

July 19, 2021

Kevin Walby
k.walby@uwinnipeg.ca

Dear Mr. Walby,

Re: Your requests for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [JPS/129/2021, JPS/133/2021, JPS/137/2021, JPS/140/2021 - JPS/142/2021]

On June 2, 2021 the Department of Justice and Public Safety (JPS) received your requests for access to the following records:

JPS/129/2021

COVID Screening Procedures - I am requesting standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers. Timeframe January 1, 2021 – April 30, 2021.

JPS/133/2021

Health, Hygiene, Cleaning, and Distancing - I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks outlining
(a) health and personal hygiene protocols issued to and measures,
(b) outlining cleaning protocols issued to and measures adopted and
(c) protocols issued to and measures adopted to promote social distancing
in your correctional institutions related to COVID-19 pandemic prevention and management.
Timeframe January 1, 2021 – April 30, 2021.

JPS/137/2021

Health and Mental Health Care - I am requesting all records outlining protocols issued to and measures adopted or modified by your correctional institutions concerning health and mental health care provision to prisoners and prison staff related to COVID-19 prevention, management and treatment. Timeframe January 1, 2021 – April 30, 2021.

JPS/140/2021

Memorandums, presentations, briefing notes - I am requesting final copies of all memorandums, presentations, and briefing notes regarding COVID-19 and correctional institutions or parole offices. Timeframe January 1, 2021 – April 30, 2021.

JPS/141/2021

Communications and Meetings with Community Partners - I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks pertaining to inter-agency communications and meetings with community partners, including non-profit charities.
Timeframe January 1, 2021 – April 30, 2021.

JPS/142/2021

Standing Orders, Directives and Policy Manuals - I am requesting all modifications to existing and new standing orders, directives and manuals pertaining to the prevention and management of COVID-19 in your correctional institutions. Timeframe January 1, 2021 – April 30, 2021.

On June 29, 2021 you were notified of a 15 day extension in relation to these requests.

Please note that these requests were combined as there was significant overlap with responsive records. In relation to JPS/140/2021, records relating to Adult probation that may be responsive are included in the response to JPS/143/2021, JPS/146/2021 – JPS/147/2021.

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

29. (1) The head of a public body may refuse to disclose to an applicant information that would reveal

(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or minister;

31. (1) The head of a public body may refuse to disclose information to an applicant where the disclosure could reasonably be expected to

(a) interfere with or harm a law enforcement matter;

(l) reveal the arrangements for the security of property or a system, including a building, a vehicle, a computer system or a communications system;

(n) adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;

38. (1) The head of a public body may refuse to disclose to an applicant information that would reveal

(a) labour relations information of the public body as an employer that is prepared or supplied, implicitly or explicitly, in confidence, and is treated consistently as confidential information by the public body as an employer;

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

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

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

Telephone: (709) 729-6309

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

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

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

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

Sincerely,

A handwritten signature in blue ink that reads "Sonja El-Gohary". The signature is written in a cursive style.

Sonja El-Gohary
ATIPP Coordinator

Access or correction complaint

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Direct appeal to Trial Division by an applicant

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

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

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

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

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

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

Adult Corrections

El-Gohary, Sonja

From: Gibbons, Diana L.
Sent: Tuesday, February 9, 2021 9:53 PM
To: Justice - Correctional Institution - St Johns – Line Staff
Cc: Office-HMP, Captain; Office, Sergeant's
Subject: Community spread COVID

To All Staff,

I would like to encourage all employees who require advice on possible exposure to the community spread COVID virus to contact 811. It is critical for your own health to get the correct advice from the professionals with Eastern Health. If you have been advised by a health professional to be tested or self-isolate, please contact the Captain's Office immediately and advise them of your situation.

Stay safe.

Diana

Diana Gibbons #130 /Assistant Superintendent

Her Majesty's Penitentiary
Adult Corrections, Department Of Justice & Public Safety
P.O. Box 5459, 89 Forest Road, St. John's, NL A1C 5W4
(709)-729-3128 (t) | (709)-729-4312 (f) | dianagibbons@gov.nl.ca

Confidentiality Notice: *"This communication (including all attachments) is intended solely for the use of the individual(s) to whom it is addressed and should be treated as a confidential communication from the Department of Justice and Public Safety, Adult Corrections Division. It may also be privileged or otherwise protected by other legal principles. If you are not the intended recipient, any use, distribution, printing, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please immediately notify the originator and delete this e-mail and any attachments from your computer system and records. Your cooperation is appreciated."*

"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

2/13/2021

Contingency plan if an employee tests positive for COVID at HMP;

1. Confine all inmates to cells if the prison is not currently in lockdown.
2. Notify the Superintendent (JPS Executive) and Communications, DOJ of the confirmed case.
3. Contact all off duty managers to report to work to assist with implementing a contingency plan.
4. Contact Manager of Institutional Programming and request nursing staff be brought into the workplace for COVID testing of inmates and potentially employees. Request that IPAC (Eastern Health) be contacted for assistance within the prison for contact tracing.
5. Contact the local union to inform them of the positive case and inform them a contingency plan is being activated.
6. Contact the employee and gather all pertinent information for contact tracing within the prison.
 - a. Last day worked
 - b. Work assignment for that shift
 - c. Employee, civilian, and inmate contact during shift.
 - d. Any information provided to the employee from health (ie. Isolation period, etc)
7. Establish a secure triage/medical area to allow COVID screening of inmates.
8. Engage IPAC to determine what would constitute 'close contact' between the inmate and the employees working within HMP given the physical layout of the building.
9. Assign a manager to use the daily detail to confirm the last day the employee who tested positive for COVID worked. Use same daily detail to contact all employees who worked that same shift to advise them of the confirmed positive COVID case and instruct them to contact 811 (Health) immediately for next steps.
10. Use video surveillance to review/confirm and create a timeline for the following; what area of the prison the employee was working on his/her last day in the institution, what inmates he/she may have been in contact with, and what other employees (uniform or civilian) he/she may have been in close contact with.
11. Segregate all inmates who were in contact with the employee to be COVID tested immediately by Adult Corrections medical professionals.
12. Depending on the number of inmates with possible exposure, contact the other Institutional Heads for potential transfer of inmates not exposed to their institutions in order to make room for isolation of the inmates exposed.
13. Arrange for Belfor (professional cleaner) to come to the prison and deep clean all contaminated areas that the staff and/or inmates were in close contact with.
14. Ensure adequate levels of PPE are available for both staff and inmates.
15. Work with the management team to amend staff schedule to backfill for the employees self-isolating.
16. Provide regular updates to the Superintendent of Prisons (JPS Executive), the local union, and JPS communications as the employer is moving through the contingency plan

El-Gohary, Sonja

From: Gibbons, Diana L.
Sent: Thursday, February 25, 2021 12:50 PM
To: Justice - Correctional Institution - St Johns – Line Staff
Cc: Office-HMP, Captain; Office, Sergeant's
Subject: Medical documentation

To All Staff,

When you are required to submit medical documentation to leave management, please do the following;

1. Scan the medical notes to the following e-mails; shauntelgeorge@gov.nl.ca and leavemanagement@gov.nl.ca
2. The original medical note should be placed in an envelope and placed in the drop box directly outside the entrance to the leave management offices.

If you have any questions about this process, please feel free to contact me.

Thank you

Diana

Diana Gibbons #130 /Assistant Superintendent

Her Majesty's Penitentiary

Adult Corrections, Department Of Justice & Public Safety

P.O. Box 5459, 89 Forest Road, St. John's, NL A1C 5W4

(709)-729-3128 (t) | (709)-729-4312 (f) | dianagibbons@gov.nl.ca

Confidentiality Notice: "This communication (including all attachments) is intended solely for the use of the individual(s) to whom it is addressed and should be treated as a confidential communication from the Department of Justice and Public Safety, Adult Corrections Division. It may also be privileged or otherwise protected by other legal principles. If you are not the intended recipient, any use, distribution, printing, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please immediately notify the originator and delete this e-mail and any attachments from your computer system and records. Your cooperation is appreciated."

"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

General Health and Safety Requirements

Covid-19 Face Shield Donning, Doffing, Cleaning, and Disposal

Hazards Identified	Potential Covid-19 exposure from coming into close contact with symptomatic or COVID-19 positive clients
PPE Required	Medical Mask, Reusable or Disposable Face Shield
Training	Supervisor Must Review Demonstration Posters or Video with Employees
Potentially Exposed Employees	CSSD Employees

Safe Work Practice

COVID-19 is transmitted through:

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

Section A: PPE

The following PPE is required to be worn by CSSD employees, in all situations when interacting with clients.

Surgical style mask – This will protect your nose and mouth from respiratory droplets potentially transmitted while in proximity with the client. This is disposable PPE and to be disposed of once contact is finished with the client, as per the disposal instructions in section C.

Eye Protection (reusable) – Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. If using reusable eye protection, it must be doffed and cleaned in accordance with section B.

OR

Eye Protection (Single Use) - Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. Single use eye protection may consist of a face shield which will either be a standalone piece, or built into the surgical mask as one piece in some cases. This type of eye protection must be disposed of once contact is finished with the client, as per the disposal instructions in section C.

Section B: Donning and Doffing PPE

NOTE: Please review the posters “putting it on” and “taking it off” located in the references

Donning of PPE must occur just prior to your interaction with a client. In most cases this will be upon arrival, just prior to entering the home or building where the client is located.

Donning of PPE will occur in the following order:

1. Hand Hygiene – you must wash or sanitize your hands immediately before donning PPE.
2. Surgical Mask – Next, put on the surgical mask and mold the metal piece to fit your nose.
4. Eye Protection – Put on eye protection – If using a reusable face shield, assemble shield in order of assembly instructions.

Doffing of PPE will occur immediately after contact with the client has ended. In most cases, this will be just after exiting the home or building where the client is located, but before you get in your vehicle. Open your trunk and remove PPE in the following order, placing in a waste disposal bag:

1. Clean your hands! – Clean your hands with sanitizer before proceeding with removing any PPE.
2. Eye Protection – If using disposable eye protection, remove by handles and dispose in waste disposal bag. If using reusable eye protection, sanitize using alcohol sanitation wipes OR bag glasses in a sealed bag, and transport to the office and sanitize using an alcohol sanitation wipe or soap and water. Thoroughly clean your hands after washing eye protection.
3. Clean your hands! – Clean your hands in between removal of each piece of PPE.
4. Surgical mask – Remove using loops or ties. Do not touch mask. Place in waste disposal bag. Secure and tie waste disposal bag once all PPE has been placed in it.
5. **Clean your hands!** – Clean your hands using sanitizer immediately after removing the remainder of your PPE.

Section C: Disposal of PPE

The waste disposal bag can be discarded in any outside waste disposal bin. Do not bring waste disposal bag containing PPE in the office or your home.

Section D: Cleaning and Reusing Eye Protection

1. Clean your hands with sanitizer prior to disassembling face shield.
2. Disassemble face shield in the reverse order of assembly instructions.



