

## **Behchoko Probation Office – COVID 19**

Commencing Monday, July 13, 2020 staff protocol will include:

### **OFFICE SETUP:**

- Distances of 6 feet are to be maintained within the office
- X's will be labelled on the floor and in each office (indicating 6 feet)
- COVID signage (symptoms/precautions) will be placed in main lobby
- COVID signage (symptoms/precautions) will be placed in office hallway
- Signage indicating maximum of two people will be placed in lobby
- Signage indicating client will only be seen by appointment placed in lobby
- X's will be placed on lobby floor for chairs (two chairs, 6 feet, no cloth)
- Signage will be placed in kitchen (one person at a time/sanitize after)
- Signage will be placed on photocopier (one person at machine/sanitize after)
- PPE – gloves, masks, sanitizing wipes (in each office)
- If 6 feet cannot be maintained in an area, staff are to wear masks

### **CLIENT MEETING:**

- All client meetings will be in the enclosed interview room (no contact)
- Client meetings will be scheduled in conjunction with the other Probation Officer using half hour slots (on the hour and 30 mins past the hour) to ensure a proper visit and allow for sanitization (room and lobby area) before the next client arrives

### **GENERAL PUBLIC ADMITTANCE:**

- Should a member of the public (water delivery, maintenance, etc) need to enter the physical office the following must occur;
  - 1) fill out WSCC Client Screening Form
  - 2) complete temperature check
  - 3) be provided with alcohol based hand sanitizer
  - 4) be provided with mask to wear
  - 5) PO will direct public person where to walk (in office)
  - 6) PO will walk public person out (ensure mask is discarded in lobby)

**CLEANING:**

- Each Probation Office is to be sanitized daily (respective PO)
- Lobby and intake room is to be sanitized after EACH visit (respective PO)
- All areas entered by the public are to be sanitized after EACH visit
- Kitchen area is to be sanitized after each use (taps, fridge, dishware, table)
- Photocopier to be sanitized after each use

**OTHER:**

- Court attendance/duty travel will have its own guidelines and policies
- PSR's will be completed by telephone
- Work cell phones will be maintained week days by Yellowknife Admin
- Risk assessments will be completed by telephone (or in intake room if telephone will not suffice)
- Work vehicle – both staff wear masks / one sits in front and one sits in back
- Both staff have been trained and signed off Template Training
- Both staff have been provided with WSCC Worker Screening Forms for daily check in upon arrival to work (to be forwarded to Regional Manager daily)
- Community visits with client will only be considered if mask is worn throughout and social distancing is maintained
- Washroom use is under discussion with building management (due to public use and overall cleaning protocol)



## Hay River / Deh Cho Regions Probation - Protocol COVID 19 Revision Date: January 28, 2021

All staff members are expected to review and adhere to this protocol. Should there be any concerns or questions, please direct them to the Regional Manager.

### Office Set Up:

- Waiting room chairs will be removed in all Probation waiting rooms
- Only chairs that can be readily cleaned (non-fabric, plastic) will be used in the intake room
- Staff will ensure they have an inventory of the following items at all times in each office:
  - Gloves and masks
  - alcohol-Based Hand Sanitizer
  - disinfectant wipes
  - Staff will ensure that designated signage and this protocol is posted in each probation office (Office entry, waiting room)

### Client meetings:

- Staff will make every effort to avoid having more than one client/meeting booked (on site) at the same time.
- Staff are to see client as soon as possible after arrival.
- Staff are to provide any person entering the waiting room with direction to apply the hand sanitizer. Please ensure a table with hand sanitizer is set up in the waiting room to mitigate you having to go in there, otherwise you will then need to wear a mask and gloves;
- All clients must be seen in a room with a physical barrier (ie. Intake room).
- Should a situation arise where a physical barrier is not available, prior to permitting entrance the staff member will:
  - Obtain approval from senior probation officer or RM
  - Complete the client screening form (Submit to Supervisor)
  - Take clients temperature
  - Provide the client with a mask and instruct them to put it on
  - Done PPE provided
  - Ensure a 6 foot distance is maintained

