

Pandemic Operations – November 05, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - wash your hands often with soap and water or alcohol-based hand sanitizer
 - sneeze and cough into your sleeve
 - avoid touching your eyes, nose or mouth
 - avoid contact with people who are sick
 - keep your own workstation clean
 - practice social distancing
 - **stay at home if you are sick**

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below).

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in

treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.

- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.
- Due to the recent change to RED on the pandemic response for Winnipeg Metropolitan Region and Orange in Areas of Manitoba, Sweat Lodge Ceremonies will be suspended until further notice. This is effective Nov. 5, 2020.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or

less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.

- Centres that are in level RED, recreation is suspended.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for resumption in December 2020.

E. Professional Access/Services

NOTE; Due to the current level RED in Winnipeg Metropolitan Region and Orange in other areas in the Province of Manitoba all professional visits to the Centres have been suspended. Effective Oct. 29th until further notice.

- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.
- In-person visits with inmates/YPs is permitted, subject to screening and PPE requirements. Visits should occur in a non-contact setting (glass) or where social distancing can be maintained, unless physical contact is *required*. In-person visits are permitted for the following:
 - Legal counsel
 - Justice personnel, including probations, parole, etc.
 - Law enforcement
 - Medical, psychiatric, psychological services and dental services.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

Update Oct. 20, 20 COVID-19 testing for the Winnipeg area. Some items to note:

- New online and by phone scheduling for COVID testing starting on October 20.
- A new, appointment-based scheduling system for COVID-19 tests will be implemented October 20 at 6 a.m. People will be able to call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test. The system is rolling out in Winnipeg first to help address the high demand for tests across the city.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and **staying home when sick**
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted. Public health officials aim to connect with positive cases within the first 24 to 48 hours after a positive test result is received.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>

Positive Covid-19 and Contact Tracing Procedures;

When a staff member informs the employer that he or she has tested positive, the following steps will take place:

- Management will talk to the **staff** to determine which units he/she worked on the day they became symptomatic and the prior 48 hours
- The staff would be asked if there were any close contacts (less than 6 feet) with any other staff or inmates totalling 10 minutes or more per shift. It is important that staff also discusses if they had lunch with anyone within 6 feet without masks.
- Staff will be asked about their adherence to mask protocols
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified
- Management may review any available CCTV to confirm any contacts staff may have had
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, an assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.

When a centre has been advised that an **inmate** has tested positive, the following steps will take place

- The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic)
- All inmates who shared the same unit with the positive inmate on the day are considered contacts to a positive case and managed the same as symptomatic inmates. Time frames for isolation and decision on testing is made by Public Health but are typically 14 days from the positive test. If any inmates in the above group become symptomatic, they will be moved to symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- A review of the roster will be conducted to determine which staff worked in the area with the inmate on the day he/she became symptomatic and the prior 48 hours. If the inmate was in symptomatic isolation for the entire period, no further action is necessary.
- If the inmate was not in symptomatic isolation for the entire period, any staff with direct contact (less than 6 feet) for more than 10 minutes will be directed to self isolate and go for testing pending contact from Public Health.'

VII. Travel and Self-Isolation

- Correctional Officers and Juvenile Counselors are exempt from having to self-isolate if they travel within Canada. However, those who have symptoms should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional, and follow medical direction regarding testing and isolation periods.
- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising the Winnipeg Metropolitan Region that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate. The symptomatic individual needs to stay in their own room and, if possible, use their own bathroom and not use common areas. Exemptions are in place for asymptomatic household members if they are a health-care worker or first responder. For information on self-isolation, visit: www.gov.mb.ca/covid19/updates/resources.html#collapse2
- Correctional staff are considered first responders for this purpose and therefore are not required to self isolate if they have no symptoms in this situation. While we want to take all cautions from bringing more of the virus into the centres we do have to balance that with having enough staff to keep our facilities safely open.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- We have conducted staff screening including temperature checks since the start of the pandemic. Like much of our operations, we have evolved and changed based on the latest information available from Public Health. We have been advised by Public Health that the evidence now shows that taking temperatures is not an effective screening tool for COVID 19. There are too many factors that can influence the temperature taken and with the winter months coming up, we don't want staff congregating in lobbies and staging areas to await a "normal " temperature. It is imperative as much as possible that staff physically distance.

- At start of the pandemic and through the summer, we needed the tangible reminder to staff to stay home when sick. With the current wave in the community and our correctional centres being hit fairly hard, staff are more than aware of this necessity. **To be clear, staff must stay home when you have cold or flu symptoms.** If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- **Starting Thursday November 5, we will stop the temperature screening** and most centres will withdraw staff who are conducting the screening. Staff will be expected to self assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self assessment questions clearly visible.
- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have...

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation
 - Exposure to multiple spaces or persons in the community
 - PPE compliance during the escort
 - Supervision during the escort
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their

home centre and isolated for 14 days, with the following exceptions:

- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.
- TPCC inmates staying overnight in Thompson is as follows:
 - The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
 - Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
 - There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).
 - COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
 - The release of Open Custody (OC) youth is permitted, subject to stable residence.
 - The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.
- If you get an unexpected release and plans are not in place per the Custody Release Plan (CRP) and require assistance. There is a medical Officer of Health on call. The number to call is 204 788-8666 / SMT or designate should be involved in making the enquiry with Public Health.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.
- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

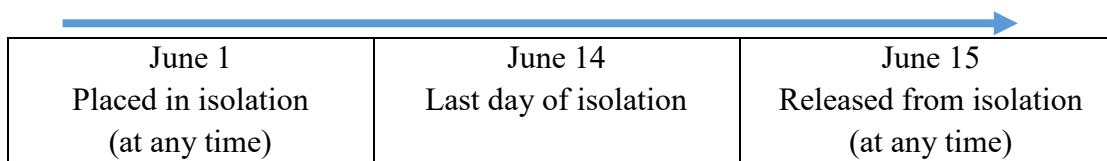
- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED). Approximately 14 days if no further cases develop.
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.

- Adult male centres (MRCC, BCC, TPCC) will select transfers from the HCC and WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas. However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus *cannot* penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; Covid positive, symptomatic and a confirmed contact will be managed with the same PPE.
- Note; Staff that are working in units confirmed contacts will be issued; Face shields, surgical mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	

Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√
--	--	--	--	--	---

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- In September 2020 an upgraded mask was issued with layers of construction.
- Water resistant & woven fabric 65% Polyester.
- 35% Cotton; Antibacterial filter, 100% Polyester
- Antibacterial knit fabric, 35%cotton, 65% Polyester
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and medical mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.
- Escort Officers that are taking inmates into the community for medical appointments or hospital supervision will be provided a medical mask.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.

- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
 - For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.

- Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Centre declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and statutes changes to critical red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.

Pandemic Operations – November 12, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - o Wash your hands often with soap and water or alcohol-based hand sanitizer,
 - o wear your provided mask at all times,
 - o sneeze and cough into your sleeve,
 - o avoid touching your eyes, nose or mouth,
 - o avoid contact with people who are sick,
 - o keep your own workstation clean,
 - o practice social distancing,
 - o stay at home if you are sick.

Centre Declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and status changes to Critical/Red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.
- Headingley Correctional Centre, Women's Correctional Centre and Agassiz Youth Centre are currently in Critical/Red status on the Manitoba Pandemic Response System and as such may have additional restrictions in place in order to control the spread of COVID-19 at those facilities

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below). Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.
- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trustees as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - **Sweep out the interior and remove garbage.**
 - **Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).**
 - **Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.**
 - **Let the spray sit for ten minutes then wipe down.**

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained and all participants are from the same unit/location. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.
- Due to the recent change to RED on the pandemic response for Winnipeg Metropolitan Region and Orange in Areas of Manitoba, Sweat Lodge Ceremonies will be suspended until further notice. This is effective Nov. 5, 2020.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.
- Centres that are in level RED, recreation is suspended.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for review in December 2020.

E. Professional Access/Services

NOTE; Due to the current level RED in Winnipeg Metropolitan Region and Orange in other areas in the Province of Manitoba all professional visits to the Centres have been suspended effective Oct. 29th until further notice.

- Contract Services; Doctors, Dental Services (emergency situations) and Psychiatrist can continue to attend the Centre and provide care to inmates.
- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

Update Oct. 20, 20 COVID-19 testing for the Winnipeg area.

Some items to note:

- New online and by phone scheduling for COVID testing starting on October 20.
- A new, appointment-based scheduling system for COVID-19 tests will be implemented October 20 at 6 a.m. People will be able to call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test. The system is rolling out in Winnipeg first to help address the high demand for tests across the city.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and **staying home when sick**.
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted. Public health officials aim to connect with positive cases within the first 24 to 48 hours after a positive test result is received.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>

Positive Covid-19 and Contact Tracing Procedures;

When a staff member informs the employer that he or she has tested positive, the following steps will take place:

- Management will talk to the **staff** to determine which units he/she worked on the day they became symptomatic and the prior 48 hours
- The staff would be asked if there were any close contacts (less than 6 feet) with any other staff or inmates totalling 10 minutes or more per shift. It is important that staff also discusses if they had lunch with anyone within 6 feet without masks.
- Staff will be asked about their adherence to mask protocols
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified
- Management may review any available CCTV to confirm any contacts staff may have had
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, as assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation.

- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.

When a centre has been advised that an **inmate** has tested positive, the following steps will take place:

- The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic).
- All inmates who shared the same unit with the positive inmate on the day are considered contacts to a positive case and managed the same as symptomatic inmates. Time frames for isolation and decision on testing is made by Public Health but are typically 14 days from the positive test. If any inmates in the above group become symptomatic, they will be moved to symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- A review of the roster will be conducted to determine which staff worked in the area with the inmate on the day he/she became symptomatic and the prior 48 hours. If the inmate was in symptomatic isolation for the entire period, no further action is necessary.
- If the inmate was not in symptomatic isolation for the entire period, any staff with direct contact (less than 6 feet) for more than 10 minutes will be directed to self isolate and go for testing pending contact from Public Health.’

VII. Staff Self Isolation

- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising the Winnipeg Metropolitan Region that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate.
- Correctional staff are considered first responders for this purpose and therefore are not required to self isolate if they have no symptoms in this situation.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- We have conducted staff screening including temperature checks since the start of the pandemic.
- At start of the pandemic and through the summer, we needed the tangible reminder to staff to stay home when sick. With the current wave in the community and our correctional centres being hit fairly hard, staff are more than aware of this necessity.
- To be clear, staff must stay home when you have cold or flu symptoms. If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- Starting Thursday November 5, we will stop the temperature screening and most centres will withdraw staff who are conducting the screening. Staff will be expected to self assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self assessment questions clearly visible.
- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have:

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation.
 - Exposure to multiple spaces or persons in the community.
 - PPE compliance during the escort.
 - Supervision during the escort.
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.

- TPCC inmates staying overnight in Thompson is as follows:
 - The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
 - Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
 - There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).
 - COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.
 - Those centres in Red/Critical Status on the Manitoba Pandemic Response Plan will not allow any inmates to be transported for personal court appearances.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- The release of Open Custody (OC) youth is permitted, subject to stable residence.
- The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.
- **COVID Positive Inmate** - If you get an unexpected release of a symptomatic or COVID+ inmate/YP where release planning has not taken place in relation to the COVID-19 risk, there is a Medical Officer of Health on call, who can be reached at (204) 788-8666. This individual should only be called after consultation with and direction by the facility SMT or designate.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.

- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

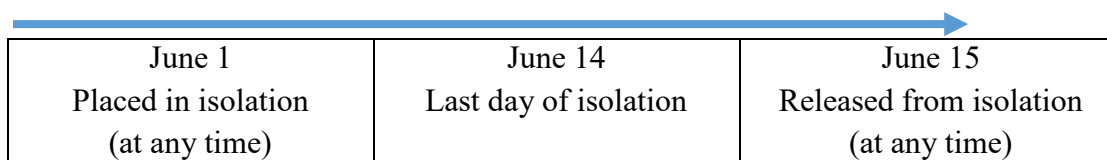
C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - **NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED).**
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, and TPCC) will select transfers from the WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas.
- However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus cannot penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.

- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; Covid positive, symptomatic and a confirmed contact will be managed with the same PPE.
- Note; Staff that are working in units confirmed contacts will be issued; Face shields, surgical mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- In September 2020 an upgraded mask was issued with 3 layers of construction.

- Water resistant & woven fabric 65% Polyester.
- 35% Cotton; Antibacterial filter, 100% Polyester
- Antibacterial knit fabric, 35% cotton, 65% Polyester
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and medical mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.
- Escort Officers that are taking inmates into the community for medical appointments or hospital supervision will wear full PPE, including a medical mask.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.

- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
- For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for

60 minutes before opening the cell door.

- Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
- Once the equipment is removed, the cell should be fogged.
- If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – November 13, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - o Wash your hands often with soap and water or alcohol-based hand sanitizer,
 - o wear your provided mask at all times,
 - o sneeze and cough into your sleeve,
 - o avoid touching your eyes, nose or mouth,
 - o avoid contact with people who are sick,
 - o keep your own workstation clean,
 - o practice social distancing,
 - o stay at home if you are sick.

Centre Declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and status changes to Critical/Red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.
- Headingley Correctional Centre, Women's Correctional Centre and Agassiz Youth Centre are currently in Critical/Red status on the Manitoba Pandemic Response System and as such may have additional restrictions in place in order to control the spread of COVID-19 at those facilities

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below). Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.
- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trustees as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective Nov.12/20, staff led spiritual care services (e.g. worship services, Ceremonies etc.) and inmate programs will be suspended due to the provinces move to Critical Level RED on the pandemic Response System. .

C. Recreation

- Recreation will be suspended until further notice. Outdoor fresh air areas can continue to operate.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for review in December 2020.

E. Professional Access/Services

- Contract Services; Doctors, Dental Services (emergency situations) and Psychiatrist can continue to attend the Centre and provide care to inmates.
- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed. **Continue providing this service.**
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.
- New online and by phone scheduling for COVID testing starting on October 20.
- A new, appointment-based scheduling system for COVID-19 tests will be implemented. People will be able to call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test. The system is rolling out in Winnipeg first to help address the high demand for tests across the city.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and **staying home when sick**.
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted. Public health

officials aim to connect with positive cases within the first 24 to 48 hours after a positive test result is received.

- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>

Positive Covid-19 and Contact Tracing Procedures;

When a staff member informs the employer that he or she has tested positive, the following steps will take place:

- Management will talk to the **staff** to determine which units he/she worked on the day they became symptomatic and the prior 48 hours
- The staff would be asked if there were any close contacts (less than 6 feet) with any other staff or inmates totalling 10 minutes or more per shift. It is important that staff also discusses if they had lunch with anyone within 6 feet without masks.
- Staff will be asked about their adherence to mask protocols
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified
- Management may review any available CCTV to confirm any contacts staff may have had
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, an assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.

When a centre has been advised that an **inmate** has tested positive, the following steps will take place:

- The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic).
- All inmates who shared the same unit with the positive inmate on the day are considered contacts to a positive case and managed the same as symptomatic inmates. Time frames for isolation and decision on testing is made by Public Health but are typically 14 days from the positive test. If any inmates in the above group become symptomatic, they will be moved to symptomatic isolation.

- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- A review of the roster will be conducted to determine which staff worked in the area with the inmate on the day he/she became symptomatic and the prior 48 hours. If the inmate was in symptomatic isolation for the entire period, no further action is necessary.
- If the inmate was not in symptomatic isolation for the entire period, any staff with direct contact (less than 6 feet) for more than 10 minutes will be directed to self isolate and go for testing pending contact from Public Health.’

VII. Staff Self Isolation

- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate.
- **Correctional staff / Nurses are considered first responders for this purpose and therefore are not required to self-isolate if they have no symptoms in this situation.**

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- We have conducted staff screening including temperature checks since the start of the pandemic.
- At start of the pandemic and through the summer, we needed the tangible reminder to staff to stay home when sick. With the current wave in the community and our correctional centres being hit fairly hard, staff are more than aware of this necessity.
- To be clear, staff must stay home when you have cold or flu symptoms. If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- Starting Thursday November 5, we will stop the temperature screening and most centres will withdraw staff who are conducting the screening. Staff will be expected to self assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self assessment questions clearly visible.
- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have:

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer’s behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

COVID POSITIVE INMATES

An inmate that has tested positive and is in isolation can be cleared by medical using the following criteria:

For symptomatic cases:

- at least 10 days have passed since onset of first symptom,
- the case did not require hospitalization,
- the case is afebrile and has improved clinically,
- absence of cough is not required for those known to have chronic cough or for those who are experiencing reactive airways post infection.

For asymptomatic cases:

- at least 10 days have passed since the specimen collection date of the confirmatory laboratory sample.
- Anyone with persistent symptoms at day 10 (e.g. fever, increasing shortness of breath, fatigue), aside from a reactive airway cough, should have a prompt clinical assessment. Individuals who remain symptomatic at day 10 should also continue on active daily monitoring until symptoms have resolved for 24 hours.

Discontinuation of home isolation

(Refer to [Interim Guidance Public Health Measures Managing Novel Coronavirus \(COVID-19\) Cases and Contacts in Community](#))

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation.
 - Exposure to multiple spaces or persons in the community.
 - PPE compliance during the escort.
 - Supervision during the escort.
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.
 - TPCC inmates staying overnight in Thompson is as follows:

- The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
- Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
- There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).
- COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.
- Those centres in Red/Critical Status on the Manitoba Pandemic Response Plan will not allow any inmates to be transported for personal court appearances.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- The release of Open Custody (OC) youth is permitted, subject to stable residence.
- The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

Release planning for COVID+ Inmate - If you get an unexpected release of a symptomatic or COVID+ inmate/YP where release planning has not taken place in relation to the COVID-19 risk, there is a Medical Officer of Health on call, who can be reached at (204) 788-8666. This individual should only be called after consultation with and direction by the facility SMT or designate.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible

and an ED consult is needed if the offender presents unique security concerns.

- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

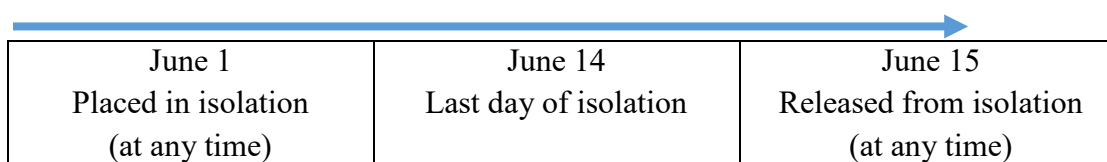
C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED).
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, and TPCC) will select transfers from the WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas.
- However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus cannot penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.

- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; Covid positive, symptomatic and a confirmed contact will be managed with the same PPE.
- Note; Staff that are working in units confirmed contacts will be issued; Face shields, surgical mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.

- In September 2020 an upgraded mask was issued with 3 layers of construction.
- Water resistant & woven fabric 65% Polyester.
- 35% Cotton; Antibacterial filter, 100% Polyester
- Antibacterial knit fabric, 35% cotton, 65% Polyester
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and medical mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.
- Escort Officers that are taking inmates into the community for medical appointments or hospital supervision will wear full PPE, including a medical mask.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.

- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
- For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for

60 minutes before opening the cell door.

- Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
- Once the equipment is removed, the cell should be fogged.
- If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – November 20, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - o Wash your hands often with soap and water or alcohol-based hand sanitizer, wear your provided Medical grade procedural mask,
 - o mask at all times,
 - o sneeze and cough into your sleeve,
 - o avoid touching your eyes, nose or mouth,
 - o avoid contact with people who are sick,
 - o keep your own workstation clean,
 - o practice social distancing,
 - o stay at home if you are sick.

Centre Declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and status changes to Critical/Red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.
- Headingly Correctional Centre, Women's Correctional Centre and Agassiz Youth Centre are currently in Critical/Red status on the Manitoba Pandemic Response System and as such may have additional restrictions in place in order to control the spread of COVID-19 at those facilities

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below). Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.
- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - **Sweep out the interior and remove garbage.**
 - **Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).**
 - **Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.**
 - **Let the spray sit for ten minutes then wipe down.**

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective Nov.12/20, staff led spiritual care services (e.g. worship services, Ceremonies etc.) and inmate programs will be suspended due to the provinces move to Critical Level RED on the pandemic Response System.
- **As of November. 23, 2020 in our Youth Centre's teachers will be approved to teach in a group setting of 5 including the teacher. Teachers will work in their assigned building with the same cohorts from that unit. (Note; AYC suspended until cleared from level RED.**

C. Recreation

- Recreation will be suspended until further notice. Outdoor fresh air areas can continue to operate.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended until further notice. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.

E. Professional Access/Services

- Contract Services; Doctors, Dental Services (emergency situations) and Psychiatrist can continue to attend the Centre and provide care to inmates.
- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed. Continue providing this service.
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.
- Online and phone scheduling for COVID testing is available for staff.
- An appointment-based scheduling system for COVID-19 tests has been implemented. People can call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and staying home when sick.
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted.

- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>.
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified
- Management may review any available CCTV to confirm any contacts staff may have had
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, as assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.
- When a centre has been advised that an **inmate** has tested positive, the following steps will take place:
 - **The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic).**
 - **(less than 6 feet) for more than 15 minutes if not in a Medical grade procedural mask will be directed to self isolate and go for testing pending contact from Public Health.**

VII. Staff Self Isolation

- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate.
- Correctional staff / Nurses are considered first responders for this purpose and therefore are not required to self-isolate if they have no symptoms in this situation.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- To be clear, staff must stay home when you have cold or flu symptoms. If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self-isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- Starting Thursday November 5, we will stop the temperature screening and most centres will withdraw staff who are conducting the screening. Staff will be expected to self-assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self-assessment questions clearly visible.
- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self-assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have?

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

COVID POSITIVE INMATES

- An inmate that has tested positive and is in isolation can be cleared by medical using the following criteria:
 - o For symptomatic cases:
 - at least 10 days have passed since onset of first symptom,
 - the case did not require hospitalization,
 - No fever and the inmate has improved clinically,
 - absence of cough is not required for those known to have chronic cough or for those who are experiencing reactive airways post infection.
 - o For asymptomatic cases:
 - at least 10 days have passed since the specimen collection date of the confirmatory laboratory sample.
 - Anyone with persistent symptoms at day 10 (e.g. fever, increasing shortness of breath, fatigue), aside from a reactive airway cough, should have a prompt clinical assessment. Individuals who remain symptomatic at day 10 should also continue on active daily monitoring until symptoms have resolved for 24 hours.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolation, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation.
 - Exposure to multiple spaces or persons in the community.
 - PPE compliance during the escort.
 - Supervision during the escort.
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.
- Those centres in Red/Critical Status on the Manitoba Pandemic Response Plan will not allow any inmates to be transported for personal court appearances.

XII. Release Planning

- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- TPCC inmates staying overnight in Thompson are not required to isolate upon return to TPCC under the following conditions;
- The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
- Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
- There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).

XIII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.

- The release of Open Custody (OC) youth is permitted, subject to stable residence.
- The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

Release planning for COVID+ Inmate

- If you get an unexpected release of a symptomatic or COVID+ inmate/YP where release planning has not taken place in relation to the COVID-19 risk, there is a Medical Officer of Health on call, who can be reached at (204) 788-8666. This individual should only be called after consultation with and direction by the facility SMT or designate.

XIV. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

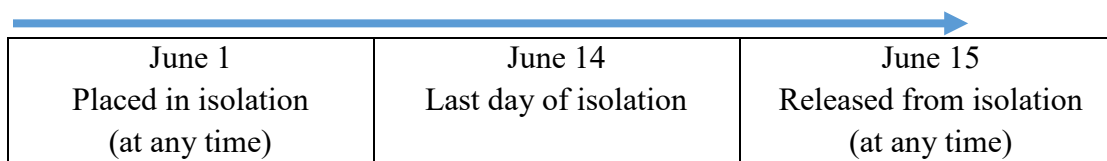
- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED).
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.

- Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
- Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, and TPCC) will select transfers from the WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas.
- However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus cannot penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- A Medical grade procedural mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; COVID positive, symptomatic and a confirmed contact will be managed with the same PPE.

Note; Staff that are working in units confirmed contacts will be issued; Face shields, Medical grade procedural mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Medical grade procedural mask	Medical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)		√	
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Medical grade procedural mask	Eye Protection Protective eye wear (Prescription glasses not applicable)	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield medical grade Procedural mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures					

(Dental contractors are responsible for their own PPE)					√
--	--	--	--	--	---

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- Reusable gowns/coveralls should not leave the custody centre and must be laundered on site. (Currently we receive level 1 examination cover gowns, there is no limit to the amount of washes. For our purpose in a correctional setting that is appropriate).
- Two Medical grade procedural masks will be issued to all staff on a shift and should be worn for the duration of the shift, covering nose and mouth and chin. Note; medical grade procedural masks will be a Level 1, 2, 3 depending on our supply chain. (Note; exception for breaks above).
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and Medical grade procedural mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.
- Escort Officers that are taking inmates into the community for medical appointments or hospital supervision will wear full PPE, including a Medical grade procedural mask.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A Medical grade procedural mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
- For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – November 27, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - Wash your hands often with soap and water or alcohol-based hand sanitizer, wear your provided Medical grade procedural mask,
 - mask at all times,
 - sneeze and cough into your sleeve,
 - avoid touching your eyes, nose or mouth,
 - avoid contact with people who are sick,
 - keep your own workstation clean,
 - practice social distancing,
 - stay at home if you are sick.

Centre Declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and status changes to Critical/Red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.
- Headingley Correctional Centre, Women's Correctional Centre and Agassiz Youth Centre are currently in Critical/Red status on the Manitoba Pandemic Response System and as such may have additional restrictions in place in order to control the spread of COVID-19 at those facilities

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below). Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules. Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.
- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - **Sweep out the interior and remove garbage.**
 - **Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).**
 - **Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.**
 - **Let the spray sit for ten minutes then wipe down.**

IV. Programs, Services, Training, Spiritual Care

A. Staff Training

- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective Nov.12/20, staff led spiritual care services (e.g. worship services, Ceremonies etc.) and inmate programs will be suspended due to the provinces move to Critical Level RED on the pandemic Response System.
- As of November. 23, 2020 in our Youth Centre's teachers will be approved to teach in a group setting of 5 including the teacher. Teachers will work in their assigned building with the same cohorts from that unit. (Note; AYC suspended until cleared from level RED.

