coronavirus.

Is there a medicine?



- There is no medicine for COVID-19.
- Take medicine used when you have a cold or flu.
- Drink lots of water. Get plenty of rest.

What do I say to my friends if they get scared, or very nervous?



- Talk to someone you trust.
- You can show them this booklet for ideas on what to do.

I have a job. I am worried about missing work.



- If you are sick, you need to stay home.
- Health comes before money.
- Tell your boss you do not feel well.
- If you are worried about money, talk to your family, friends or team.

Make a plan in case you have to stay at home.



- Who can go food shopping for you?
- Who will call to check in on you?
- What to do if your staff calls in sick?
- Make sure you know your doctor's phone number.

Talk to your self-advocacy group, friends, family, or support staff about your worries and concerns.



If you have been near a person with Coronavirus, you may be asked to stay home. A person can have coronavirus in their body and not feel sick. It takes a few days to get sick. This virus spreads very easily. You don't want to give it to others.



Thanks to the Vermont Developmental Disabilities Council for providing guidance and support to create this booklet. This publication is supported in part by a cooperative agreement from the Administration on Intellectual and Developmental Disabilities, Administration for Community Living, U.S. Department of Health and Human Services.

Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration on Intellectual and Developmental Disabilities policy.

The Self-Advocacy Resource and Technical Assistance Center (SARTAC) seeks to strengthen the self-advocacy movement by supporting self-advocacy organizations to grow in diversity and leadership. The resource center is a project of Self Advocates Becoming Empowered (SABE). SARTAC <https://selfadvocacyinfo.org/> is a Developmental Disabilities Project of National Significance, funded by the Administration For Community Living – Administration on Intellectual and Developmental Disabilities (AIDD).

From: [Alex.Campbell](#)
To: [Robyn.Pope](#); [Joanne.Green](#); [Kelly.Allen](#); [Robin.Treusch](#)
Subject: RE: Covid-19 Protocol Questionnaire for entry to building
Date: Wednesday, March 25, 2020 10:37:20 AM
Attachments: [image001.png](#)

Sounds good... Thanks Robyn

From: Robyn.Pope
Sent: March 25, 2020 10:24 AM
To: Joanne.Green; Kelly.Allen; Alex.Campbell; Robin.Treusch
Subject: Covid-19 Protocol Questionnaire for entry to building

Hi,

I have created the attached questionnaire to ask people BEFORE they can enter the building.

It will be posted by my desk.

Maybe let your clients know?

Thanks

[cid:image001.png@01D3DC86.F4F34B70]

Robyn Pope
Receptionist/Administrative Assistant, Justice Wellness Centre
T 867-393-6256 | F 867-393-6267 | Robyn.Pope@gov.yk.ca<<mailto:Robyn.Pope@gov.yk.ca>>