***\*Hay River Staff are required to complete this list for those who are conducting PSR interviews in the boardroom.***



**Cleaning:**

- To clean using a dilution of bleach and water or Lysol/bleach wipes to wipe down surfaces, using latex gloves.
- Staff will clean any equipment/surfaces, used by more than one staff, immediately after use. Surfaces include: photocopier, microwave, kettle, fridge, cabinet handles, alarm, door knobs, shredder, door knobs, light switches, bathroom, etc.
- Immediately after a client has left, the supervising probation officer will clean the area in which the client came into contact with (chairs, door knobs, tables, etc). Staff will ensure that no other person will be allowed in the space until this has been completed.

**Social Distancing:**

- No more than 1 person at a time should be in the common areas (washrooms, kitchen area, file room, copier rooms) unless a distance of 6 feet can be maintained at all times.
- Markings (tape) will be placed on the floor to assist with visually identifying a distance of 6 feet.
- In the event that a distance of 6 feet cannot be maintained staff will wear a mask.

**Other:**

- All staff will complete training and complete worker screening each day.
- All Probation staff will be familiar with and support any requirements set out by the courts during which time they are attending court.
- Public washrooms will be kept closed to the public.
- When staff are on duty travel, attending court or other functions outside of the office they are required to carry Lysol wipes, face masks and gloves.

I have read and understand the protocol.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## Inuvik Region Probation Return to Office Protocol COVID 19

All staff members are expected to review and adhere to this protocol. Should there be any concerns with the implementation this needs to be brought to the Managers attention for a decision.

### Office Set Up:

- Waiting room chairs will be removed in all Probation Suites
- Only wipeable chairs will be used in client interview rooms
- Probation staff will ensure they have an inventory of the following items on site at all times in each of the 7 offices as well as any borrowed office space:
  - Gloves
  - masks
  - alcohol-Based Hand Sanitizer
  - disinfectant wipes

### Client meetings:

- Staff will make efforts to avoid having more than one client/meeting booked (on site) at the same time
- Staff are to see client as soon as possible to avoid unnecessary build up in the waiting room
- Staff are to provide any person entering the probation suite with hand sanitizer and direction to apply the hand sanitizer. Where possible, hand sanitizer will be passed under the transaction window to avoid having staff done PPE to enter the waiting room.
- All clients should be met with in a room with a physical barrier (ie. Transaction window/lexan). (Norman wells: waiting room)
- In circumstances where a physical barrier is not available, prior to entrance the staff member will
  - Complete the client screening form (Submit to Supervisor)
  - Take clients temperature
  - Provide the client with a mask and instruct them to put it on
  - Done PPE provided
  - Ensure a 6 foot distance is maintained

### Cleaning

- To clean using a dilution of bleach and water or Lysol/bleach wipes to wipe down surfaces, using latex gloves.

- Staff will clean any equipment/surfaces, used by more than one staff, immediately after use. Surfaces include: photocopier, microwave, kettle, fridge, cabinet handles, alarm, door knobs, shredder, door knobs, light switches, bathroom, etc.
- Staff will clean **ALL** areas of the probation suite once each day. Staff in the Inuvik Regional Office will follow the attached cleaning zone checklist; community staff should use this as a tool.
- Immediately after a client has left, the probation office will clean the area in which the client came into contact with (chairs, door knobs, tables, etc). Staff will ensure that no other person will be allowed in the space until this has been completed.

### **Social Distancing**

- No more than 1 person at a time should be in the common areas (washrooms, kitchen area, file room, copier rooms) unless a distance of 6 feet can be maintained at all times.
- Markings (tape) will be placed on the floor to assist with visually identifying a distance of 6 feet
- In the event that a distance of 6 feet cannot be maintained staff will wear a mask

### **Other**

- All staff will complete training and complete worker screening each day
- All Probation staff will be familiar with and support any requirements set out by the courts during which time they are attending court
- Public washrooms will be kept closed. Should there be an unexpected situation that requires use of the washroom, staff will place sign on door asking for the washroom to be cleaned and remove the sign once it has been cleaned
- Whenever staff are on duty travel, attending court or other functions outside of the office they are required to carry Lysol wipes, face masks and gloves
- Individual plans will be made for any travel to communities in which a physical barrier (transaction glass/lexan) is not available in the probation suite. This includes: Aklavik, Uluhaktuk, Paulatuk, Sachs, Tsiighetchic, Tulita, Deline and Colville Lake. These plans require the approval of the Regional Manager in advance.