C. Recreation

- Recreation will be suspended until further notice. Outdoor fresh air areas can continue to operate.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended until further notice. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.

E. Professional Access/Services

- Contract Services; Doctors, Dental Services (emergency situations) and Psychiatrist can continue to attend the Centre and provide care to inmates.
- In Person visits by lawyers are suspended while Manitoba is in status Red/Critical on the Manitoba Pandemic Response System.
- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed. Continue providing this service.
- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.
- Online and phone scheduling for COVID testing is available for staff.
- An appointment-based scheduling system for COVID-19 tests has been implemented. People can call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.

- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practicing good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and staying home when sick.
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>.
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified

During the weekly divisional conference call this morning we were advised that one area of significant risk that has been identified through contact tracing is the practice of car pooling. Superintendents were asked to pass along to their respective staff contingents that, other than those employees who reside in the same household, staff should avoid car pooling to the greatest extent possible as this puts staff in close proximity with one another for extended periods of time.

In the event that staff do car pool (which, again, is strongly discouraged) staff are requested to wear a mask at all times, preferably a medical mask, when doing so and to ensure regular and thorough hand hygiene.

- Any contact outside of work with other Correctional Staff on the day the staff member became symptomatic or in the 48 hours prior to becoming symptomatic.
- Management may review any available CCTV to confirm any contacts staff may have had.
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, as assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their

name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.

- When a centre has been advised that an **inmate** has tested positive, the following steps will take place:
- The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic)
- Staff who were not wearing a medical grade procedural mask, who have had close (less than 6 feet) contact with a confirmed or suspected COVID positive inmate, for a cumulative duration of 15 minutes or more (all periods of contact added together) will be directed to self-isolate and go for testing pending contact from Public Health.

VII. Staff Self Isolation

- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.
- Public health officials are advising that anyone who is symptomatic, or has a household member who is symptomatic, the entire household needs to self-isolate.
- Correctional staff / Nurses are considered first responders for this purpose and therefore are not required to self-isolate if they have no symptoms in this situation.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- To be clear, staff must stay home when you have cold or flu symptoms. If you attend work and start experiencing symptoms, then you must notify your supervisor and make arrangements to go home. In these cases we would expect staff to self-isolate and get a COVID test. If you see a fellow staff member who appears ill, please gently approach and ask if they are feeling unwell and to suggest they leave the workplace. Managers and Supervisors are responsible for looking for this as well.
- Starting Thursday November 5, we will stop the temperature screening and most centres will withdraw staff who are conducting the screening. Staff will be expected to self-assess before each shift and at some points it is expected that the Duty Officer or another staff will randomly or regularly check with staff coming to work to ensure they are not

experiencing cold or flu like symptoms. It is imperative that all centres have signage with the COVID self-assessment questions clearly visible.

- Contractors and other non-Corrections staff who attend the centres will need to directly answer the self-assessment questions with the Duty Office or similar area.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have?

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer’s behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

COVID POSITIVE INMATES

- An inmate that has tested positive and is in isolation can be cleared by medical using the following criteria:
 - For symptomatic cases:
 - at least 10 days have passed since onset of first symptom,
 - the case did not require hospitalization,
 - No fever and the inmate has improved clinically,
 - absence of cough is not required for those known to have chronic cough or for those who are experiencing reactive airways post infection.
 - For asymptomatic cases:
 - at least 10 days have passed since the specimen collection date of the confirmatory laboratory sample.
 - Anyone with persistent symptoms at day 10 (e.g. fever, increasing shortness of breath, fatigue), aside from a reactive airway cough, should have a prompt clinical assessment. Individuals who remain symptomatic at day 10 should also continue on active daily monitoring until symptoms have resolved for 24 hours.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- If you are removing property from a cell that has symptomatic or COVID positive inmate the follow process should take place. Items that will not be following the inmate to an isolation area should be bagged and stored until the quarantine period has ended (10 - 14) days. Property can be returned after that time line. Additional fogging or cleaning of those materials for COVID 19 are not necessary in this circumstance.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation.
 - Exposure to multiple spaces or persons in the community.
 - PPE compliance during the escort.
 - Supervision during the escort.
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.

- COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public Health.
- Those centres in Red/Critical Status on the Manitoba Pandemic Response Plan will not allow any inmates to be transported for personal court appearances.

XII. Release Planning

- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- TPCC inmates staying overnight in Thompson are not required to isolate upon return to TPCC under the following conditions;
- The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
- Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
- There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).

XIII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- The release of Open Custody (OC) youth is permitted, subject to stable residence.
- The release of Secure Custody (SC) youth is permitted, subject to no OC to follow, stable residence and in consult with Community Corrections and local SMT.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

Release planning for COVID+ Inmate

- If you get an unexpected release of a symptomatic or COVID+ inmate/YP where release planning has not taken place in relation to the COVID-19 risk, there is a Medical Officer of Health on call, who can be reached at (204) 788-8666. This individual should only be called after consultation with and direction by the facility SMT or designate.

XIV. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

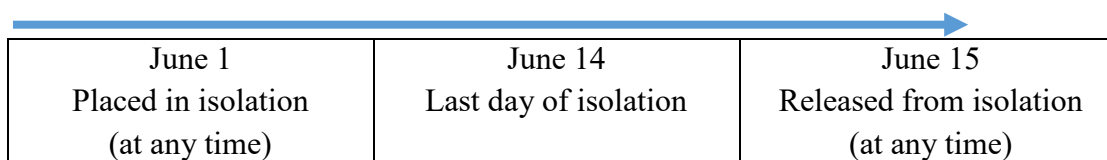
- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED).
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, and TPCC) will select transfers from the WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.

- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas.
- However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus cannot penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- A Medical grade procedural mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; COVID positive, symptomatic and a confirmed contact will be managed with the same PPE.

Note; Staff that are working in units confirmed contacts will be issued; Face shields, Medical grade procedural mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Medical grade procedural mask	Medical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)		√	
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF

Location/Area	Medical grade procedural mask	Eye Protection Protective eye wear (Prescription glasses not applicable)	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield medical grade Procedural mask gown	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- Reusable gowns/coveralls should not leave the custody centre and must be laundered on site. (Currently we receive level 1 examination cover gowns, there is no limit to the amount of washes. For our purpose in a correctional setting that is appropriate).
- Two Medical grade procedural masks will be issued to all staff on a shift and should be worn for the duration of the shift, covering nose and mouth and chin. Note; medical grade procedural masks will be a Level 1, 2, 3 depending on our supply chain. (Note; exception for breaks above).
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.

- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- Enhanced PPE (face shields and Medical grade procedural mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.
- Escort Officers that are taking inmates into the community for medical appointments or hospital supervision will wear full PPE, including a Medical grade procedural mask.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A Medical grade procedural mask should be placed on the patient unless

medical is supplying oxygen.

- ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
- Follow AED voice prompts continue CPR until EMS arrives.
- For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO’s and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – October 8, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - wash your hands often with soap and water or alcohol-based hand sanitizer
 - sneeze and cough into your sleeve
 - avoid touching your eyes, nose or mouth
 - avoid contact with people who are sick
 - keep your own workstation clean
 - practice social distancing
 - **stay at home if you are sick**

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below).
- Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules.

Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.

- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.
 -

IV. Programs, Services, Training

A. Staff Training

- Effective September 1/20, staff training will resume for groups of 20 or less (including instructors). Please reference the Covid-19 Training Precautions.
- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. sharing circles, worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or

less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for resumption in November 2020.

E. Professional Access/Services

- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.
- In-person visits with inmates/YPs is permitted, subject to screening and PPE requirements. Visits should occur in a non-contact setting (glass) or where social distancing can be maintained, unless physical contact is *required*. In-person visits are permitted for the following:
 - Legal counsel
 - Justice personnel, including probations, parole, etc.
 - Law enforcement
 - Medical, psychiatric, psychological services and dental services.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.

- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Effective June 20/20, custody centres may allow haircutting services for non-isolated inmates/young persons, based on the following guidelines:
 - Inmates/YPs must wash their hair and sanitize their hands before having their haircut.
 - Inmates/YPs must remain masked during this process.
 - The person who is cutting hair must wear a gown and gloves. Gloves should be changed between each haircut.
 - Any equipment and all contact surfaces must be sanitized between each haircut.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

VII. Travel and Self-Isolation

- Correctional Officers and Juvenile Counselors are exempt from having to self-isolate if they travel within Canada. However, those who have symptoms should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional, and follow medical direction regarding testing and isolation periods.
- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- The Shift Operations Manager or designate at each centre will confirm (verbally) with every staff member coming on shift (or shortly after) that they are not exhibiting flu symptoms. This check will be documented.
- Infrared thermometers can be used by anyone in accordance with the manufacturer's instructions for identifying cases requiring medical assessment and/or for screening access to the centre.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have...