Department of Justice and Public Safety – Adult Corrections Division
Temporary Safe Work Practice
H.M. Penitentiary

Mandatory use of Personal Protective Equipment

Hazards Identified	Covid-19 exposure
PPE Required	- Disposable protective mask (procedural grade or higher)
Training	None specific to the task
Potentially Exposed Persons	Adult Corrections Staff and Visitors

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

Carriers of the COVID-19 virus may exhibit one or more of the following symptoms:

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;

- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

Post Contact Information:

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#). You may also complete the online self-assessment tool by visiting the following link: <https://www.811healthline.ca/covid-19-self-assessment/>

Essential Workers and Visitors:

A Level 2 face mask and shield shall be worn in situations where 2m distance cannot be maintained, (ie. medication distribution, meals, cell inspections, Use of Force incidents, etc);

- All persons entering H.M.P. will be provided with a Level 2 mask or equivalent (non-cloth) protective mask and face shield by the gate Officer.
- Level 2 masks and shields are to be worn by all personnel and visitors at all times while on institutional property.
- When using the reusable shields; ensure it is used in accordance with the manufacturers guidelines [refer to this link](#)
- Persons who decline to wear the provided PPE shall be denied access.
- [Refer to this link for updated PPE guidelines](#)
- Used masks and shields shall be disposed of in a designated receptacle in the Gate House upon exit. Level 2 masks and shields are not to be disposed of with general garbage. Disposable shields shall be used for one shift only

Additional Resources:

[PPE - Putting it On](#)

[PPE - Taking it Off](#)


Assistant Superintendent

Date Issued: 2020/04/16

Date Revised: 2021/03/02

Next Review Date: Ongoing as required



Department of Justice and Public Safety – Adult Corrections Division
Temporary Safe Work Practice
H.M. Penitentiary

Covid-19 Face Shield Donning, Doffing, Cleaning, and Disposal

Hazards Identified	Potential Covid-19 exposure from coming into close contact with symptomatic or COVID-19 positive clients
PPE Required	Medical Mask, Reusable or Disposable Face Shield
Training	None specific to the task
Potentially Exposed Persons	Adult Corrections Staff and Visitors

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

Carriers of the COVID-19 virus may exhibit two or more of the following symptoms:

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;

- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

Post Contact Information:

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#). You may also complete the online self-assessment tool by visiting the following link: <https://www.811healthline.ca/covid-19-self-assessment/>

Section A: PPE

The following PPE is required to be worn by Adult Corrections employees, in all situations when interacting with inmates and co-workers.

Surgical style mask – This will protect your nose and mouth from respiratory droplets potentially transmitted while in proximity with the client. This is disposable PPE and to be disposed of once contact is finished with the client, as per the disposal instructions in section C.

Eye Protection (reusable) – Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. If using reusable eye protection, it must be doffed and cleaned in accordance with section B.

OR

Eye Protection (Single Use) - Eye protection will protect your eyes from respiratory droplets potentially transmitted while in proximity with the client. Single use eye protection may consist of a face shield which will either be a standalone piece, or built into the surgical mask as one piece in some cases. This type of eye protection must be disposed of once contact is finished with the client, as per the disposal instructions in section C.

Section B: Donning and Doffing PPE

NOTE: Please review the posters “putting it on” and “taking it off” located in the references

Donning of PPE must occur just prior to your interaction with a client. In most cases this will be upon arrival, just prior to entering the home or building where the client is located.

Donning of PPE will occur in the following order:

1. Hand Hygiene – you must wash or sanitize your hands immediately before donning PPE.
2. Surgical Mask – Next, put on the surgical mask and mold the metal piece to fit your nose.
4. Eye Protection – Put on eye protection – If using a reusable face shield, assemble shield in order of assembly instructions.

Doffing of PPE will occur immediately after contact with the client has ended. In most cases, this will be just after exiting the home or building where the client is located, but before you get in your vehicle. Open your trunk and remove PPE in the following order, placing in a waste disposal bag:

1. Clean your hands! – Clean your hands with sanitizer before proceeding with removing any PPE.
2. Eye Protection – If using disposable eye protection, remove by handles and dispose in waste disposal bag. If using reusable eye protection, sanitize using alcohol sanitation wipes OR bag glasses in a sealed bag, and transport to the office and sanitize using an alcohol sanitation wipe or soap and water. Thoroughly clean your hands after washing eye protection.
3. Clean your hands! – Clean your hands in between removal of each piece of PPE.
4. Surgical mask – Remove using loops or ties. Do not touch mask. Place in waste disposal bag. Secure and tie waste disposal bag once all PPE has been placed in it.
5. **Clean your hands!** – Clean your hands using sanitizer immediately after removing the remainder of your PPE.

Section D: Cleaning and Reusing Eye Protection

1. Clean your hands with sanitizer prior to disassembling face shield.
2. Disassemble face shield in the reverse order of assembly instructions.

3. Clean each piece with either: alcohol based sanitizer/wipes, b) glutaraldehyde based solutions, or c) 10:1 diluted sodium hydrochloride bleach solution, wipe down both sides of all plastic components. Follow individual contact times – one minute for diluted bleach solution.

4. Clean your hands!

5. Dry off plastic components with a cloth or paper towel.

6. Store shield in a sanitary environment, in a disassembled state until next use. Prior to next use, refer to Assembly Instructions (<https://youtu.be/HlkwB-3ZsM8>).

Reusability: The Canadian Shield can be reused when properly cleaned and sanitized. Dispose of the shield (Section C) if it is damaged or if vision is hindered due to scratches.

Regulations, Standards and References:

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

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

<http://www.easternhealth.ca/WebInWeb.aspx?d=2&id=2178&p=1594>



POS_PPE - Putting it
On.pdf



POS_PPE - Taking it
Off.pdf

Diana Hillms
Assistant Superintendent

Date Issued: 2021/03/02

Date Revised:

Next Review Date: Ongoing as required

Personal Protective Equipment

Putting it On in 5 Easy Steps

1 HANDS

- clean your hands with hand sanitizer or soap and water

2 GOWN

- first tie at top
- next tie at waist
- ensure opening is in back and that it covers your skin and clothes



3 MASK

- put on a procedure or surgical mask
- mould the metal piece to fit your nose



ALTERNATE:
N95 Respirator if indicated



4 EYE PROTECTION

- put on eye protection



ALTERNATE:
Combo mask/eye shield



5 GLOVES

- pull on gloves & ensure they cover cuffs of gown



A Fit Check Must be performed with each use



Infection Prevention
+ Control Program

Protect yourself - Protect others

Personal Protective Equipment

Taking it Off in 6 Easy Steps

***Remove ALL PPE,
with exception of N95, before leaving patient room**

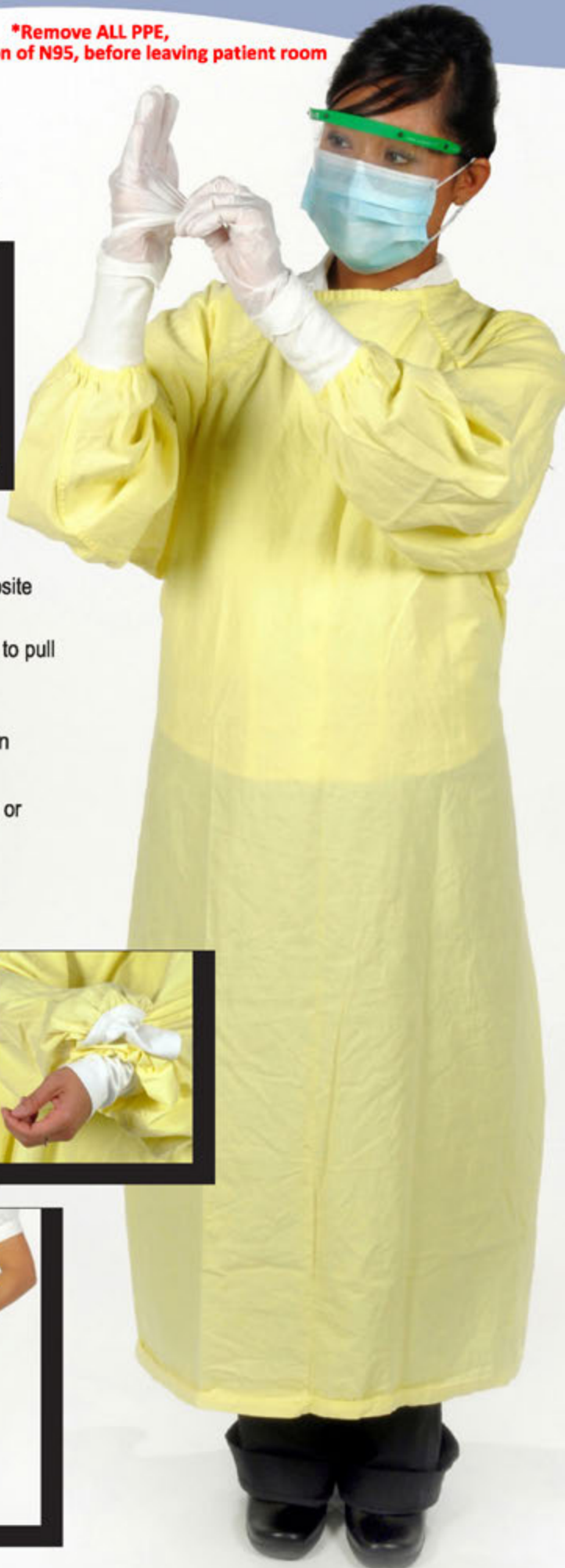
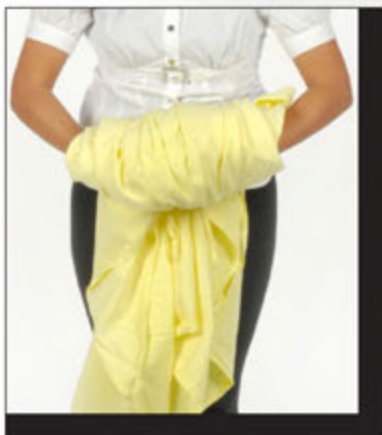
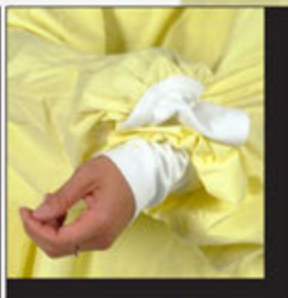
1 GLOVES

- remove glove to glove, skin to skin
- place gloves in garbage



2 GOWN

- untie neck, then waist
- hook fingers under opposite cuff; pull over hand
- use gown-covered hand to pull gown over other hand
- pull gown off without touching outside of gown
- roll up inside out
- place in laundry hamper or garbage as appropriate



3 HANDS

- clean your hands with hand sanitizer or soap and water

4 EYE PROTECTION

- remove eye protection by handles and place in reprocessing bin or garbage



5 MASK/ N95 RESPIRATOR

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



6 HANDS

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





Department of Justice and Public Safety – Adult Corrections Division
Temporary Safe Work Practice
H.M. Penitentiary

Mandatory use of Personal Protective Equipment

Hazards Identified	Covid-19 exposure
PPE Required	- Disposable protective mask (procedural grade or higher)
Training	None specific to the task
Potentially Exposed Persons	Adult Corrections Staff and Visitors

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

Carriers of the COVID-19 virus may exhibit one or more of the following symptoms:

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;

- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

Post Contact Information:

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#). You may also complete the online self-assessment tool by visiting the following link: <https://www.811healthline.ca/covid-19-self-assessment/>

Essential Workers and Visitors:

A Level 2 face mask and shield shall be worn in situations where 2m distance cannot be maintained, (ie. medication distribution, meals, cell inspections, Use of Force incidents, etc);

- All persons entering WCCC. will be provided with a Level 2 mask or equivalent (non-cloth) protective mask and face shield by the Duty Officer.(Lts Office)
- Level 2 masks and shields are to be worn by all personnel and visitors at all times while on institutional property.
- When using the reusable shields; ensure it is used in accordance with the manufacturers guidelines [refer to this link](#)
- Persons who decline to wear the provided PPE shall be denied access.
- Used masks and shields shall be disposed of in a designated receptacle in the Guard Room upon exit. Level 2 masks and shields are not to be disposed of with general garbage. Disposable shields shall be used for one shift only

Additional Resources:

[PPE - Putting it On](#)
[PPE - Taking it Off](#)

Fred Cumby

Assistant Superintendent

Date Issued: 2020/04/16

Date Revised: 2021/03/10

Next Review Date: Ongoing as required

El-Gohary, Sonja

From: Gibbons, Diana L.
Sent: Wednesday, March 31, 2021 8:40 AM
To: Justice - Correctional Institution - St Johns – Line Staff
Cc: Office-HMP, Captain; Office, Sergeant's
Subject: PPE

To All Staff,

This e-mail is a reminder of the required PPE to be worn in the workplace as per the direction of Eastern Health. For clarification, the mandatory PPE can be found on the SWP on the Intranet. I have asked for clarification from Eastern Health if the shields are still required to be worn in the institutions. When I have further information, I will relay this to all staff.