**Nancy Chinna, Regional Manager, Probation**

**Date: July 10, 2020**



## **Inuvik Region Probation - Protocol COVID 19**

### **Revision Date: August 19, 2020**

All staff members are expected to review and adhere to this protocol. Should there be any concerns with the implementation this needs to be brought to the Managers attention for a decision.

This protocol is separated into two sections (A and B) with each of the 13 communities categorized as A or B.

Section A applies to communities in which there is a designated Probation Suite

- Inuvik,
- Fort Good Hope
- Norman Wells
- Tuktoyaktuk
- Fort Mcpherson

Section B applies to communities with probation offices (not suites) without a secure interview room and communities without a designated probation office

- Tulita (designated probation office)
- Deline (designated probation office)
- Paulatuk
- Sachs Harbour
- Ulukhaktok
- Aklavik
- Tsiigehtchic
- Colville Lake

#### **SECTION A:**

**Communities in which there is a designated Probation Suite (Inuvik, Fort Good Hope, Norman Wells, Tuktoyaktuk and Fort Mcpherson)**

#### **Office Set Up:**

- Waiting room chairs will be removed in all Probation Suites
- Only wipeable chairs will be used in client interview rooms
- Staff will ensure they have an inventory of the following items at all times in each office:
  - Gloves
  - masks
  - alcohol-Based Hand Sanitizer



- disinfectant wipes
- Staff will ensure that designated signage and this protocol is posted in each probation suite (interview rooms/waiting room/staff area)

### **Client meetings:**

- Staff will make efforts to avoid having more than one client/meeting booked (on site) at the same time
- Staff are to see client as soon as possible to avoid unnecessary build up in the waiting room
- Staff are to provide any person entering the probation suite with hand sanitizer and direction to apply the hand sanitizer. Where possible, hand sanitizer will be passed under the transaction window; otherwise staff will done PPE to enter the waiting room and provide hand sanitizer.
- All clients should be met with in a room with a physical barrier (ie. Transaction window/lexan). (Norman wells: waiting room)
- Should a situation arise where a physical barrier is not available, prior to permitting entrance the staff member will
  - Complete the client screening form (Submit to Supervisor)
  - Take clients temperature
  - Provide the client with a mask and instruct them to put it on
  - Done PPE provided
  - Ensure a 6 foot distance is maintained

### **Cleaning**

- To clean using a dilution of bleach and water or Lysol/bleach wipes to wipe down surfaces, using latex gloves
- Staff will clean any equipment/surfaces, used by more than one staff, immediately after use. Surfaces include: photocopier, microwave, kettle, fridge, cabinet handles, alarm, door knobs, shredder, door knobs, light switches, bathroom, etc.
- Staff will clean **ALL** areas of the probation suite once each day. Staff in the Inuvik Regional Office will follow the attached cleaning zone checklist; community staff should use this as a tool
- Immediately after a client has left, the probation office will clean the area in which the client came into contact with (chairs, door knobs, tables, etc). Staff will ensure that no other person will be allowed in the space until this has been completed.