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

Screening upon arrival:

- Centres will designate a staging area.
- Arrival times may be staged to ensure that staff arriving to work should remain 6ft apart prior to screening.
- In colder weather, you may need to wait until your skin temperature normalizes.
- Avoid drinking hot or cold liquids or smoking 15 minutes before screening.
- You will be checked for fever using infrared thermometer.
- You will be asked to confirm your pre-shift self-screening results.

If you have a fever or other symptoms, you will be asked to apply a surgical mask and return home to contact Health Links (204-788-8200, or 1-888-315-9257).

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation
 - Exposure to multiple spaces or persons in the community
 - PPE compliance during the escort
 - Supervision during the escort
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
 - Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a

new admission must be isolated upon return to their home centre.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.
- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - Asymptomatic adult inmates will be transferred to designated isolation overflow centres (HCC-male, WCC-female) after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, TPCC) will select transfers from the HCC and WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas. However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



June 1 Placed in isolation (at any time)	June 14 Last day of isolation	June 15 Released from isolation (at any time)
--	----------------------------------	---

E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus *cannot* penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.

- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	

Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling

better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.

- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
 - For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O2 (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – October 15, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - wash your hands often with soap and water or alcohol-based hand sanitizer
 - sneeze and cough into your sleeve
 - avoid touching your eyes, nose or mouth
 - avoid contact with people who are sick
 - keep your own workstation clean
 - practice social distancing
 - **stay at home if you are sick**

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below).
- Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules.

Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.

- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.
 -

IV. Programs, Services, Training

A. Staff Training

- Effective September 1/20, staff training will resume for groups of 20 or less (including instructors). Please reference the Covid-19 Training Precautions.
- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. sharing circles, worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or

less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for resumption in November 2020.

E. Professional Access/Services

- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.
- In-person visits with inmates/YPs is permitted, subject to screening and PPE requirements. Visits should occur in a non-contact setting (glass) or where social distancing can be maintained, unless physical contact is *required*. In-person visits are permitted for the following:
 - Legal counsel
 - Justice personnel, including probations, parole, etc.
 - Law enforcement
 - Medical, psychiatric, psychological services and dental services.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.

- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Effective June 20/20, custody centres may allow haircutting services for non-isolated inmates/young persons, based on the following guidelines:
 - Inmates/YPs must wash their hair and sanitize their hands before having their haircut.
 - Inmates/YPs must remain masked during this process.
 - The person who is cutting hair must wear a gown and gloves. Gloves should be changed between each haircut.
 - Any equipment and all contact surfaces must be sanitized between each haircut.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

VII. Travel and Self-Isolation

- Correctional Officers and Juvenile Counselors are exempt from having to self-isolate if they travel within Canada. However, those who have symptoms should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional, and follow medical direction regarding testing and isolation periods.
- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- The Shift Operations Manager or designate at each centre will confirm (verbally) with every staff member coming on shift (or shortly after) that they are not exhibiting flu symptoms. This check will be documented.
- Infrared thermometers can be used by anyone in accordance with the manufacturer's instructions for identifying cases requiring medical assessment and/or for screening access to the centre.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have...

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

Screening upon arrival:

- Centres will designate a staging area.
- Arrival times may be staged to ensure that staff arriving to work should remain 6ft apart prior to screening.
- In colder weather, you may need to wait until your skin temperature normalizes.
- Avoid drinking hot or cold liquids or smoking 15 minutes before screening.
- You will be checked for fever using infrared thermometer.
- You will be asked to confirm your pre-shift self-screening results.

If you have a fever or other symptoms, you will be asked to apply a surgical mask and return home to contact Health Links (204-788-8200, or 1-888-315-9257).

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation
 - Exposure to multiple spaces or persons in the community
 - PPE compliance during the escort
 - Supervision during the escort
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:

- Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
- Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.
- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will

continue to be admitted to the WRC.

- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED). Approximately 14 days if no further cases develop.
 - WRC will defer back to holding inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic adult inmates will be transferred to designated isolation overflow centres (HCC-male, WCC-female) after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, TPCC) will select transfers from the HCC and WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

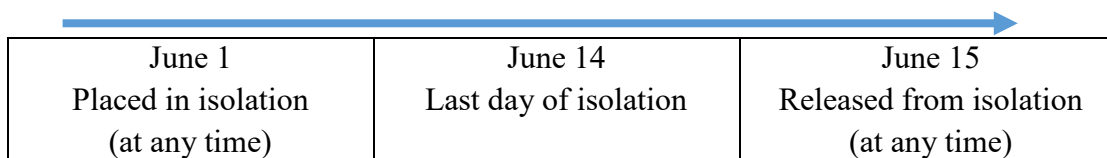
D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas. However, if counts increase, two inmates/YPs who are admitted to isolation units

on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.

- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus *cannot* penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		

* Does not apply to transfers between centres by Corrections escorts. For transfers, use ‘outside cell’ precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection	Vinyl, Search, or	Full PPE vinyl/nitrile/latex gloves	Dental PPE Vinyl/nitrile/latex Gloves

		glasses/eye wear	Plastic Gloves*	face shield surgical mask gown/coverall	Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				
Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.

- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.

- ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
- Follow AED voice prompts continue CPR until EMS arrives.
- For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
 - NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
 - Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
 - Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO’s and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – October 22, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - wash your hands often with soap and water or alcohol-based hand sanitizer
 - sneeze and cough into your sleeve
 - avoid touching your eyes, nose or mouth
 - avoid contact with people who are sick
 - keep your own workstation clean
 - practice social distancing
 - **stay at home if you are sick**

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below).
- Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules.

Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.

- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.
 -

IV. Programs, Services, Training

A. Staff Training

- Effective September 1/20, staff training will resume for groups of 20 or less (including instructors). Please reference the Covid-19 Training Precautions.
- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. sharing circles, worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or

less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for resumption in November 2020.

E. Professional Access/Services

- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.
- In-person visits with inmates/YPs is permitted, subject to screening and PPE requirements. Visits should occur in a non-contact setting (glass) or where social distancing can be maintained, unless physical contact is *required*. In-person visits are permitted for the following:
 - Legal counsel
 - Justice personnel, including probations, parole, etc.
 - Law enforcement
 - Medical, psychiatric, psychological services and dental services.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.

- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Effective June 20/20, custody centres may allow haircutting services for non-isolated inmates/young persons, based on the following guidelines:
 - Inmates/YPs must wash their hair and sanitize their hands before having their haircut.
 - Inmates/YPs must remain masked during this process.
 - The person who is cutting hair must wear a gown and gloves. Gloves should be changed between each haircut.
 - Any equipment and all contact surfaces must be sanitized between each haircut.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.
- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

Update Oct. 20, 20 COVID-19 testing for the Winnipeg area. Some items to note:

- New online and by phone scheduling for COVID testing starting on October 20.
- A new, appointment-based scheduling system for COVID-19 tests will be implemented October 20 at 6 a.m. People will be able to call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test. The system is rolling out in Winnipeg first to help address the high demand for tests across the city.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and **staying home when sick**
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted. Public health officials aim to connect with positive cases within the first 24 to 48 hours after a positive test result is received.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a

quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>

VII. Travel and Self-Isolation

- Correctional Officers and Juvenile Counselors are exempt from having to self-isolate if they travel within Canada. However, those who have symptoms should consult Health Links (204-788-8200, or 1-888-315-9257), the Manitoba COVID-19 website, or a health professional, and follow medical direction regarding testing and isolation periods.
- Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- The Shift Operations Manager or designate at each centre will confirm (verbally) with every staff member coming on shift (or shortly after) that they are not exhibiting flu symptoms. This check will be documented.
- Infrared thermometers can be used by anyone in accordance with the manufacturer's instructions for identifying cases requiring medical assessment and/or for screening access to the centre.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have...

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough

- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.
- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

Screening upon arrival:

- Centres will designate a staging area.
- Arrival times may be staged to ensure that staff arriving to work should remain 6ft apart prior to screening.
- In colder weather, you may need to wait until your skin temperature normalizes.
- Avoid drinking hot or cold liquids or smoking 15 minutes before screening.
- You will be checked for fever using infrared thermometer.
- You will be asked to confirm your pre-shift self-screening results.

If you have a fever or other symptoms, you will be asked to apply a surgical mask and return home to contact Health Links (204-788-8200, or 1-888-315-9257).