Thank you

Diana

Diana Gibbons | Assistant Superintendent of Her Majesty's Penitentiary
Department of Justice and Public Safety
Corrections and Community Services – *Adult Corrections Division*
Her Majesty's Penitentiary
89 Forest Road, Box 5459, St. John's NL A1C 5W4
Tel: (709) 729-3128 | Fax: (709) 729-4312
Email: dianagibbons@gov.nl.ca

El-Gohary, Sonja

From: Gibbons, Diana L.
Sent: Thursday, April 22, 2021 8:44 AM
To: Justice - Correctional Institution - St Johns – Line Staff
Subject: Vaccinations for COVID

To All Staff;

See information below re; vaccinations for Correctional Officers who have not yet received the vaccine.

Thank you

Diana

Diana Gibbons | Assistant Superintendent of Her Majesty's Penitentiary
 Department of Justice and Public Safety
 Corrections and Community Services – *Adult Corrections Division*
 Her Majesty's Penitentiary
 89 Forest Road, Box 5459, St. John's NL A1C 5W4
 Tel: (709) 729-3128 | Fax: (709) 729-4312
 Email: dianagibbons@gov.nl.ca

From: Natalie Moody <Natalie.Moody@easternhealth.ca>
Sent: April 22, 2021 6:52 AM
To: Patrick Whalen <Patrick.Whalen@easternhealth.ca>
Subject: Vaccine

Hi

See below information to forward to remaining Corrections staff to book their COVID Vaccine

You are invited to book your COVID-19 Vaccine appointment using the information provided below.

Before your appointment:

If you are immunosuppressed (i.e., have a weakened immune system), or have an autoimmune condition (such as Crohn's disease, MS, or Rheumatoid Arthritis) you are encouraged to speak to your health care provider prior to your appointment to discuss the potential risk and benefits of receiving the COVID-19 Vaccine. However, please still book your appointment. You do NOT need a note from your health care provider to receive the vaccine.

To ensure a successful online booking, you are encouraged to use Google Chrome as the preferred browser. It is also important to use a personal email address if possible as many companies have spam filters that can prevent confirmation emails. Always check spam/junk folders for email confirmations. It is also a good idea to write down appointment dates and times as a precaution after completing bookings.

To book an appointment at one of the available clinics:

- please click the following link or copy and paste the link into the address bar of an internet browser (Google Chrome is the preferred browser).
<https://portal.healthmyself.net/nleastehealth/forms/XM0>
- complete the eligibility questionnaire and consent.

Please note: **Upon successful completion of the eligibility form you will be taken directly to the booking site. Access codes are no longer required.**

If anyone is experiencing difficulty booking their appointment, please click [here](#) for the how-to video, or contact **1-833-951-3884** between 8 a.m. and 8 p.m. Individuals will know when the clinics are full when there are no longer any available appointment slots in the system. If you are not able to get an appointment in a community/clinic of your choice, Eastern Health will be announcing more clinics in the future.

The advantages to booking appointments online are:

- it is easily accessible;
- appointment dates and times are confirmed within minutes via email;
- there is no wait time;
- appointments can be booked 24 hours/seven days a week; and
- the ability to see all available appointment locations and times.

The public is reminded that they should not schedule an appointment for a vaccine if they are experiencing symptoms of COVID-19. Instead, complete a COVID-19 Assessment and referral by clicking [here](#).

On the day of your appointment:

1. Arrive 5 minutes before your scheduled appointment.
2. Bring your MCP card and/or another government issued ID.
3. Wear a short sleeve shirt and loose/comfortable clothing.
4. Be prepared to wait for 15 minutes after your appointment.

For more information on COVID-19 vaccines, please visit [Health Canada](#). For up-to-date information on the COVID-19 pandemic, please visit www.gov.nl.ca/covid-19.

Natalie Moody
Regional Director Population and Public Health
Eastern Health
35-39 Tilley's Road
Clareville, NL
A5A 1Z4
709-466-6334

<http://www.easternhealth.ca/flu>

Lower your **Flu** risk.



www.easternhealth.ca/flu

*** This communication (including all attachments) is intended solely for the use of the person or persons to whom it is addressed and should be treated as a confidential communication from Eastern Health. If you are not the intended recipient, any use, distribution, printing, or copying of this email is strictly prohibited. If you received this email in error, please immediately notify the originator and delete it from your system. Your cooperation is appreciated. ***



Department of Justice and Public Safety – Adult Corrections Division
Temporary Safe Work Practice
H.M. Penitentiary

Civilian Program Facilitators and Outside Law Enforcement Agencies

Hazards Identified	Covid-19 exposure
PPE Required	- Disposable protective mask (procedural grade or higher)
Training	None specific to the task
Potentially Exposed Persons	Adult Corrections Staff, Visitors, and Prisoners

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

Carriers of the COVID-19 virus may exhibit two or more of the following symptoms:

- Fever (or signs of a fever, including chills, sweats, muscle aches, lightheadedness);
- Cough;
- Headache;
- Sore throat;
- Painful swallowing;
- Runny nose;
- Diarrhea;

- Loss of sense of smell or taste;
- Unexplained loss of appetite; or
- Small red or purple spots on the hands and/or feet.

Post Contact Information:

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

- You may return home at the end of your shift. Self-isolation is not required unless symptoms are present.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available by clicking [here](#). You may also complete the online self-assessment tool by visiting the following link: <https://www.811healthline.ca/covid-19-self-assessment/>

General Protocol (All Visitors):

- All visitors to H.M. Penitentiary are required to complete a questionnaire at the gate house upon arrival. This questionnaire is only required to be completed one time; however, if a visitors health status changes, that individual is not permitted to enter the facility, and they are required to notify the Manager of Institutional Programming or the Duty Captain of the change.
- In accordance with the [Mandatory P.P.E. Safe Work Practice](#), civilian program facilitators shall be required to wear a protective mask at all times while on Penitentiary property. Additional P.P.E. such as hand sanitizer and protective masks shall be provided upon request.
- All visitors are expected to maintain physical distancing where possible, and are required to adhere to all posted signage, as well as directional and floor markings.

Washroom Access:

- Civilians and other visitors are encouraged to use "common area" washrooms (EWB, staff lounge, etc.). Control room or other office washrooms should be reserved for the staff working in those areas where possible.
- All persons are expected to follow posted signage regarding single occupancy and hand hygiene.
- Cleaning products are available to any individual who wishes to clean washroom facilities before/after use.

Civilian Program Facilitators:

In order to promote prisoner rehabilitation, civilian program facilitators will be permitted to return to the Penitentiary on Monday, July 27th, 2020. To ensure a safe work environment, the following protocol shall be adhered to:

- Program services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- Shared surfaces and resources (desks, doorknobs, pens, telephones, etc.) shall be cleaned by program facilitators in between clients/groups, as well as on the conclusion of use of a space. Approved cleaners will be provided by H.M. Penitentiary personnel. Persons requiring cleaners or assistance with cleaning are to notify the Guard Room Officer at 709.729.1203.
- Group programming may take place in the classroom of the Upper Trailer for groups of no more than five (5) prisoners, not including the program facilitator. Group programming for six (6) to eight (8) prisoners shall take place in the Multi-Purpose room. Group programming for more than eight (8) prisoners will not be permitted at this time.
- Outdoor programs (Spirit Horse, etc.) may continue as per the pre-pandemic schedule as long as physical distancing is maintained by all participants and visitors.
- Program facilitators meeting with a prisoner one on one are to use the visiting room for this purpose. The visiting room will be reserved from Monday – Friday, between 0800hrs – 1200hrs for one on one meetings; facilitators are required to contact the visiting room at 709.729.1202 to pre-book a meeting time. One-on-one meetings are not to take place in Penitentiary Offices.
- Program facilitators shall not be permitted to bring food or drink into the Penitentiary at this time. All other items must be pre-approved by the Captain of Institutional Security or the Assistant Superintendent.
- Prisoners are not permitted to use the washroom across from the multi-purpose room. Prisoners who need to use the washroom must return to their living unit to do so.

Library:

- Library services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- In order to maintain physical distancing, library staff shall be required to remain at their desk, behind the protective barrier at all times while prisoners are in the library. Prisoners are not permitted behind this protective barrier.
- Library staff are not permitted to perform cataloging, organizing, or stocking of books while prisoners are present in the library.

Pastoral Care:

In order to provide religious services to prisoners, Members of the Pastoral Care Team will be permitted to return to the Penitentiary on Monday, July 27th, 2020. To ensure a safe work environment, the following protocol shall be adhered to:

- Pastoral Care services will be conducted as per the pre-pandemic schedule. The Duty Captain may deny entry if required due to operational requirements.
- Shared surfaces and resources (desks, doorknobs, pens, telephones, etc.) shall be cleaned by program facilitators in between clients/groups, as well as on the conclusion of use of a space. Approved cleaners will be provided by H.M. Penitentiary personnel. Persons requiring cleaners or assistance with cleaning are to notify the Guard Room Officer at 709.729.1203.
- Members of the Pastoral Care team are to meet with prisoners in the Chapel. Prisoners will not be permitted to enter the Pastoral Care Office.
- Group chapel (church) services are not permitted at this time.
- Pastoral Care staff shall not be permitted to bring food or drink into the Penitentiary at this time. All other items must be pre-approved by the Captain of Institutional Security or the Assistant Superintendent.
- Prisoners are not permitted to use the washroom across from the multi-purpose room. Prisoners who need to use the washroom must return to their living unit to do so.

Outside Agencies:

To ensure a safe work environment, the following protocol shall be adhered to for representatives of outside agencies (RNC, RCMP, CSSD, CBSA, Lawyers, etc.) entering the Penitentiary:

- In accordance with the [Mandatory P.P.E. Safe Work Practice](#), civilian program facilitators shall be required to wear a protective mask at all times while on Penitentiary property. Additional P.P.E. such as hand sanitizer and protective masks shall be provided upon request.
- All visitors to H.M. Penitentiary are required to complete a questionnaire at the gate house upon arrival. This questionnaire is only required to be completed one time; however, if a visitors health status changes, that individual is not permitted to enter the facility, and they are required to notify the Manager of Institutional Programming of the change.
- Members of outside agencies are encouraged to contact the Duty Captain's office at 709.729.3129 in advance of their anticipated arrival. The Duty Captain may deny entry if required due to operational requirements.
- Outside agency staff who are required to meet with a prisoner are to use one of two available interview rooms outside of the control center (West Wing Bottom) for this purpose. If neither room is available, or if the agency representative requests a more secure environment, the Secure

Interview Room on the East Wing Bottom may be used. General use offices/interview rooms are not to be used by members of outside agencies.