### **Social Distancing**

- No more than 1 person at a time should be in the common areas (washrooms, kitchen area, file room, copier rooms) unless a distance of 6 feet can be maintained at all times.
- Markings (tape) will be placed on the floor to assist with visually identifying a distance of 6 feet
- In the event that a distance of 6 feet cannot be maintained staff will done a mask



### **Other**

- All staff will complete training and complete worker screening each day
- All Probation staff will be familiar with and support any requirements set out by the courts during which time they are attending court
- Public washrooms will be kept closed. Should there be an unexpected situation that requires use of the washroom, staff will place sign on door asking for the washroom to be cleaned and remove the sign once it has been cleaned
- Whenever staff are on duty travel, attending court or other functions outside of the office they are required to carry Lysol wipes, face masks and gloves

### **SECTION B:**

#### **Communities with probation offices (not suites) without a secure interview room (Tulita and Deline) or communities without a designated probation office:**

- **Paulatuk – Visitor Centre**
- **Sachs Harbour - TBD**
- **Ulukhaktok - Hamlet**
- **Aklavik – Buck Storr Building**
- **Tsiigehtchic - TBD**
- **Colville Lake - TBD**

#### **Office Set Up:**

- staff will ensure they have an inventory of the following items with them at all times:
  - Gloves
  - masks
  - alcohol-Based Hand Sanitizer
  - disinfectant wipes
  - thermometer
  - forms: client screening form, worker screening form
- Staff will ensure that designated signage as well as this protocol is posted in each probation office (Deline/Tulita)

#### **Client meetings:**

- Staff will make efforts to avoid having more than one client/meeting booked (on site) at the same time
- Staff are to see client as soon as possible to avoid an unnecessary build up in the waiting area
- Staff are to provide any person entering with hand sanitizer and direction to apply the hand sanitizer
- Prior to meeting the staff member will
  - Complete the client screening form (Submit to Supervisor)



- Take clients temperature
- Provide the client with a mask and instruct them to put it on
- Done PPE (mask)
- Ensure a 6 foot distance is maintained

### **Cleaning**

- To clean using a dilution of bleach and water or Lysol/bleach wipes to wipe down surfaces, using latex gloves
- Staff will clean equipment/surfaces used by more than one person immediately before and after use
- Immediately after a client has left, the staff will clean the area in which the client came into contact with (chairs, door knobs, tables, etc). Staff will ensure that no other person will be allowed in the space until this has been completed.

### **Social Distancing**

- No more than 1 person at a time should be in the common areas unless a distance of 6 feet can be maintained at all times
- In the event that a distance of 6 feet cannot be maintained staff will done a mask and practise good hand sanitation

### **Other**

- All staff will complete training and complete worker screening each day
- All Probation staff will be familiar with and support any requirements set out by the courts during which time they are attending court
- Whenever staff are on duty travel, attending court or other functions outside of the office they are required to carry Lysol wipes, face masks and gloves

**Nancy Chinna, Regional Manager, Probation**

**Date: August 19, 2020**

## **Yellowknife Probation Office – COVID 19**

Commencing Monday, July 13, 2020 staff protocol will include:

### **OFFICE SETUP:**

- Distances of 6 feet are to be maintained within the office
- X's have been labelled on the floor and in each office (indicating 6 feet)
- COVID signage (symptoms/precautions) has been placed near the elevators
- COVID signage (symptoms/precautions) has been placed in main lobby
- COVID signage (symptoms/precautions) has been placed in office hallway
- Signage indicating maximum of two people placed in lobby
- Signage indicating client will only be seen by appointment placed in lobby
- Signage indicating Probation Office phone number placed in lobby
- X's placed on lobby floor for chairs (two chairs, 6 feet, no cloth)
- Signage in kitchen indicating one person at a time (sanitize after)
- Signage on photocopier indicating one person at machine (sanitize after)
- Glass barrier placed on Admin desk
- Glass window altered to dispense client and/or public who must enter main office with hand sanitization, temperature check, and mask (no direct contact)
- PPE – gloves, masks, sanitizing wipes (in Admin area and in back room)
- If 6 feet cannot be maintained in an area, staff are to wear masks