IX. Health Information

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

- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer's behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation
 - Exposure to multiple spaces or persons in the community
 - PPE compliance during the escort
 - Supervision during the escort
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
 - Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
 - Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.
- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

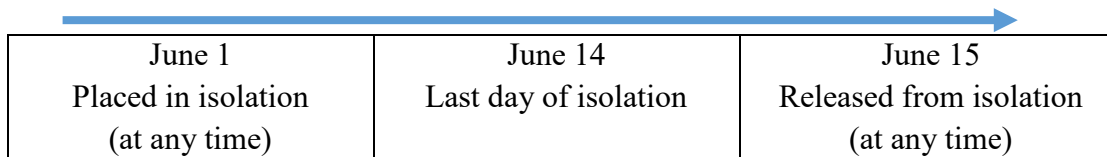
C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED). Approximately 14 days if no further cases develop.
 - WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
 - Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
 - Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, TPCC) will select transfers from the HCC and WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas. However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus *cannot* penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.

- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.
- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		

* Does not apply to transfers between centres by Corrections escorts. For transfers, use 'outside cell' precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				

Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
 - For medical personnel:
 - Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.

- NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
- Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
- Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Pandemic Operations – October 30, 2020

I. General

- For more information about COVID-19, visit the [Manitoba COVID-19](#) website.
- For health advice or guidance about whether you should self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional.
- Ensure that hygiene and cough/sneezing etiquette information is posted in all areas. Hygiene supplies should be available to the inmate/YP population, based on current supply levels.
- Practice good prevention:
 - wash your hands often with soap and water or alcohol-based hand sanitizer
 - sneeze and cough into your sleeve
 - avoid touching your eyes, nose or mouth
 - avoid contact with people who are sick
 - keep your own workstation clean
 - practice social distancing
 - **stay at home if you are sick**

II. Social Distancing

- Centres will reduce movement and direct contact as much as possible while maintaining essential services. This applies to inmates/residents and staff.
- Stage or reduce movement through dining halls, corridors, and other common spaces.
- Implement rotating break schedules in larger units to limit the number of inmates/residents sharing common space.
- Maintain distancing during direct supervision and searching (see below).
- Reduce dormitory counts as much as possible.

III. Cleaning and Supplies

- Supply chains are being reestablished but there remains the possibility of further disruption therefore it is important that all custody centres use cleaning supplies judiciously.
- Regular cleaning with detergents is an effective tool for preventing the spread of the virus and all centres have implemented aggressive cleaning schedules.

Disinfecting fogging equipment was supplied to all centres and is effective in treating large and high traffic areas, but they can also be integrated into regular cleaning schedules.

- Air Scrubber machines will be in use during all dental procedures.
- Regular bleach can be diluted in water (1:10) and used as a disinfectant.
- Centres can hire additional cleaning trusties as needed. Pay for cleaners may be increased or can begin at the middle increment.
- Clean escort vehicle PTCUs after each escort and the officer cab (seating area) at the end of every shift:
 - Sweep out the interior and remove garbage.
 - Spray all surfaces within the PTCU with a disinfectant spray (one part bleach to 10 parts water is recommended).
 - Target the steering wheel, handles, seat belt clasp, and any surface that is often touched.
 - Let the spray sit for ten minutes then wipe down.
 -

IV. Programs, Services, Training

A. Staff Training

- Effective September 1/20, staff training will resume for groups of 20 or less (including instructors). Please reference the Covid-19 Training Precautions.
- As of September 28, 2020 in the Winnipeg Metropolitan Area, staff training sizes are restricted to groups of 10 or less including the facilitator.

B. Inmate/YP Programs

- Volunteer access to custody centres is suspended.
- Individual (one on one) case management, teacher, counseling, Elder, and chaplain meetings can continue if social distancing can be maintained (6ft apart).
- Effective September 1/20, staff led spiritual care services (e.g. sharing circles, worship services, etc.) and inmate programs are permitted for groups of 10 or less (including leaders) if social distancing can be maintained. Sessions are restricted to non-isolated occupants of the same living unit. Please reference the COVID-19 Training Precautions.

C. Recreation

- Effective September 28/20, access to recreation is permitted for groups of 10 or

less (including supervising staff), subject to social distancing. Fresh air access is permitted for groups larger than 10 if social distancing can be maintained. Access is restricted to non-isolated occupants of the same living unit and exercise equipment must be sanitized between each user.

D. Personal Visiting

- All personal visits for inmates/YPs are suspended. However, personal visits may be approved by the Superintendent or Deputy Superintendent in exceptional circumstances, e.g. death in the family or other crisis. If granted, visits will comply with screening, separation, and PPE guidelines.
- Non-contact visiting is being consider for resumption in November 2020.

E. Professional Access/Services

- Contractors and maintenance personnel can access custody centres to deliver essential services or to finish capital projects.
- The use of video and phone technology should be encouraged in place of in-person visits with inmates/YPs.
- In-person visits with inmates/YPs is permitted, subject to screening and PPE requirements. Visits should occur in a non-contact setting (glass) or where social distancing can be maintained, unless physical contact is *required*. In-person visits are permitted for the following:
 - Legal counsel
 - Justice personnel, including probations, parole, etc.
 - Law enforcement
 - Medical, psychiatric, psychological services and dental services.

F. Community Escorts

- Funeral escorts are suspended.
- Before completing medical escorts, a SOM/Manager will conduct a site assessment of the destination in consultation with medical personnel (if possible) to direct necessary precautions. Some health care facilities may have designated entry points and screening for patients.

G. Leisure/Food Services

- Centres will purchase leisure products for isolated and other units due to restrictive conditions. This includes games, magazines, movies, art supplies, etc. Several handheld electronic gaming devices were purchased and distributed.

- When possible, food services will be enhanced with larger portions. Canteen limits may also be expanded at the Superintendent's discretion.

H. Phone Services

- Bulk call purchases are available, allowing users to purchase large volumes of personal calling at reduced rates. Public access to kiosks will be maintained.

I. Haircuts

- Haircuts will be suspended in all Centres until further notice.

V. Leave Management

- Effective September 1/20, time limits for the use of leave banks are reinstated and requirements for sick notes will return to normal.
- For PT staff who are required to self-isolate, timekeepers/schedulers should remove all shifts in the affected pay period and mark the staff off 'sick' for the full pay period. This allows the staff to receive pro-rated sick leave based on the average hours worked during the previous 8 week period.
- Corrections staff are declared essential workers. Those who need childcare can contact 204-945-0776, 1-888-213-4754, or email cdcinfo@gov.mb.ca.
- Sick leave used in association with the Coronavirus outbreak will not be considered in relation to the attendance management process. It is the employee's responsibility to ensure that this Coronavirus information is relayed to the employer so that the time can be administered appropriately. Please see attached October 6 email on administration of sick leave during COVID.
- If you are in a position where you need to be off work sick but don't have sufficient sick leave to cover the absence, please advise your Manager and/or the Deputy Superintendent. We will work with staff to use other leave banks.

VI. Testing

- Testing will be offered to all new admissions to the WRC starting the week of June 1/20. Participation in the testing process or pending results will not impede the transfer process.

- Public health officials have expanded testing criteria to include all symptomatic Manitobans. Symptoms include fever, cough, runny nose and sore throat. Testing capacity has increased and the province is prepared to test anyone who has symptoms of COVID-19. For health advice or guidance about whether you should be tested or self-isolate, staff should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional. If calling Health Links, please mention that you work in a Correctional Centre.

Update Oct. 20, 20 COVID-19 testing for the Winnipeg area. Some items to note:

- New online and by phone scheduling for COVID testing starting on October 20.
- A new, appointment-based scheduling system for COVID-19 tests will be implemented October 20 at 6 a.m. People will be able to call 1-855-268-4318 (toll-free) or go online to make appointments to get a COVID-19 test. The system is rolling out in Winnipeg first to help address the high demand for tests across the city.
- For more information on testing locations, visit www.manitoba.ca/covid19/updates/testing.html.
- It is important for any staff who tests positive to let their Superintendent or designate know as soon as they get results so the investigation and contact tracing may begin.
- Please ensure that you are practising good hand hygiene, following proper and constant masking protocols, social distancing as much as possible and **staying home when sick**
- Public health officials will continue to contact individuals who test positive to begin contact tracing. However, information in the portal will provide immediate guidance to positive cases about their requirement to isolate while they wait to be contacted. Public health officials aim to connect with positive cases within the first 24 to 48 hours after a positive test result is received.
- Access to both positive and negative test results on the Shared Health website. It is important that staff who go for tests also sign up at the link attached, it will provide a quick response as soon as a test result is determined. This will improve the wait time that is associated with getting test result over the phone, this eliminates that problem and frustration. <https://sharedhealthmb.ca/covid19/test-results/>

Positive Covid-19 and Contact Tracing Procedures;

When a staff member informs the employer that he or she has tested positive, the following steps will take place:

- Management will talk to the **staff** to determine which units he/she worked on the day they became symptomatic and the prior 48 hours
- The staff would be asked if there were any close contacts (less than 6 feet) with any other staff or inmates totalling 10 minutes or more per shift. It is important that staff also discusses if they had lunch with anyone within 6 feet without masks.
- Staff will be asked about their adherence to mask protocols
- Through a review of shift rosters and interview with positive staff, management will determine if there are other close contacts identified
- Management may review any available CCTV to confirm any contacts staff may have had
- All staff identified as contacts with the positive staff will be called by management, told to self isolate and advised to get COVID testing while awaiting contact from Public Health
- Through interview with positive staff and review of rosters, an assessment will occur to determine if the positive staff may have infected an inmate or inmate unit. If it is confirmed that the staff member may have had close contact then the inmate unit will be treated as contact isolation and subject to the same PPE requirements as symptomatic isolation
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- While Management will ensure the least amount of information is released to ensure the confidentiality of the staff member. Staff will be asked for permission to share their name for contact tracing purposes. It should be noted that Public Health may share their names if they believe it is pertinent to their investigation.