Denial of service:

- Visitors may refuse to provide in-person services to any prisoner who is symptomatic, displays poor personal hygiene, or who fails to comply with any of the following conditions if instructed to do so:
 - Refusal to perform hand hygiene
 - Refusal to wear a mask
 - Refusal to maintain physical distancing
- The Assistant Superintendent or designate may suspend programming or deny entry to any group or visitor who does not comply with protocols outlined in this Safe Work Practice.


Assistant Superintendent

Date Issued:

Date Revised:

Next Review Date: Ongoing as required

NL Youth Centre

El-Gohary, Sonja

From: Smith, Trudy
Sent: Friday, June 11, 2021 11:47 AM
To: El-Gohary, Sonja
Subject: Attip

From: MacDonald, Nicholas
Sent: Monday, February 8, 2021 5:48 PM
To: Mahoney, Perry <perrymahoney@gov.nl.ca>; Whitten, Rick <rickwhitten@gov.nl.ca>; Drover, Rodney <rodneydrover@gov.nl.ca>; Legge, Trudy <trudylegge@gov.nl.ca>; CLEARY, SCOTT <SCOTTCLEARY@gov.nl.ca>; Pardy, Ed <edwinpardy@gov.nl.ca>; Bartlett, Patrick <patrickbartlett@gov.nl.ca>; purchase, norman <normanpurchase@gov.nl.ca>; MacDonald, Scott <scottmacdonald@gov.nl.ca>
Cc: Smith, Trudy <trudysmith@gov.nl.ca>; Reid, Sheri <sherireid@gov.nl.ca>
Subject: SJYDC COVID-19

Hi everyone,

As you are aware there has been a drastic increase in the number of COVID-19 cases in the metro area and many of these cases are being found in youth. Due to this increase we are going to revert to keeping new admissions at the SJYDC for their isolation period. Also please remind staff to wear their masks while at the SJYDC and full ppe if the resident screens positive for COVID-19. These measures will help reduce the possibility of COVID-19 spread. Thank you.

Nick MacDonald
Manager of Services and Operations
Newfoundland Labrador Youth Centre

El-Gohary, Sonja

From: Smith, Trudy
Sent: Friday, June 11, 2021 11:47 AM
To: El-Gohary, Sonja
Subject: FW: atipp 12

From: MacDonald, Nicholas
Sent: Friday, February 12, 2021 7:12 PM
To: Justice - Youth Secure Custody Services - ALL OFFICES <Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca>
Subject: SJYDC PPE

Hi everyone,

Due to the increased prevalence of COVID-19 in the metro area and its abundance in the under 20 demographic all staff must wear full PPE when residents are outside of their cells at the SJYDC. This means you are required to wear

- Mask
- Full face shield
- Gloves
- Gown

When the residents are in their cells you are only required to wear a face mask. If you have any questions or concerns please feel free to contact your manager.

Nick MacDonald
Manager of Services and Operations
Newfoundland Labrador Youth Centre

El-Gohary, Sonja

From: Smith, Trudy
Sent: Thursday, May 6, 2021 9:53 AM
To: El-Gohary, Sonja
Subject: covid memo 4 (NLYC/SJYDC)
Attachments: Memo- PPE Recommendations During the Ongoing COVID-19 Transmission Investigation - Feb 12 2021 FINAL.pdf

From: Smith, Trudy <trudysmith@gov.nl.ca>
Sent: Friday, February 12, 2021 3:06 PM
To: Justice - Youth Secure Custody Services - ALL OFFICES <Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca>
Subject: FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Please see the attached for all admissions to SJYDC.

Trudy Smith, MSW, RSW
 Administrator
 Department Justice & Public Safety
 NL Youth Centre/Pre Trial Services

Facility main: 709-759-2471, Direct 759-3151. Cell: 709-685-5543.



From: Heather Yetman <Heather.Yetman@easternhealth.ca>
Sent: Friday, February 12, 2021 1:58 PM
To: Smith, Trudy <trudysmith@gov.nl.ca>
Subject: FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Hi,

This would apply for your staff, as well.

Heather

From: Heather Yetman
Sent: Friday, February 12, 2021 8:21 AM
To: Gibbons, Diana L. (dianagibbons@gov.nl.ca) <dianagibbons@gov.nl.ca>
Subject: FW: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

Hi,

FYI - this might have impact for the staff at Lock up and those doing admissions.

Heather

From: Brenda Yetman
Sent: Friday, February 12, 2021 7:37 AM
Subject: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

MEMORANDUM

TO: All Staff, Eastern Health

FROM: Carla St. Croix, Regional Director, Infection Prevention and Control
 Dr. Natalie Bridger, Clinical Chief, Infection Prevention and Control

DATE: February 12, 2021

RE: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

In accordance with the “*Newfoundland and Labrador’s Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period*” from the Provincial COVID-19 PPE Task Force, the transition from low prevalence of COVID-19 to increasing or widespread community transmission will be determined by the Regional Medical Officer of Health (RMOH) in connection with the Chief Medical Officer of Health (CMOH). This may be implemented at a community, regional, or provincial level dependent upon the epidemiology of COVID-19.

Considering the current cases in the St. John’s metro area and while the investigation of these cases is ongoing, the following is recommended:

- A face shield and mask must be worn during all client encounters in all outpatient and community settings, Emergency rooms, Intensive Care Units, Paramedicine, COVID-19 assessment and treatment units, and case rooms. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- For all other inpatient areas, a face shield and mask must be worn during all client encounters pending admission COVID-19 swab results. If the client has a negative swab result, staff can use their PCRA to determine what PPE is required. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-Guidlines-and-Prioritization-Dec-22.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted³⁴ accordingly.

*** This communication (including all attachments) is intended solely for the use of the person or persons to whom it is addressed and should be treated as a confidential communication from Eastern Health. If you are not the intended recipient, any use, distribution, printing, or copying of this email is strictly prohibited. If you received this email in error, please immediately notify the originator and delete it from your system. Your cooperation is appreciated. ***



Eastern Health

MEMORANDUM

TO: All Staff, Eastern Health

FROM: Carla St. Croix, Regional Director, Infection Prevention and Control
Dr. Natalie Bridger, Clinical Chief, Infection Prevention and Control

DATE: February 12, 2021

RE: PPE Recommendations During the Ongoing COVID-19 Transmission Investigation

In accordance with the “*Newfoundland and Labrador’s Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period*” from the Provincial COVID-19 PPE Task Force, the transition from low prevalence of COVID-19 to increasing or widespread community transmission will be determined by the Regional Medical Officer of Health (RMOH) in connection with the Chief Medical Officer of Health (CMOH). This may be implemented at a community, regional, or provincial level dependent upon the epidemiology of COVID-19.

Considering the current cases in the St. John’s metro area and while the investigation of these cases is ongoing, the following is recommended:

- A face shield and mask must be worn during all client encounters in all outpatient and community settings, Emergency rooms, Intensive Care Units, Paramedicine, COVID-19 assessment and treatment units, and case rooms. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- For all other inpatient areas, a face shield and mask must be worn during all client encounters pending admission COVID-19 swab results. If the client has a negative swab result, staff can use their PCRA to determine what PPE is required. Face shields are to be changed in between each patient encounter for suspect or confirmed cases.

- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-Guidlines-and-Prioritization-Dec-22.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

El-Gohary, Sonja

From: Smith, Trudy
Sent: Thursday, May 6, 2021 9:52 AM
To: El-Gohary, Sonja
Subject: covid memo 3 (NLYC/SJYDC)
Attachments: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021.pdf

From: Smith, Trudy <trudysmith@gov.nl.ca>
Sent: Wednesday, February 17, 2021 9:55 AM
To: Justice - Youth Secure Custody Services - ALL OFFICES <Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca>
Subject: Latest PPE Recommendation from IPAC Re: Face Shields

As information continues to evolve daily, this is the latest Infection Prevention and Control (IPAC) recommendation (please read the attached memo).

Face shields and Masks are to be worn by Staff when interacting with all Residents. This no longer includes Admissions only. This is in effect today for all organizations covered in the Eastern Health region.

Staff have the option to wear Face Shields with their Masks in common areas when away from the residents.

We have a number of face shields available and your MOSO will provide them to you.

Thank you

Trudy Smith MSW, RSW
 Administrator
 NL Youth Centre/ Pre Trial Services
 P.O. Box 40
 Whitbourne, NL
 A0B 3K0

Phone: 709-759-2471
 Cell: 709-685-5543

From: Heather Yetman <Heather.Yetman@easternhealth.ca>
Sent: Wednesday, February 17, 2021 9:22 AM
To: Smith, Trudy <trudysmith@gov.nl.ca>; Whitten-Nagle, Cindy <CindyNagle@gov.nl.ca>
Subject: FW: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021

Good Morning,

Please see attached.

Based on the information, it's been recommended that staff wear face masks and shields when encountering all inmates, not just those who are being admitted. They only need to be replaced when dealing with suspect or confirmed cases. The shield provides an added layer of protection for both inmates and staff, and minimizes risk of transmission.

Thanks,
Heather

From: Chantel Barrett **On Behalf Of** Waterford Hospital Emergency Operations Center

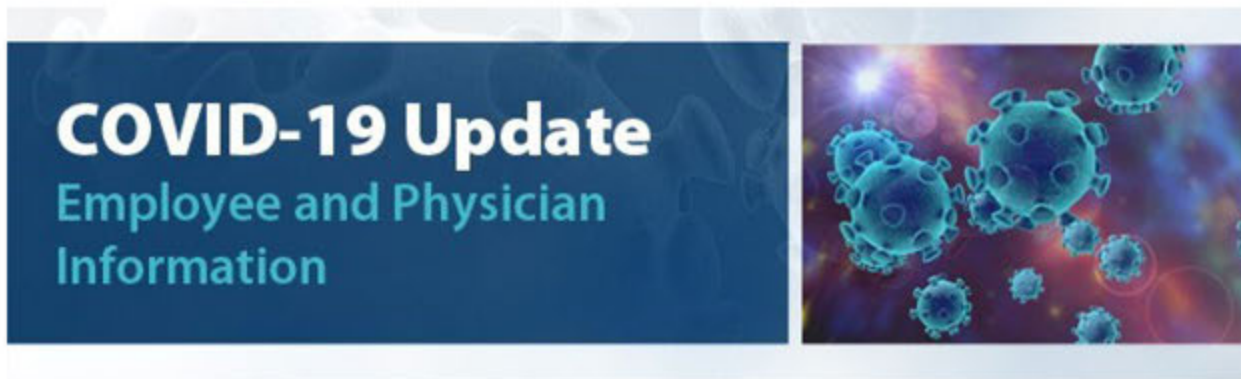
Sent: Wednesday, February 17, 2021 8:21 AM

Subject: Fwd: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021

From: Brenda Yetman <Brenda.Yetman@easternhealth.ca>

Sent: Wednesday, February 17, 2021 7:39:56 AM

Subject: Memo - UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19 - Feb 17 2021



Memo from Infection Prevention and Control

February 17, 2021

Re: UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19

As an update to our previous memo (updates in red), *and in accordance with Newfoundland and Labrador's Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period (updated February 15, 2021)*, effective immediately for the Eastern Health Region:

- A face shield and mask must be worn during all client encounters in all inpatient, community and residential settings including Long Term Care. The mask and face shield is to be worn for repeated interactions with multiple clients. **NOTE: Face shields are to be changed in between each patient encounter for suspect or confirmed cases.**
- COVID-19 assessment and treatment units are to continue established PPE processes.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.
- **It is optional to wear a face shield in common areas.**