### **CLIENT MEETING/GENERAL PUBLIC MEETING:**

- Where possible, all high risk client meetings are to take place in the enclosed interview room (full barrier – no direct contact)
- Client meetings will be scheduled in conjunction with the Admin for half hour slots (on the hour and 30 mins past the hour) to ensure a proper visit and allow for sanitization (room and lobby area) before the next client arrives
- Should a client or member of the public (water delivery, maintenance, etc) need to enter the physical office the following must occur;
  - 1) fill out WSCC Client Screening Form (Admin)
  - 2) complete temperature check (Admin)
  - 3) be provided with alcohol based hand sanitizer (Admin)
  - 4) be provided with mask to wear (Admin)
  - 5) if client, PO will direct client where to walk/sit (in office)
  - 6) if general public, Admin will direct where to walk/go (in office)
  - 7) at conclusion, PO will walk client out (mask discarded in lobby)
  - 8) at conclusion, Admin will walk public out (mask discarded in lobby)

**CLEANING:**

- Each Probation Office is to be sanitized daily (respective PO)
- Each Probation Office is to be sanitized after EACH client visit (respective PO)
- Each area entered by the public is to be sanitized after EACH visit (Admin)
- Lobby and intake room to be sanitized after EACH visit (Admin & PO)
- Kitchen area to be sanitized after each use (taps, fridge, dishware, knobs, etc)
- Photocopier to be sanitized after each use

**OTHER:**

- Court attendance/duty travel will have its own guidelines and policies
- PSR's will be completed by telephone only
- Work cell phones will be maintained during the day by the Admin
- Risk assessments will be completed by telephone (or in intake room via scheduled visit if telephone will not suffice)
- Work vehicle – both staff are to wear masks / one sit in front and one in back
- All staff have been trained and signed off Template Training
- All staff have been provided with WSCC Worker Screening Forms for daily check in upon arrival to work
- Community visit with client (ie: Income Support) will only be considered if mask is worn throughout and social distancing is maintained
- Washroom use is under discussion with mall (due to high use, public use, unable to maintain safe distance, and overall cleaning protocol)



## Hay River Probation Office Cleaning Zones & Schedule

### **Each zone is to be cleaned DAILY**

#### Zone 0 – Individual offices (ALL STAFF)

- Pens
- Stapler, hole punch
- Keyboard, mouse
- Telephone
- Inside/outside door handles
- Chairs

#### Zone 1 – Kitchen area **(Name)**

- Sink taps
- Kettle
- Cupboards
- Door handles (to main office space and exit/entry)
- Light switch
- Microwave
- Kettle
- Sink tap
- Cupboard handles
- Alarm Panel

#### Zone 2 – photocopy room & inside secure interview room **(Name )**

- Photocopier screen and tray handles and lid
- Light switches
- Inside/outside door handles
- Chair
- Counter
- Shredder button
- Stapler, hole punch, items on file cabinet
- Service window counter, tray, phone
- Computer including key board



**Zone 3 – waiting room & secure interview client entry room (NAME)**

- Door knobs: outside / inside;
- Administrative assistant transaction window and slide through;
- Light switches;

**Zone 4 – file room / board room / server room (NAME)**

- All Inside/outside door handles
- All Light switches
- All file cabinet handles
- Key cabinet
- Supply cabinet handles
- All board room chairs (high touch areas)
- Board room table including trim



## Inuvik Probation Office Cleaning Zones & Schedule

### **Each zone is to be cleaned DAILY**

#### Zone 0 – Individual offices (ALL STAFF)

- Pens
- Stapler, hole punch
- Keyboard, mouse
- Telephone
- Inside/outside door handles
- Chairs

#### Zone 1 – program room (NANCY)

- Sink taps
- Kettle
- Cupboards
- Door handles (to main office space and exit/entry)
- Light switch

#### Zone 2 – photocopy room & inside secure interview room (DONNA)

- Photocopier screen and tray handles and lid
- Light switches
- Inside/outside door handles
- Chair
- Counter

#### Zone 3 – kitchen & service window area (BRITTENIE)

- Microwave
- Kettle
- Sink tap
- Cupboard handles
- Shredder button
- Stapler, hole punch, items on file cabinet
- Service window counter, tray, and entry buttons



Zone 4 – waiting room & secure interview client entry room (ALEX)

- Countertops
- Inside/outside door handles
- Pens
- Chair
- Security keypad
- Light switches

Zone 5 – unsecure interview room (OBINNA)