When a centre has been advised that an **inmate** has tested positive, the following steps will take place

- The inmate will be placed in symptomatic isolation (PPE protocols are identical for COVID positive and symptomatic)
- All inmates who shared the same unit with the positive inmate on the day are considered contacts to a positive case and managed the same as symptomatic inmates. Time frames for isolation and decision on testing is made by Public Health but are typically 14 days from the positive test. If any inmates in the above group become symptomatic, they will be moved to symptomatic isolation.
- Public Health and local nursing staff will determine the length of isolation and if testing is necessary.
- A review of the roster will be conducted to determine which staff worked in the area with the inmate on the day he/she became symptomatic and the prior 48 hours. If the inmate was in symptomatic isolation for the entire period, no further action is necessary.
- If the inmate was not in symptomatic isolation for the entire period, any staff with direct contact (less than 6 feet) for more than 10 minutes will be directed to self isolate and go for testing pending contact from Public Health.

VII. Travel and Self-Isolation

- Correctional Officers and Juvenile Counselors are exempt from having to self-isolate if they travel within Canada. However, those who have symptoms should consult Health Links (204-788-8200, or 1-888-315-9257), the [Manitoba COVID-19](#) website, or a health professional, and follow medical direction regarding testing and isolation periods.

Persons (including staff) who travel internationally are required to self-isolate for 14 days upon return to Canada. Staff who are planning to travel internationally are required to advise the employer immediately. Upon return, staff will be required to use banked leave for the quarantine period unless symptoms develop. Those without available leave will be unpaid.

VIII. Screening

- Senior managers will send employees home if they report to work with flu symptoms.
- The Shift Operations Manager or designate at each centre will confirm (verbally) with every staff member coming on shift (or shortly after) that they are not exhibiting flu symptoms. This check will be documented.
- Infrared thermometers can be used by anyone in accordance with the manufacturer's instructions for identifying cases requiring medical assessment and/or for screening access to the centre.

Screening Procedure:

Before leaving home, staff should self-assess based on the following:

Do you have...

- Fever/Chills (higher than 38 degrees Celsius)
- New or increasing cough
- Shortness of breath or trouble breathing
- Sore throat or muscles
- Headache

In the last 14 days, have you:

- Returned from travel outside of MB, except western provinces, the territories, and northwestern Ontario (West of Terrace Bay)? Note CO/JC exemption above.
- Travelled internationally in the past 14 days? If so, 14 days of self-isolation is required before returning to the centre.

- Had close contact with a confirmed case of COVID-19 while not wearing PPE or practicing social distancing?
- Had a laboratory exposure to COVID-19?

If you have any of the above symptoms or answered ‘yes’ to any question, stay home and contact Health Links.

Screening upon arrival:

- Centres will designate a staging area.
- Arrival times may be staged to ensure that staff arriving to work should remain 6ft apart prior to screening.
- In colder weather, you may need to wait until your skin temperature normalizes.
- Avoid drinking hot or cold liquids or smoking 15 minutes before screening.
- You will be checked for fever using infrared thermometer.
- You will be asked to confirm your pre-shift self-screening results.

If you have a fever or other symptoms, you will be asked to apply a surgical mask and return home to contact Health Links (204-788-8200, or 1-888-315-9257).

IX. Health Information

- If there is a COVID-19 laboratory diagnosis in your workplace, a public health investigation is automatically triggered. Public Health notifies close contacts of laboratory-confirmed positive COVID-19 cases and anyone at risk of contracting the virus will be notified by Public Health.
- PHIA continues to apply even if an inmate tests positive. Any inmate who is symptomatic should be considered and treated as suspected positive. There would be no change to approach or PPE on the officer’s behalf whether someone was suspected or confirmed positive. The contact protocols noted above still apply.
- Each employees' personal health information is theirs to manage however if an employee is tested for COVID 19, they are obligated to provide the test result to the employer. Personal health information will not be shared with other employees.

X. Searches

- If possible, fog areas to be searched before searching begins. Officers should remain 1-2 meters apart while searching open areas and only one officer at a time should be searching in cells.
- Effective June 11/20, K9 services may resume.

XI. Court Appearances, Police Removals, and Medical Escorts

- Inmates/YPs returning from medical escorts with corrections staff do not generally require isolated, but should be assessed based on the following:
 - Length of the escort or time in a public setting, e.g. 12 hours or more would support isolation
 - Exposure to multiple spaces or persons in the community
 - PPE compliance during the escort
 - Supervision during the escort
- Inmates/YPs removed from custody by police agencies will be returned to their home centres and isolated for 14 days.
- Inmates/YPs returning to the custody centre from any external escort should wash/sanitize their hands before returning to their home unit.
- Inmates/YPs attending court outside the custody centre will be returned to their home centre and isolated for 14 days, with the following exceptions:
 - Inmates/YPs attending court in Winnipeg, The Pas, Thompson, Brandon, or Portage. Inmates/YPs who share a vehicle/flight with a new admission must be isolated upon return to their home centre.
 - Planning is underway to increase our ability to have additional court; Trials and Preliminary hearing. This is in its early stages but would limit inmate movement out of the Centres.
 - TPCC inmates staying overnight in Thompson is as follows:
 - The RCMP cell will be fogged prior to the inmate arriving, they will not be housed with new arrests, they are not meeting counsel at the detachment, and their only contact with anyone other than Sheriffs is when the RCMP pass them their breakfast through a slot.
 - Interviews are by phone at the courthouse due to COVID-19, if this need to change, Sheriffs will put portable barriers up in the interview room.
 - There will be no new arrivals or other prisoners from The Pas on the flight on the return trip (unless the prisoner from TPCC came out on the same flight).
 - COVID positive inmates will not appear in video Court or personal appearances until declared as recovered by our medical staff in consultation with Public health.

XII. Release Planning

- Several northern communities are now self-isolating and restricting access. Release planning at each custody centre must ensure that released persons are able to return to their home communities or find alternatives. Corrections will continue to arrange transport in these cases.
- Probation Officers and Cam Zacharias (RRI) are available for consultation and referrals to assist with the release process.
- If these measures fail, the department will consider long term community placements, e.g. hotels.

XIII. Population Management and Isolation

A. Unescorted Temporary Absences

- All intermittent sentences are suspended and UTAs are authorized in all cases.
- UTAs are authorized for sentenced adult male offenders with 14 days or less remaining before their scheduled ERD and adult females with 20 days remaining. Those with current convictions for domestic violence or sex offences are not eligible and an ED consult is needed if the offender presents unique security concerns.
- The release of OC youth are permitted, subject to stable residence.

B. Admission Restrictions

- All new admissions (adult/youth, male/female) in the province are being processed through the Winnipeg Remand Centre (WRC), followed by isolation.
- Admission to the WRC will require a remand warrant, disposition, committal, or other court ordered detention document(s).
- Male federal parole violators will not be admitted to the WRC. Female PVs will continue to be admitted to the WRC.
- CBSA is reviewing all detainee admission and will ensure that only essential cases will be admitted to the WRC.

C. Isolation & Transfers

- All adult admissions will be initially isolated at the WRC. Transfers from the WRC will be administered as follows:
 - Youth admissions will be immediately transferred to the MYC for 14 days of isolation, after the WRC admitting process is complete.
 - NOTE; HCC has been moved to a Critical (RED) on the #RestartMB

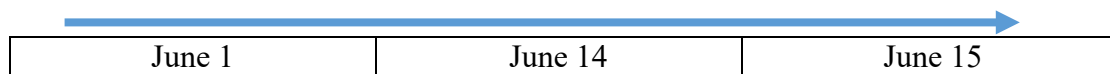
Pandemic Response System as of October 13th. No transfers in or out will occur during this period of Critical (RED). Approximately 14 days if no further cases develop.

- WRC will defer back to holding male inmates for the 14 day period until cleared for transfer to another Centre.
- Asymptomatic female population will be transferred to designated isolation overflow to WCC after 10 days of isolation (or as required) to complete their time in isolation.
- Symptomatic adult inmates will remain in isolation at the WRC until cleared, followed by transfer to other custody centres.
- Inmates/YPs must be symptom free for a minimum of 48 hours before their scheduled release from isolation.
- Adult male centres (MRCC, BCC, TPCC) will select transfers from the HCC and WRC as inmates clear isolation. Transfers will consider place of residence, court appearance location, and security needs.
- Inmates/YPs who become symptomatic in any custody centre will remain in that centre and be isolated for 14 days from the onset of symptoms, as assessed by medical personnel.
- Medical personnel will assess all inmates/YPs prior to transfer. However, an inmate/YP who is placed in asymptomatic isolation, and remains asymptomatic, does not require a medical assessment before release from isolation.