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to

the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-guidelines-Feb-15-2021update.docx.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

Carla St. Croix
Regional Director, Infection Prevention and Control

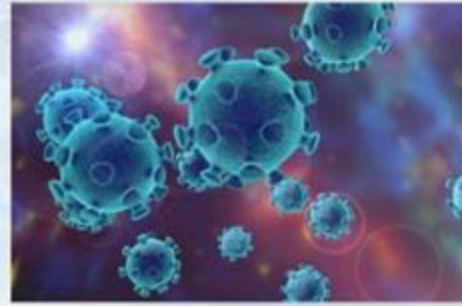
Report all potential communicable diseases to Occupational Health: 709-777-7777, line 3, line 2, or email occhealth@easternhealth.ca.

covid19.inquiries@easternhealth.ca | Navigator Line: 709-752-3663 (M-S 8:00 a.m. to 10:00 p.m.) | www.easternhealth.ca/covid19 | [COVID-19 Intranet page](#) | [Facebook](#) | [Twitter](#)

***** This communication (including all attachments) is intended solely for the use of the person or persons to whom it is addressed and should be treated as a confidential communication from Eastern Health. If you are not the intended recipient, any use, distribution, printing, or copying of this email is strictly prohibited. If you received this email in error, please immediately notify the originator and delete it from your system. Your cooperation is appreciated. *****

COVID-19 Update

Employee and Physician Information



Memo from Infection Prevention and Control

February 17, 2021

Re: UPDATE - PPE Recommendations During Widespread Community Transmission of COVID-19

As an update to our previous memo (updates in red), and in accordance with *Newfoundland and Labrador's Guideline for Prioritization and Use of Personal Protective Equipment (PPE) in Pandemic COVID-19 in Low Prevalence Period and Increasing or Widespread Community Prevalence Period (updated February 15, 2021)*, effective immediately for the Eastern Health Region:

- A face shield and mask must be worn during all client encounters in all inpatient, community and residential settings including Long Term Care. The mask and face shield is to be worn for repeated interactions with multiple clients. NOTE: Face shields are to be changed in between each patient encounter for suspect or confirmed cases.
- COVID-19 assessment and treatment units are to continue established PPE processes.
- If you anticipate your skin/clothing or hands being exposed to splashes, blood, body fluid excretions, secretions or non-intact skin during that encounter, gloves and gowns must be worn.
- It is optional to wear a face shield in common areas.

All healthcare workers are advised to continue using their [Point of Care Risk Assessment \(PCRA\)](#) to determine the appropriate PPE for that particular encounter. Based on the PCRA, healthcare workers shall have access to the appropriate PPE. This will not be unreasonably denied by their employer, or the employee shall be deployed to another area. A PCRA will determine if Additional Precautions are required.

For more information, please refer to the provincial document which can be found here: <https://www.gov.nl.ca/covid-19/files/NL-PPE-guidelines-Feb-15-2021update.docx.pdf>.

As information, epidemiology and prevalence evolves, this direction will be reassessed and adjusted accordingly.

Carla St. Croix
Regional Director, Infection Prevention and Control

Report all potential communicable diseases to Occupational Health: 709-777-7777, line 3, line 2, or email occhealth@easternhealth.ca.

covid19.inquiries@easternhealth.ca | Navigator Line: 709-752-3663 (M-S 8:00 a.m. to 10:00 p.m.) | www.easternhealth.ca/covid19 | [COVID-19 Intranet page](#) | [Facebook](#) | [Twitter](#)

El-Gohary, Sonja

From: Smith, Trudy
Sent: Thursday, May 6, 2021 9:51 AM
To: El-Gohary, Sonja
Subject: covid memo 2 (NLYC/SJYDC)

From: Smith, Trudy <trudysmith@gov.nl.ca>
Sent: Thursday, February 25, 2021 10:39 AM
To: Whitten, Rick <rickwhitten@gov.nl.ca>; purchase, norman <normanpurchase@gov.nl.ca>; Drover, Rodney <rodneydrover@gov.nl.ca>; Bartlett, Patrick <patrickbartlett@gov.nl.ca>; Mahoney, Perry <perrymahoney@gov.nl.ca>; Pardy, Ed <edwinpardy@gov.nl.ca>; MacDonald, Nicholas <NicholasMacDonald@gov.nl.ca>; Legge, Trudy <trudylegge@gov.nl.ca>; CLEARY, SCOTT <SCOTTCLEARY@gov.nl.ca>; Roach, Steven <stevenroach@gov.nl.ca>; McDonald, Colette <ColetteMcDonald@gov.nl.ca>; MacDonald, Scott <scottmacdonald@gov.nl.ca>
Subject: COVID Swabbing on new admissions

For all new admissions we will now be implementing COVID testing. The protocol at this time is the following;

- When you receive a new admission to the SJYDC and they don't get released the next morning from court, the MOSO is to call the St John's lock up at 729-3873 and ask that the Nurse Practitioner on-call to swab our youth. SJLU is aware of this protocol through Cindy Whitten-Nagle.
- If the youth is under 16 we will need the MOSO to contact the parent or have Colette or Shawn contact the parent to receive verbal consent for the testing to occur. Please document in the resident file that consent was obtained and let the NP know this. If the youth is over 16 he/she can provide consent.
- We will provide the appropriate PPE at SJYDC for the NP when he/she arrives.
- [REDACTED] s.31(1)(a);(l);(n)
- Please notify me by email of each new admission and the status of when/if the swabbing is taking place.

Thank you
 Trudy

Trudy Smith, MSW, RSW
Administrator
 Department Justice & Public Safety
 NL Youth Centre/Pre Trial Services

Facility main: 709-759-2471, Direct 759-3151. Cell: 709-685-5543.



El-Gohary, Sonja

From: Smith, Trudy
Sent: Thursday, May 6, 2021 9:51 AM
To: El-Gohary, Sonja
Subject: FW: covid memo 1 (NLYC/SJYDC)
Attachments: Guidance- use of masks and face shields PCH CCH_23Feb21.pdf

From: Smith, Trudy <trudysmith@gov.nl.ca>
Sent: Monday, March 1, 2021 10:08 AM
To: Justice - Youth Secure Custody Services - ALL OFFICES <Justice - Youth Secure Custody Services - ALL OFFICES@gov.nl.ca>
Subject: Cloth Masks No Longer Recommended

Please note that Eastern Health is now recommending that all Health Care workers no longer wear the cloth masks and instead wear the medical masks (blue one) at a minimum. Please see attached which also describes safe ways to contain the mask when it is off.

As stated in previous email they are also recommending mask and shield with all interactions with clients that are less than 6 feet apart.

Correctional facilities have been described as equivalent to long term care facilities so this applies to NLYC and SJYDC.

Thank you

Trudy

**Guidelines- Use of ASTM Masks and Face Shields
Personal Care Homes and Community Care Homes
February 23, 2021**

Recent guidance from Infection Prevention and Control recommends health care workers wear an ASTM rated or equivalent mask and face shield while providing direct care to residents.

You may notice your mask has changed – this is because a level 2 mask is now recommended for health care workers. Staff providing direct care to clients/residents will be provided with one ASTM rated or equivalent mask per 12 hour shift.

- Please refer to links below for instruction on donning and doffing and focus on the mask and face shield component only.
 - <https://www.gov.nl.ca/hcs/files/publichealth-cdc-ppe-putting-it-on.pdf>
 - <https://www.gov.nl.ca/hcs/files/publichealth-cdc-ppe-taking-it-off.pdf>
 - <https://www.youtube.com/watch?v=Ww0Rf079MZ4> .

Mask storage:

Masks can be safely stored. Safely stored, means the mask is taken off and put on per donning and doffing guidelines and placed in a clean dry area where it will not touch any other item/surface/person. Hands must be washed with soap and water or sanitized per donning and doffing guidelines.

You may watch the video [PPE Mask Storage - YouTube](#). Written instructions are below:

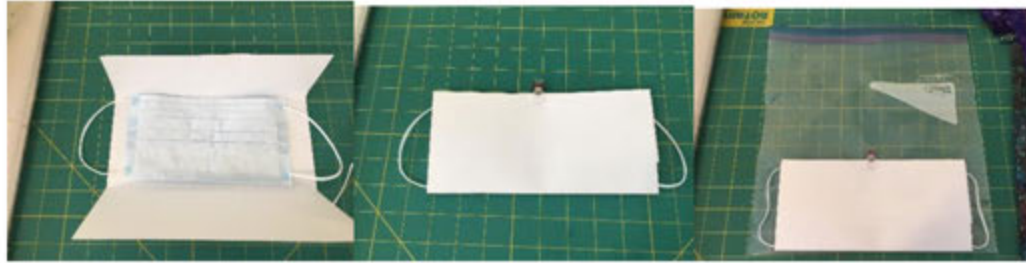
Here are two examples of safely storing your mask during your shift.

Example 1:

- After you take it off, place it flat, outside of the mask facing down, on a clean paper towel.

Example 2:

- Lay it flat on a piece firm material (e.g. card stock or manila envelope) that can be tri-folded over the mask keeping the front of mask from touching the inside of the mask. Then place it in a plastic bag for safe storage for next use during your shift.



- 8 1/2 x 11 card stock, folded down 3 inches from top, four inches up from bottom
 - Write 'front of mask' on inside middle of card stock
 - Wash/sanitize hands
 - Carefully remove mask ear loops or ties
 - Place mask with 'front of mask' facing down in middle of card stock
 - Fold top down, bottom up, leaving loops and/or strings on the outside
 - Clip using paper clip, clothes pin, or fabric clip, etc.
 - Insert the now covered mask into a ziploc bag for storage
 - Wash/sanitize hands
 - Reverse procedure to reuse mask
- It is not recommended to place the mask directly in a bag as when it folds over, the outside touches the inside and contaminates it. Also, it's more difficult to take the mask out of the bag without contaminating yourself.
 - Masks should be disposed of and replaced when they become wet, damp, or soiled (from the wearer's breathing or external splash.)

At this time, wearing a face shield in addition to a mask for the full duration of shift is recommended.

For clients with flu like symptoms or suspected/confirmed COVID-19, staff will don and doff PPE (mask, face shield, gown and gloves) between residents (not multiple residents) as per droplet and contact precautions.

Face shields should be disposed of and replaced when they become damaged or wet and at the end of the day.

Face shield storage:

Face shields can be safely stored by taking off and putting on per donning and doffing guidelines and placed in a clean dry area where it will not touch any other item/surface/person. Hands must be washed with soap and water or sanitized per donning and doffing guidelines

Here is an example of safely storing your face shield during your shift:

- Wash/sanitize hands
- Carefully remove face shield without touching front of shield
- After you take shield off, place it flat, front of the shield facing down, on a clean paper towel.

- Wash/sanitize hands

If soiled:

- Wash/sanitize hands
- Carefully remove face shield without touching front of shield
- After you take shield off, place it flat, front of the shield facing down, on a clean paper towel.
- Wash sanitize hands
- Clean face shield using soap and water, clean the inside of mask first, use separate wipe to clean out side of mask
- Place on a second clean paper towel – allow to dry
- Wash /sanitize hands

Laundry guidance

- Perform hand hygiene.
- Put on gown and disposable gloves, mask and face shield
 - Gown and gloves are unnecessary if inmates are doing their own laundry. However, more hand hygiene steps are needed (e.g., clean hands, put clothes in washer; clean hands, add laundry detergent/bleach and activate washer; clean hands). Same process for transferring clothes to dryer.
 - Also mask use is required and possibly face shield if more than one inmate is washing their clothes at the same time.
- Wash laundry with regular laundry soap and hot water (60-90°C), and dry thoroughly.
 - Clothing, linens and non-medical cloth masks and facial covering belonging to the ill person can be washed with other laundry.
- Add bleach where hot water (60-90°C) is not available, and dry well.
 - When using bleach it is important to follow the manufacturer's instruction for use.
- Remove gowns and gloves.
- Clean hands with soap and water or alcohol-based hand rub after laundry.