- Inside/outside door handles
- Light switches
- Table
- Chairs
- Light switch

Zone 6 – file room & hallway (BRITTNEY)

- Inside/outside door handles
- Light switches
- File cabinet handles
- Supply cabinet handles

## Covid Training Plan (forms/files for each bullet)

- 1) Training Template (**completed by employee upon hire/return to work**)
- 2) Symptoms
  - Symptom Screening Tool
  - Corona Virus Disease (COVID-19) info
- 3) Transmission
- 4) Safe work procedures
  - Risk Assessment
  - Exposure Control Plan
  - Inuvik Regional Protocol
  - Signage – use hand sani, public washroom
  - How to properly handwash
  - Healthy Respiratory Practises
  - Handwashing
  
  - Worker screening form (**completed by employee before work, daily**)
  - Customer and client screening form
  - COVID 19 Worker Hazard Assessment (**completed by employee upon hire/return to work**)
- 5) PPE
  - How To Remove Gloves
  - How To Safety Use non Medical Mask
  - When and how to wear a mask
  - Office Inventories a requirement of staff (gloves, masks, hand sani, wipes).  
No form/file
- 6) Other
  - Self Monitoring Information Sheet
  - Self Isolation Information Sheet

# Training Template – Safe Work Practices for COVID-19 appendix C

Employee name: \_\_\_\_\_

Position (tasks): \_\_\_\_\_

Date Training Provided: \_\_\_\_\_

Person providing training (name and position): \_\_\_\_\_

*All supervisors are responsible for reviewing the below information with any employees attending a worksite. In the event of group meetings where information is presented and discussed, please ensure all employees sign off their understanding of the material on the group employee sign off page.*

Topic	Initials (trainer)	Initials (worker)	Comments
<p>1. COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>➤ cough</li> <li>➤ fever</li> <li>➤ difficulty breathing</li> <li>➤ pneumonia in both lungs</li> </ul> <p>Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:</p> <ul style="list-style-type: none"> <li>➤ have not yet developed symptoms (pre-symptomatic)</li> <li>➤ never develop symptoms (asymptomatic)</li> </ul> <p>While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. It is therefore imperative that all employees follow the safe work procedures developed in response to COVID-19.</p> <p>There is currently no vaccine for COVID-19.</p>			
<p>2. COVID-19 is transmitted through:</p> <ul style="list-style-type: none"> <li>a) Respiratory droplets when an infected person coughs or sneezes.</li> <li>b) Close or prolonged contact with an infected person such as shaking hands</li> <li>c) Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.</li> </ul>			
<p>3. Safe work procedures for carrying out tasks</p> <ul style="list-style-type: none"> <li>a) Proper hygiene and respiratory etiquette (reference posters in worksite).</li> <li>b) How to safely use a non-medical mask or face covering (reference posters in worksite)</li> <li>c) In all common areas, such as washrooms, photocopy area, kitchens, physical distancing of 2 meters should be kept at all times, and where that isn't possible only one person should be in the area at a time.</li> <li>d) How to properly handwash (reference poster in worksite)</li> </ul>			

Topic	Initials (trainer)	Initials (worker)	Comments
<p>4. Personal protective equipment (PPE) — what to use, when to use it, and where to find it. Provide employee overview of how to don and doff as well as direction as to where instructional information is posted for reference. Check each PPE item discussed and initial.</p> <p style="padding-left: 40px;">Gloves</p> <p style="padding-left: 40px;">Procedural or N95 mask</p> <p style="padding-left: 40px;">Hand sanitizer</p> <p style="padding-left: 40px;">Disinfectant wipes should be used daily in individual offices and after all client visits. Common areas, such as a coffee area, kitchen area, photocopy area and washrooms should be wiped down after use.</p>			

## COVID-19 WORKER HAZARD ASSESSMENT

**As a worker, you must perform a hazard assessment at the work site BEFORE WORK BEGINS.**

This assessment (often called a Field Level Hazard Assessment) uses information only available at the work site to identify what at the site can hurt you or make you ill and how you will protect yourself.