D. Isolation Conditions

- Isolated inmates/YPs will receive a minimum of 30 minutes out of their cell per day.
- Whenever possible, one inmate/YP per cell will apply in all isolation areas. However, if counts increase, two inmates/YPs who are admitted to isolation units on the same day can be housed in the same cell, assuming compatibility. As much as possible, isolation will also separate males/females and adults/youth by unit.
- If two inmates/YPs occupy an isolation cell and one becomes symptomatic, they will be separated and the asymptomatic inmate/YP would be isolated for another 14 days.
- Isolation may be extended if the inmate/YP becomes symptomatic while in isolation, as directed by medical personnel.

Calculating time in isolation (sample):



Placed in isolation (at any time)	Last day of isolation	Released from isolation (at any time)
--------------------------------------	-----------------------	--

E. Police/Sheriff Transports for Admission

- Rural custody centres who normally provide intake services (BCC, TPCC) will assist arresting agencies and Sheriffs as much as possible by deploying escort officers and vehicles to transport prisoners to the WRC. Staff have been designated at each of these centres to coordinate these transports.

XIV. Prevention and PPE Use

* Developed in consultation with Dr. Jasdeep Atwal and Director of Health Services, Bev Reeves

A. How the Virus Spreads

- Based on the information we have to date, the spread of the COVID-19 is by droplet spread only and is not airborne (does not stay in the air, ducts, vents, etc.).
- With droplet spread the virus *cannot* penetrate skin but can only infect someone if the virus enters through a mucous membrane (eyes, nose, and mouth). This can occur directly if the droplet enters one of these locations or indirectly (if your hand touches droplets then that same hand is used to touch your mouth, nose or eyes).
- Spread is reduced or eliminated by regular hygiene, cleaning, and proper application of PPE as required.

B. Principles

- Practice regular hand hygiene and coughing etiquette, cleaning, and social distancing.
- Practice hand hygiene before/after donning/doffing PPE.
- Minimize movement of staff and inmates between symptomatic, asymptomatic and non-isolation spaces.
- Once PPE is donned, avoid doffing. PPE may be doffed and changed when taking a meal/coffee break, or if wet, damaged, or soiled, but staff are advised to avoid changing PPE unnecessarily.
- Once PPE is doffed, this should be replaced by clean or new PPE, whenever possible.

- Regarding reusable masks, MB health has advised that “wearing a non-medical mask is another way of covering your mouth and nose to prevent your respiratory droplets from spreading to others or landing on surfaces. A mask can reduce the chance that others are coming into contact with your respiratory droplets”.
- Medical personnel may vary the use of PPE for specific procedures and based on a risk assessment.
- Inmates that are identified as; Covid positive, symptomatic and a confirmed contact will be managed with the same PPE.
- Note; Staff that are working in units confirmed contacts will be issued; Face shields, surgical mask and gown.

C. PPE Requirements

INMATES/YPs			
Location	Reusable Masks	Surgical Masks	Surgical Mask Vinyl/nitrile/latex Gloves Coverall
Outside Cell, Asymptomatic	√		
Outside Cell, Symptomatic		√	
Community Escort* (from isolation)			√
Community Escort (from non-isolation)	√		
Contact Isolation (symptomatic Isolation)		√	

* Does not apply to transfers between centres by Corrections escorts. For transfers, use ‘outside cell’ precautions as noted above.

STAFF					
Location/Area	Reusable Masks	Eye Protection glasses/eye wear	Vinyl, Search, or Plastic Gloves*	Full PPE vinyl/nitrile/latex gloves face shield surgical mask gown/coverall	Dental PPE Vinyl/nitrile/latex Gloves Face shield KN95 mask Gown/coverall Bouffant/cap
Custody Centres (all staff)	√				

Asymptomatic Isolation Units/Centres	√	√	Optional		
Symptomatic Isolation				√	
Intake Area (isolation centre only)				√	
Escorts (transporting symptomatic or new admissions)				√	
Staff supervising dental procedures (Dental contractors are responsible for their own PPE)					√

* To be made available based on supply, as determined by the custody centre.

D. Managing PPE

- Search gloves must be cleaned/disinfected after each encounter (within 6ft) with an inmate/YP.
- If reusable gowns/coveralls are used, these should not leave the custody centre and must be laundered on site.
- A minimum of three reusable masks will issued to all staff and should be worn for the duration of the shift, covering nose and mouth and chin (note exception for breaks above). These should be retained by staff and hand washed after each shift, using warm-hot water and regular detergent, rinsed, and hung to dry to prolong life.
- Eye protection and/or face shield will be issued to staff as needed. These should be retained and cleaned/disinfected with a mild detergent before and after shift, or if doffed for any reason.
- Inmate/YP reusable masks should be retained by the inmate/YP for further use but will be laundered/replaced daily, or when damaged, wet, or visibly soiled. Up to three masks may be issued per inmate/YP.
- **Enhanced PPE (face shields and medical mask) will be worn in the following areas for staff and inmates; Kitchen, Central laundry, Canteen.**

E. Managing Isolation

- Inmates/YPs are not required to wear PPE if they are contained in a cell or they are in a cell with an open door/meal slot and are not within 6 ft. of others.
- If an inmate/YP refuses to comply with PPE requirements, they are not to be moved and the SOM/Manager is to be advised of non-compliance.
- Breaks in all isolated areas. Staff will attend the cell with sanitizer, conduct a wellness check (e.g. how are you feeling, are you having any symptoms, feeling better/worse etc.), ensure the inmate/YP dons a mask, and sanitize the inmates/YPs hands. Upon conclusion of the break or unit access, hands will be sanitized again before returning to the cell.
- Cleaning of contact surfaces in symptomatic areas is required between breaks.

F. Uniform Management

- Keep uniform items separate from regular clothing at home, including footwear.
- Staff should be changing in and out of their uniform at work.
- Clean uniforms should come to work and should be washed after each shift, using regular detergent and warmest machine temperatures recommended on the uniform label.

G. Code Response

- Code responders will don full PPE.
- An SOM/Manager will assess risk level before initiating physical contact with an isolated inmate/YP during a code response.
- After the code clears, the area should be disinfected using one of the methods described above. Disposable gear should be placed into the garbage and placed into an exterior garbage bin.
- If administering CPR (all inmates/YPs):
 - Only essential staff should be attending to the patient and don a N95 mask. This includes those directly involved in resuscitation efforts or to maintain security.
 - A surgical mask should be placed on the patient unless medical is supplying oxygen.
 - ‘Hands-only’ procedures apply. AED and compressions will be used, but no breaths administered.
 - Follow AED voice prompts continue CPR until EMS arrives.
 - For medical personnel:

- Oropharyngeal airway can be established if airway cannot be established/maintained via head tilt/chin lift.
- NO bag mask ventilation (BVM) or high flow O₂ (greater than 6L/min) is recommended due to the production of aerosols.
- Passive oxygenation can occur through Nasal Cannula or non-rebreather mask at a rate of no greater than 6L/min.
- Advanced airway may be established once EMS arrives (ensure only essential staff in room when this occurs as it is an Aerosol Generating Medical Procedure (AGMP)).

H. Supervising Medical Procedures

- N95 masks should be worn only when performing specific medical (aerosol generating) procedures, Officers who are supervising inmates during these procedures, should wear an N95 (if available) or KN95 mask. The N95 mask can be donned regardless of fit testing. Supervising of dental services will require the use of a KN95 mask (see PPE guidelines above)

I. CPAP (Sleep Apnea) Machine Management

- Inmates/YPs in isolation will not be allowed to use their CPAP machines unless deemed essential by their primary physician.
- If deemed essential by their primary physician, additional (aerosol/airborne) precautions are needed if the inmate/YP is symptomatic or COVID positive:
 - CPAP to be given only at night with supplies for entire night (door cannot be opened to give additional supplies).
 - Towel to be placed at bottom exterior of the cell door to prevent escape of aerosols.
 - In the morning, once CPAP turned off, aerosols should be allowed to settle for 60 minutes before opening the cell door.
 - Nursing staff entering cell to retrieve the CPAP should wear full PPE and N95 mask.
 - Once the equipment is removed, the cell should be fogged.
 - If code response is required in the cell while the CPAP is running or within the 60 minute settling time post use, all responding CO's and Nurses will need to wear full PPE and N95 mask.

Centre declared an Outbreak;

- When a Centre has been declared an outbreak by Public Health and statutes changes to critical red additional local restriction can be implemented. Public Health and Management will determine changes to operations and restrictions.