LAUNDRY STAFF PROTECTION

Protection of staff in laundry areas includes:

- Training for all health care providers and laundry staff in the procedures for handling of soiled linen that includes infection prevention and control and WHMIS training.
- Dedicated hand washing sink and alcohol-based hand rub that is readily available in laundry areas.
- Provision of appropriate personal protective equipment, e.g., gloves, gowns or aprons, face protection, to provide protection from potential cross-infection and sharps injury when handling soiled linen. Disposable gloves are recommended and these should be sufficiently long to cover the forearm and be **tear-resistant**. If reusable personal protective equipment is used, it shall be cleaned daily at a minimum and designated to the individual.
- Replacement of personal protective equipment when the integrity is compromised.
- Disposal of sharps at point-of-use to ensure that there are no residual sharps in linen. Any sharps found in linen shall be reported to management and documented to prevent future incidents from happening.
- Immunization of laundry staff against hepatitis B and tetanus due to the high risk of sharps injury.
- Hand hygiene whenever gloves are changed or removed.

COVID-19 Guidance with Self Isolation

To all staff at Waterford Hospital,

In efforts to help control the volume of calls to OH&S please see attached link for guidance regarding the public health measures around self-isolation protocols <https://www.gov.nl.ca/covid-19/self-isolation/> .

If you should have any further questions around these measures please contact OH&S via telephone at 777-7777, pathway 3-2.

Thank you Kindly & Stay Safe,

Waterford EOC

Adult Corrections and NLYC

JUSTICE & PUBLIC SAFETY CORRECTIONAL FACILITIES COVID-19 OUTBREAK MANAGEMENT STRATEGY

This document has been developed to provide you with the most up-to-date information as of March 25, 2020. The content of this document may evolve. Recommendations may change. Please ensure you refer back to this document regularly for updated information.

Public health officials in Newfoundland and Labrador, in conjunction with Public Health Agency of Canada officials and other provincial and territorial public health officials, have been closely monitoring novel coronavirus. The Department of Health and Community Services (HCS) maintains a website for up-to-date situation reports and guidelines. <https://www.gov.nl.ca/covid-19/>

*Developed by Ann Marie Norman Eastern Health and Heather Yetman
Department and Health and Community Services*

March 25, 2020

Updated by Erin Tizard and Heather Yetman January 8, 2021

Table of Contents

Section 1.0	Overview
Section 2.0	Personal Protective Equipment
Section 3.0	Admissions
Section 4.0	Client Care
Section 5.0	Isolation of Symptomatic Clients
Section 6.0	Critically Ill Clients
Section 7.0	Nursing Services
Section 8.0	Pharmacy Services
Section 9.0	Documentation
Section 10.0	Food Services
Section 11.0	Cleaning Services
Section 12.0	Laundry
Section 13.0	Response to Telephone Enquiries Regarding Clients
Section 14.0	Programming
Section 15.0I	Client Work Assignments
Section 16.0P	Professional Visitors
Section 17.0	Shipping and Receiving (Delivery)
Section 18.0	Intermittent Clients
Section 19.0	Release Programs
Section 20.0.0	Transfers
Section 21.0	Release from Custody
Section 22.0	In Person Court Appearances
Section 23.0	Communication
Section 24.0	Employee Assistance Program
Section 25.0	Staff Education/ Intranet Information Sharing
Section 26.0	Self-Screening for Staff and Programs/ Professional Visits
Section 27.0	Staff/ Deployments assignments
Section 28.0	Administration Staff Shared Offices
Section 29.0	Self Isolation and Process for Employees PPE Breach/ Work-Related Section Unprotected Exposure
Section 30.0	Workplace Health, Safety and Compensation Commission
Section 31.0	Process for Returning to Work after Self Isolation with No Signs or Symptoms of COVID-19
Section 32.0	Process for Employees Experiencing Signs and Symptoms of COVID-19 at Work or Home
Section 33.0	Returning to Work After COVID-19 Diagnosis
Section 34.0	Emergency Scheduling
Section 35.0	Accommodating Staff
Section 36.0	References
Section 37.0	Appendix A Nasopharyngeal Swab
Section 38.0	Appendix B Cleaning Practices for Adult Corrections Staff
Section 39.0	Appendix C Disinfecting Protocol for Telephones
Section 40.0	Appendix D Staff Resources
Section 41.0	Resources

1.0 Overview

On March 12, 2020, The World Health Organization (WHO) declared the novel coronavirus (COVID-19) pandemic. The Public Health Agency of Canada (PHAC), the provincial Chief Medical Officer of Health (CMOH) and the Medical Officer of Health (MOH) will be closely monitoring the effects within the country, and the province.

The Association for Professionals in Infection Control and Epidemiology (APIC) explains that a pandemic occurs when a disease outbreak becomes global (2014). Advancement of an outbreak from an epidemic to a pandemic means that it:

- Has spread to a wider geographical area, often worldwide.
- Affects larger numbers of people than an epidemic.
- Is often caused by a new virus or a strain of virus that either has not circulated among people for a long time or has not previously infected humans.
- Is a virus that humans have little to no immunity against.
- Is a virus that spreads quickly from person-to-person worldwide.
- Causes much higher numbers of deaths than epidemics.
- Often creates social disruption, economic loss, and general hardship

People deprived of liberty, such as people in prisons and other places of detention are likely to be more vulnerable to the coronavirus (COVID-19) outbreak than the general population because of the confined conditions in which they live together for prolonged periods of time. Even though this document is intended to address the COVID-19 pandemic in correctional facilities, it can continue to serve as guidance in the event of future pandemics with adjustments and updates to capture COVID 19 at that time. Throughout this document, the terms COVID-19 and COVID 19 will be referenced. For ongoing information regarding COVID-19, please check

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/>

The purpose of this plan is to provide guidelines for the response of Corrections and Community Services to a COVID 19. It focuses on identifying priority services/programs, issues to consider when there is COVID 19 activity in the community/region and the control measures that will be necessary to manage COVID 19 within the correctional facilities.

Objectives of this plan include guiding the design and implementation of adequate preparedness plans for prisons to deal with COVID-19 outbreak situations, presenting effective preventive and response mechanisms and

outlining appropriate approaches to dovetailing the prison health system with the national and local health and emergency planning system. The plan shall provide mechanisms to protect the health and well-being of people detained in correctional facilities, those who work there and those who visit as well as supporting the continued safe operation of the correctional facilities. It should reduce the risk of outbreaks within correctional facilities, and outline preventative measures including hand hygiene, disease surveillance and disease identification and treatment.

Prevention and Protection from infection is the responsibility of all persons within the correctional facility. It is not limited to times of pandemic threat. Heightened awareness of all persons, coupled with diligence and compliance with existing Infection Control Policies and Procedures will assist in prevention of facility COVID -19 outbreaks and rapid containment, when required. Early identification of a suspect or confirmed case/ outbreak of COVID -19 is critical to controlling the diseases and preventing further transmission.

Proper hand hygiene remains the single most important practice in preventing COVID – 19 transmission.

Signs and posters teaching good hand hygiene techniques shall be posted near all sinks and alcohol-based hand rub (ABHR) stations.

Transmission of the COVID 19 can be significantly reduced by the consistent use of routine practices for all clients and the use of additional precautions for clients with suspected or confirmed COVID 19.

Important Notice on Infection Prevention and Control

Hand Hygiene: Hand hygiene stations must be available and accessible to clients, visitors, staff and volunteers. Signs with appropriate hand hygiene methods must be posted by stations.

Respiratory Etiquette: Clients, visitors, staff and volunteers should be encouraged to minimize potential COVID-19 transmission through good hygiene measures:

- Use disposable, one-use tissues for wiping noses
- Cover the nose and mouth when coughing or sneezing. Cough or sneeze into a tissue or the bend of your arm, not your hand
- Dispose of any tissues you have used as soon as possible in a lined waste basket and clean your hands or complete hand hygiene (ABHR is acceptable)
- Keeping hands away from the mucous membranes of the eyes and nose to prevent self-contamination with pathogens

2.0 Personal Protective Equipment (PPE)

Anyone entering the correctional facility, with the exception of clients, must adhere to the provincial government special measures order (masks).

The following employees must perform a point of care risk assessment (PCRA) to determine PPE requirements.

- Correctional staff assigned to care for the clients with suspected or confirmed COVID - 19
- All physicians, nurse practitioners, nurses and health care workers who provide direct client care to suspect or confirmed COVID 19 cases
- All support staff including, cleaners, escort staff, and laundry staff.
- Affected clients must wear a mask when other clients/staff are within a 2-meter distance.

PPE is available in inventory, on-site.

PPE includes:

- Masks with face shield
- Respirators (N95)
- Gloves
- Gowns or Coveralls
- Protective Eyewear/Face shields

Discard PPE, as per correct doffing technique, immediately after use to prevent transmission. Place in foot pedal operated and/or covered garbage bin and perform hand hygiene. Please refer to PPE donning and doffing signage.

s.29(1)(a)



3.0 Admissions

All Correctional Officers who have direct contact with newly admitted clients must wear appropriate PPE.

Upon admission, admission/escort staff will administer most current provincial triage screening tool, to assess client symptoms. (Appendix A) If new admissions answer yes to any of the questions, they are positively screened for COVID-19 and they will be provided with a surgical procedure mask and client will be isolated until he/ she can be assessed by a Health Care professional.

It is the responsibility of the Admission's Officer to share, with the Officer in Charge and Health Care staff any reports from clients who are suspect COVID-19. When possible, Health Care must, at the first opportunity, assess the client.



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

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

Upon assessment, if the client is symptomatic, health staff will complete a nasopharyngeal swab (Appendix B) or as per provincial guidelines for confirmatory testing.

4.0 Client Care

Clients infected with COVID-19 will be managed in the facility unless experiencing significant complications requiring hospitalization. Clients who are positively screened will be isolated with contact/droplet precautions, provided with increased fluids and monitored closely. Clients assessed by health staff to require acute care will be transported to the hospital under direction of the Officer in Charge.

Where possible, single cell accommodation is recommended for positively screened clients.

If the number of affected clients exceeds cell availability or where staffing constraints dictate for the purposes of care

Upon consultation with health care staff, clients with identical confirmatory clinical testing results may share cell accommodation if necessary.

The Officer in Charge will direct that certain areas in the Institution be converted to isolation units.

To minimize the spread of infection, movement of infected clients must be restricted.

Except in extenuating circumstances, every effort will be made to maintain separation of specific client groups

The Officer in Charge, or designate, shall assess the impact of movement in, out and within the facility. Where necessary, movement control and enhanced screening strategies will be implemented to minimize the transmission of the virus

5.0 Isolation of Symptomatic Clients

Symptomatic clients, where possible, will be placed in a single cell and droplet/contact precautions implemented. Isolated clients will be permitted to shower and use the phone. When a client is in the living area, he/she will wear a surgical procedure mask. Telephones must be cleaned with disinfectant wipes after each use. (see Appendix B) Clients should be requested to contact their family, friends and attorney via telephone and advise that visiting is not permitted. Follow existing procedures to limit contact of client with other clients in the living area.

Staff members are reminded to adhere to provincial government mask guidelines and wear appropriate PPE as per provincial government PPE guidelines and PCRA.

Positively screened clients must be isolated as soon as possible to prevent the risk of transmission to others.

The goal is to have minimal disruption to programs and operations, however, during an outbreak, small and large group activities must be cancelled. Where programs or operations are disrupted, every effort will be made to return to normal scheduling as soon as per provincial government/Chief Medical Officer of Health (CMOH) consultation.

6.0 Acute Clients

Clients assessed by health staff requiring acute care will be transported to the hospital via Emergency Services. This will be directed by the Officer in Charge in consultation with the medical unit.

7.0 Nursing Services

Care will be directed toward maintaining comfort, preserving functional status, limiting complications, and preventing transmission to clients.

Guidelines for nursing services during a pandemic:

- Surveillance of clients for COVID 19 should be carried out each shift. Ongoing surveillance is necessary to identify new cases and update the status of positively screened clients and staff. Once COVID 19 is identified in the correctional facility via clinical testing result, all subsequent cases of suspected COVID 19 with similar symptoms will be treated as such until diagnosis is confirmed. Surveillance will continue throughout the pandemic and must include the following information:
 - New cases of COVID 19 among clients and staff
 - Status of ill clients and staff
 - Clients who have recovered
 - Staff who have recovered and their return-to-work date as per OHS
 - Transfers to acute care hospitals
 - Deaths
- Specimen collection for diagnoses of COVID 19 should continue until direction is given that no further specimens are necessary from CMOH. For information about specimen collection, please see:
 - *Public Health Laboratory Interim Guidance of Laboratory Testing for Coronavirus*
<http://pulse.easternhealth.ca/Pages/ImageLoader.aspx?ResourceID=10434>
 - *NP Swab Collection Procedure*
<http://pulse.easternhealth.ca/Pages/ImageLoader.aspx?ResourceID=10400>
- Treatment for ill clients will be initiated according to physician/nurse practitioner orders
- Nursing staff must routine practices for all clients and initiate droplet/contact precautions as necessary for positively screened clients, including posting appropriate signage

- Notify the CMOH/Designate of suspected or confirmed cases of COVID 19 to obtain direction regarding declaring an outbreak and implementation of control measures.

8.0 Pharmacy Services

Pharmacy services must continue, medication delivery shall be maintained. In exceptional circumstances, there may be considerations for alterations to lengthening the length of cycle fills, decreased points of exposure during medication delivery (e.g. delivering to one specified area rather than unit specific areas) etc. Any pharmacy services that can be provided remotely without impacting normal service provision should be completed off site.

9.0 Documentation

Clinical documentation during a pandemic is of utmost importance for early identification of new cases of illness, ongoing assessment, care planning, monitoring and treatment of current clients, and timely identification of signs of deterioration. Documentation of care ensures continuity of care and demonstrates the standard of care provided during the pandemic. Correctional facilities are to continue with their usual clinical documentation process.

10.0 Food Services

Dietary staff must always follow food safety and sanitation guidelines. There will be no interruption in meal services.

For areas housing those who are positively screened and or confirmed, communal dining services shall be discontinued and disposable dishes required. Extra fluids to assist with hydration must be made available on the units. Non-perishable individually wrapped snacks should also be provided as requested.

11.0 Cleaning Services

In addition to routine cleaning, additional cleaning practices and the use of additional PPE is required in correctional settings. High touch surfaces including but not limited to telephones, key control areas and gym equipment require enhanced cleaning with facility approved cleaners and must be disinfected after each use. In areas where positively screened clients are housed, enhanced cleaning is also required. People moving throughout the facility must engage in appropriate hand hygiene. Please see Appendix ? re Cleaning Practises for Adult Corrections Staff

Equipment and devices used for programming and the program area must have enhanced cleaning before and after each use.

12.0 Laundry

The use of personal clothing and linens should be kept to a minimum and separation of contaminated linen remains a priority. Laundry bags should be washed after each use

and carts used to transport soiled linens should be cleaned with an approved disinfectant after each use. Contaminated clothing and linens should be washed in hot water with facility approved detergent and dried using hot heat. The use of appropriate PPE is required when handling contaminated laundry.

13.0 Response to Telephone Enquiries Regarding Clients

Nursing staff may be unable to respond to enquiries from family members regarding an client during a COVID-19 outbreak. The Officer in Charge will identify non-nursing staff to receive and respond to family/lawyer calls regarding an client's health.

14.0 Programming

Programming for clients must be cancelled in the event of a COVID-19 outbreak within the institution. It will be the responsibility of the Officer in Charge or designate to ensure appropriate notifications are made. Group communal activities shall be discontinued.

15.0 Client Work Assignments

Any clients who are screened positive must not be permitted to work. Clients selected for work detail must don and doff PPE appropriately and perform hand hygiene. Clients must be screened daily using most current provincial screening tool and screen negative before commencing work detail.

16.0 Professional Visitors

Professional visits by legal counsel shall be restricted and lawyers shall be asked if they can consult in a manner other than direct visits.

17.0 Shipping and Receiving (Delivery)

To minimize the introduction of infection inside the facility, all deliveries must be made at a designated entry point. When possible, Health Care professionals are notified of the arrival of new medical supplies.

18.0 Intermittent Clients

In the event of an outbreak, a variety of release programs will be considered for intermittent clients, including Temporary Absence and Electric Monitoring. Each case will be assessed by the Officer in Charge and Classification staff and decisions made accordingly.

Any intermittent clients must be screened using most current provincial screening tool prior to entering correctional facility; this will ensure that anyone who screens positive is identified and housed appropriately.

19.0 Release Programs

In the event of a pandemic, a variety of release programs will be considered for sentenced clients, including Temporary Absence. Each case will be assessed by the Classification Team.

Any eligible clients for the release program should be screened negative prior to release. This will ensure that anyone who screens positive are maintained in the facility or given instruction for self-isolation and calling 811.

20.0 Transfers

Client transfers, between facilities, will only be considered when urgently required.

In the event that positively screened clients are moved between facilities, every effort must be made to keep the client comfortable during transport. After placing the symptomatic client in the vehicle and before entering the escort vehicle, hand hygiene must be performed by transport staff. Similarly, after the client disembarks, staff must perform hand hygiene. During movement to and from the vehicle, the positively screened client must wear a surgical procedure mask and staff must wear appropriate PPE.

Once transport has been completed, the vehicle must be disinfected with facility-approved disinfectant.

Commented [ET2]: Refer to fleet vehicle guidance document

21.0 Release from Custody

Client releases shall continue as per scheduled. If a Positively screened client has no housing upon release, the institution shall notify designated persons within the Department of Health and Community Services to arrange accommodations.

22.0 In-Person Court Appearances

The transfer of clients for court appearances will be limited since this process requires clients to travel in escort vehicles and be held in court cells with others. Where possible, arrangements will be made for a video conference appearance or postponement.

Clients going to court will be screened for symptoms of COVID-19. If positively screened, the appropriate Court will be notified, and alternative Court appearances will be explored. If the client must attend Court, enhanced cleaning and precautions including PPE shall be implemented.

In an effort to minimize movement into the community, the Officer in Charge or delegate will contact the Courts and Crown Attorney's office to discuss alternative measures for all court appearances.

23.0 Communication

The objectives of communication are to:

- Provide clear, accurate messaging to internal (staff) and external (suppliers, agencies) stakeholders
- Allow staff to understand their role
- Ensure staff to know how to protect themselves, and clients.
- Provide accurate information
- Address concerns in a timely manner.
- Provide instructions for suppliers and agencies should any disruption of services occur.

Understanding of infection prevention and control policies, procedures and guidance documents show it relates to operations during an outbreak is mandatory for all employees having contact with clients.

Communication will be critical to an effective response to the outbreak. The Officer in Charge or designate, will ensure rapid and efficient communication with all employees utilizing a variety of communication methods, including but not limited to, email, phone calls, intranet and internal mail.

Cleanable signage will be posted in all staff/client areas with regards to COVID-19 including staff washrooms, lunchrooms, locker rooms and in all entrances to the facility. These signs will provide information on hygiene, COVID-19 symptoms, use of PPE, cancellation of programs etc. Important information will be posted on bulletin boards and staff members will be briefed daily of any procedural changes or updates.

The Officer in Charge must communicate with clients and staff regarding the status and impact of the outbreak in the facility. This will ensure the delivery of timely and accurate information.

The CMOH will make specific recommendations about the measures recommended for use province wide. This will help to ensure that the types of public health measures implemented are consistent.

24.0 Employee Assistance Program

The impact of COVID-19 on staff has the potential to be psychologically difficult. Many of our client population come into custody with pre-existing medical problems, leaving them vulnerable to illnesses like COVID-19. Staff members working directly with the clients may witness extreme illness. All staff have access to services offered under the Employee Assistance Program. (www.psc.gov.nl.ca/psc/EAP) and are encouraged to make contact if required. Please see a list of additional resources located in Appendix C

25.0 Staff Education/ Intranet Information Sharing

During a pandemic, the Government of Newfoundland and Labrador will post information regarding COVID-19 on the intranet www.gov.nl.ca or share information via email to employees. Staff will have access to this at their own work site computer terminal or at the staff information terminal. Staff are also encouraged to obtain updates by searching important information available at World Health Organization <https://www.who.int/>

and Public Health Agency of Canada (PHAC) <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>.

26.0 Self-screening for Staff and Programs/Professional Visits

Staff, volunteers, and visitors will self-screen for symptoms of COVID-19 prior to entering the Correctional facility. A sign detailing the symptoms of COVID -19 will be posted at the entrance point of each institution.

During any pandemic outbreak all discretionary visits by members of the general public may be restricted. All personal client visits must be suspended during period of high pandemic activity in the community. Posters indicating the cessation of visits will be posted at all entrances.

The Manager of Institutional Programs or designate shall call all active volunteers and inform them that programs are cancelled until such time as the outbreak is declared over.

Correctional Staff, in consultation with the Officer in Charge may deny visits or entry into the Institution to members of the public who are displaying COVID -19 like symptoms.

If an employee is showing symptoms of COVID-19 he/she should contact his/her manager, leave the workplace immediately and contact 811 and OHS.

27.0 Staff /Deployments Assignments



s.31(1)(a);(l);(n), s.38(1)(a)

28.0 Administration Staff – Shared Offices



s.38(1)(a)

29.0 Self-Isolation and Process for Employees Reporting PPE Breach/Work-Related Unprotected Exposure

In the event that an employee has an exposure to COVID-19 during the delivery of care, the employee must:

- Immediately remove PPE in designated doffing area and perform hand hygiene
- Replace mask and mask to remain in place until out of facility
- Self-isolate as per direction from OHS
- Report exposure to OIC
- Seek direction from OIC or OH&S
- OH&S will investigate the unprotected exposure or PPE breach.

If the OHS&S determines that an employee has an unprotected exposure or PPE breach, the employee will be required to self-isolate and monitor symptoms for 14 days.

All employees who are required to self-isolate as a direct result of an unprotected exposure or PPE breach at work will receive special paid leave. If the employee is unable to remain at home during self-isolation, JPS will assist the employee to find alternate living arrangements for the employee and/or employee family members during the 14-day period.

If the employee becomes symptomatic, they must complete the online assessment tool before calling 811, <https://www.811healthline.ca/covid-19-self-assessment/>. The employee may then notify the OH&S who will communicate to the employee's manager so that the employee may use sick leave or other leave as per collective agreements.

30.0 Workplace Health, Safety and Compensation Commission

If employees become symptomatic and believe there is a link to workplace exposure, they may choose to complete an Employee Injury/Incident Report Form or appropriate documentation in the Provincial Incident Reporting System (PIERS), which facilitates the process to report to WorkplaceNL, and WorkplaceNL will determine the merits of each case. While WorkplaceNL is adjudicating their claim, employees will continue to use sick leave or other leave as per collective agreements.

If WorkplaceNL determines that the onset of the employee's COVID-19 symptoms is due to **work-related exposure**, and if there is a confirmed diagnosis of COVID-19, then the employee may be deemed eligible to receive worker's compensation benefits. If an employee is diagnosed with COVID-19 that is deemed to be a result of **non-work-related exposure (i.e., community exposure)**, or is diagnosed with an illness that is not COVID-19, they may continue to use sick leave or other leave as per collective agreement

31.0 Process for Returning to Work After Self-Isolation with No Signs or Symptoms of COVID-19

All employees who are required to self-isolate will do so as per most current provincial recommendations regardless of test results. The incubation period of the virus means that the virus may not be detected during initial testing. Additional testing will be conducted if the employee becomes symptomatic during the 14 days.

Employees who test negative for COVID-19 and who have not experienced signs or symptoms of COVID-19 during the entire 14-day self-isolation period may return to work as per direction from OHS.

32.0 Process for Employees Experiencing Signs or Symptoms of COVID-19 at Work or at Home

If an employee screens positive for COVID-19 at work, the employee shall report signs or symptoms to manager/supervisor and follow direction given.

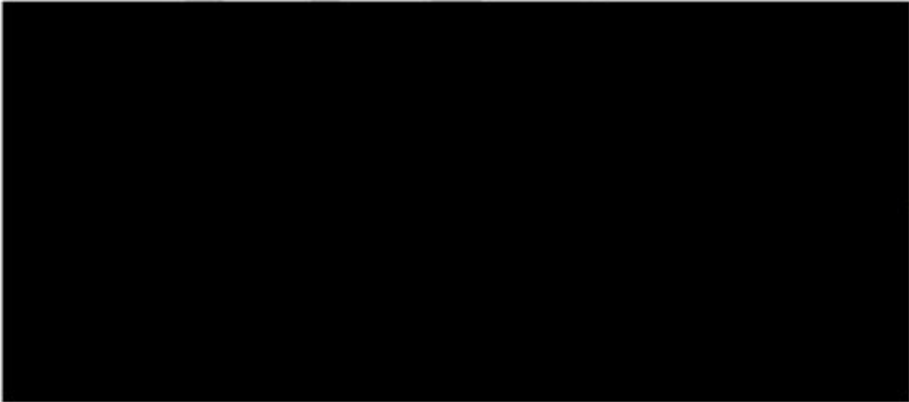
If an employee suspects symptoms of COVID 19 while at home, he/she must complete the online assessment tool <https://www.811healthline.ca/covid-19-self-assessment/>. and call 811 to await further direction. Where necessary the manger should be contacted.

If an employee is symptomatic, they may use sick leave or other leave as per collective agreements.

33.0 Returning to Work after COVID-19 Diagnosis

For employees who test positive for COVID-19, the employee must follow most current provincial government guidelines and OHS before returning to work.

34.0 Emergency Scheduling



s.38(1)(a)

35.0 Accommodating Staff



s.31(1)(a);(l);(n), s.38(1)(a)



s.31(1)(a);(l);(n), s.38(1)(a)

36.0 References

Clinical management of severe acute respiratory infection (SARI) when COVID-19 disease is suspected: Interim guidance (2020, March 13). World Health Organization. WHO reference number: WHO/2019-nCoV/clinical/2020.4.

Summary of Assumptions Specific to the COVID-19 (retrieved March 14, 2020 from <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/assumptions.html>)

World Health Organization Preparedness, Prevention and Control of COVID-19 in Prisons and Other Places of Detention 15 March 2020 . Retrieved in www.euro.who.int

Pandemic Preparedness Plan Long Term Care Facilities Eastern Health March 17, 2020
Horizon Health COVID-19 Screening Tool March 18, 2020

37.0 Appendix A

Procedure for Nasopharyngeal Swab Collection

1. Use the swab supplied with the viral transport media, check expiry date
2. Explain the procedure to patient.
3. When collecting the specimens, wear gloves, and a surgical mask with eye protection. Clean your hands prior to donning gloves.
4. If the patient has a lot of mucus in the nose, this can interfere with the collection of cells. Either ask the patient to use a tissue to gently clean out visible nasal mucus or clean the nostril yourself with a cotton swab (e.g. Q-Tip).
5. How to estimate the distance to the nasopharynx: Prior to insertion, measure the distance from the corner of the nose to the front of the ear and insert the shaft approximately 2/3 of this length.
6. Seat the patient comfortably. Tilt the patient's head back slightly to straighten the passage from the front of the nose to the nasopharynx to make insertion of the swab easier.
7. Insert the swab along the medial part of the septum, along the floor of the nose, until it reaches the posterior nares; gentle rotation of the swab may be helpful. (If resistance is encountered, try the other nostril; the patient may have a deviated septum.)
8. Allow the swab to sit in place for 5-10 seconds.
9. Rotate the swab 5-10 times to dislodge the columnar epithelial cells. *Note: Insertion of the swab usually induces a cough.*
10. Withdraw the swab and place it in the collection tube, the swab will need to be broken to fit in the collection tube (you will note an indentation on the swab for this purpose). Replace cap securely, remove gloves and clean your hands.
11. Cover with parafilm, label the container and place the requisition in the front pouch. If you are entering the test in meditech you do not require a requisition.
12. All specimens should be sent to the microbiology lab and labelled as per the most current PHML guidance for COVID 19 clinical testing
13. Remove gloves and clean your hands.
14. Place the specimen in a specimen refrigerator until transport to the microbiology lab.

38.0 Appendix B

Department of Justice and Public Safety – Adult Corrections Division Temporary Safe Work Practice



Covid-19 Cleaning Practices for Adult Corrections Staff

Hazards Identified	Covid-19 exposure from contaminated surfaces
PPE Required	As per manufacturer's instructions – see below
Training	None specific to this task
Potentially Exposed Employees	Adult Corrections Staff

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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

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

High touch surfaces

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

- Management and staff are expected to assess their work area and apply disinfection protocols as required.
- Examples may include telephones, doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, handcuffs, photo copiers, computer equipment, and other areas/items that are identified as potential sources of contamination.

Shared equipment

Shared items such as computers, laptops, radios, telephones, are recommended to be cleaned by each employee before and after use.

Vehicles

Where possible, open windows during pre-use inspections to assist with natural ventilation of the vehicle cab prior to use.

Vehicle interiors (high touch surfaces that are likely to be contaminated) are recommended to be cleaned by the employee before and after use. At a minimum, be sure to clean the following: door handles, steering wheel, sun visor, gear shift, park brake, screens/buttons, and control pads.

While using an institutional vehicle, practice good hygiene and proper cough and sneeze etiquette - cover your mouth and nose with your arm when coughing and sneezing.

Cleaning Products

A list of disinfectants for use against Covid-19 can be found on the Government of Canada's website - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

The following disinfectant products are approved for use in an Adult Corrections environment:

- Diversey Inc. VIROX 5:
 - Diluted 1:16
 - 5 minute contact time disinfection
 - [SDS](#)
- Diversey Inc. OXIVIR PLUS DISINFECTANT CLEANER CONCENTRATE:
 - Diluted 1:40
 - 5 minute contact time disinfection
 - [SDS](#)
- ITW Permatex Spray Nine:
 - Ready to use
 - 30 second contact time to kill viruses
 - [SDS](#)
- Unscented household liquid bleach (diluted):
 - 75 ml (5 tablespoons) bleach per 4 Liters of water or

- 20 ml (4 teaspoons) bleach per 1 liter of water
- 10 minute contact time disinfection
- [SDS](#)

Follow manufacturer's instructions for handling & personal protective equipment requirements.

- Consult product packaging and follow all manufacture instructions prior to use.
- Where possible, use pre-mixed solutions. If you mix a product, due so based on manufacturer's instructions.
- Follow manufacturer's instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.
- Employees must use all necessary PPE, as prescribed by the manufacturer.
- Do not mix chemical cleaners with other cleaners or additives, as it may create toxic gases or chemical reactions.

Diana Stillons
Assistant Superintendent

Date Issued: 2020/03/20

Date Revised: 2020/04/02

Next Review Date: Ongoing as required

39.0 Appendix C

Disinfection Protocol for Client Telephones

1. Clients will be permitted to use telephones as requested and approved by Corrections Officers on duty as per normal operations.
2. All client telephones must be disinfected after each client use to prevent the risk of transmission of any infectious agents.
3. Facility approved disinfectants must be used to disinfect telephones appropriately and adhere to manufactures contact times. (spray disinfectant or wipes are both acceptable methods).
4. In the event that Corrections staff at the Lock up (and other corrections facilities) clean or move the phone, he/ she must wear appropriate personal protective equipment (PPE) during the disinfection process. Gloves must be worn; and in the absence of disinfectant wipes, cleaner can be sprayed directly on a paper towel that can then be used to disinfect the phone.
5. PPE must be removed, and hand hygiene performed before the disposal of contaminated PPE in a covered foot pedal operated disposal container.

40.0 Appendix D

Employee Resources title

[Up-to-date COVID-19 Information \(Department of Health and Community Services\)](#)

[COVID-19 Self-Screening Tool](#)

[Employee & Family Assistance Program](#)

[Doorways Walk-in Clinic \(contact 811 for times/locations\)](#)

[Mental Health Crisis Line 1 888 737 4668](#)

[CHANNAL Warm Line 1 855 753 2560](#)

[Bridge the gApp](#)

Coping Strategies

[Mindfulness](#)

[Physical Activity](#)

[Relaxation](#)

[Peer Support](#)

[Tips to Manage Anxiety](#)

[Healthy Eating](#)

[How to Sleep Better when Stressed](#)

[CIPSIRT Mental Health Self-Screening Tools](#)

41.0 Resources:

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/>

Information for Healthcare Professionals

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/>

Interim National Case Definition

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/national-case-definition.html>

Novel Coronavirus Case Report Form

<https://www.canada.ca/content/dam/phac-aspc/documents/services/diseases/2019-novel-coronavirus-infection/health-professionals/2019-nCoV-case-report-form-en.pdf>

Information for Individuals Travelling to Affected Areas

https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/Info_Individuals_Traveling_Affected_Areas.pdf

Novel Coronavirus Information for Asymptomatic Individuals Isolating at Home

https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/Novel_Coronavirus_info_asymptomatic_individuals_isolating_home_v1.pdf

Novel Coronavirus Information for Symptomatic Individuals Isolating at Home

https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/Novel_coronavirus_info_symptomatic_individuals_isolating_home_v1.pdf

Notifiable Disease Notification Form

https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/Notifiable_Disease_Notification_Form.pdf

811 Health Line

<https://www.811healthline.ca/>

Coronavirus Information for Travelers Returning to Canada

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

How to Self-Isolate

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/factsheet-covid-19-how-to-self-isolate.pdf>

Self – isolation: Guide for caregivers, household members and close contacts

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/healthcareprofessionals/factsheet-covid-19-guide-isolation-caregivers.pdf>

Droplet/ Contact Precautions

POS_Droplet-Contact_GOV_2014_07_21

Public Health Agency of Canada (PHAC)

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

World Health Organization (WHO)

<https://www.who.int/>

DRAFT