The COVID-19 virus spreads from **person to person** and from **contaminated surface to person**. Your employer must put controls in place, including training you on safe work practices that will protect you. Everyone must follow Public Health directives.

See WSCC web page [COVID-19 Resources](#) for information on:

- COVID-19 control measures
- general safety precautions
- what PPE you need
- where, when, and how to use a mask

Worker Name:	Supervisor Name:	Date:
Company:	Occupation/Trade:	Work Site:
<b>If you cannot answer all of these questions, do not begin work and bring the concerns to your supervisor.</b>		
<b>How you will manage for exposure to COVID-19</b>		
What is the reporting process if you are exposed at work?		
What work tasks put you at risk?		
How has your employer trained you on the hazards and controls?		
How will you protect yourself at work?		
Are there any situations where the hazard controls might not be fully effective?		
What is the process for sanitizing?		
What is the process and schedule for disinfecting areas and items?		
What are the safe work procedures and practices?		
What PPE are you required to wear?		
What training have you received on the use and care of PPE?		
<input type="checkbox"/> I have reviewed and understand my employer's Workplace Risk Assessment for my workplace. Date reviewed _____		
<b>List further hazards and controls that are not captured in the employer's Workplace Risk Assessment</b>		
Hazards that leads to exposure	Control Methods	

- Keep a copy for your records and provide a copy to your supervisor.
- Review regularly, and update when hazards and conditions change.

**You do not need to submit this to WSCC.** Keep at the worksite for reference and review.





# Coronavirus Disease (COVID-19)

The NWT Office of the Chief Public Health Officer, along with their federal and provincial/territorial health partners, are closely monitoring the risk of coronavirus disease (COVID-19) in Canada.

The risk of spread of this virus within Canada, including the Northwest Territories, remains low at this time.

## What is coronavirus disease (COVID-19)?

Coronaviruses are a large family of viruses that affect humans and animals. Coronaviruses usually cause mild illness (like the common cold).

## What are the symptoms of COVID-19?

Symptoms of the COVID-19 include fever, dry cough, sore throat, headache, shortness of breath, difficulty breathing, and pneumonia. Difficulty breathing is a sign of possible pneumonia that requires prompt medical attention.

Call your community health centre and talk to your health care provider if you are experiencing symptoms and have recently visited affected areas or have been in contact with others who have and who are sick.

## What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks. Health officials are working with their federal and provincial/territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents. This includes providing information directly to travellers from affected areas at major airports.

The NWT Office of the Chief Public Health Officer is regularly updating health care providers across the territory with the latest information so that they can provide quality care. All health facilities have protections and protocols in place to keep both patients and workers safe from COVID-19.

## What can you do?

Here are 6 things you can do to protect yourself and those around you:



### Stay home if you are sick

If you must go out wear a mask especially if you are in a waiting room or in large crowds.



### If you are sick, avoid close contact with others



### Turn and cover

Turn and cover your nose and mouth for every cough or sneeze with a disposable tissue. If not available, cough or sneeze into your elbow.



### Throw used tissues in the garbage

If no garbage, use small plastic bag to put used tissues until you can put them in a garbage.



### Wash your hands

Wash your hands after coughing, sneezing or blowing your nose. Use alcohol based sanitizer if no soap immediately available.



### Clean/Disinfect

In your home, clean/disinfect any surfaces or objects you or others might have touched while sick.

For more information and for updates on COVID-19, please visit [www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus).



## Coronavirus Disease (COVID-19) Self-Isolation Information Sheet

Updated: March 10, 2020

You have been tested for COVID-19. Your healthcare provider has decided it is safe for you to go home.

**Your next steps are:**

- 1 Self-isolate at home**
- 2 Wait for your healthcare provider to notify you of your test results.**  
*It will take up to a week to receive your results. When your results are known, your healthcare provider will tell you if you need to continue self-isolation.*

### What is Self-Isolation?



#### Stay home

Avoid situations where you could infect others. This means staying away from social gatherings, work, school/university, childcare centres, athletic events, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, gyms and any other public gatherings.

You may go outdoors for fresh air when by yourself. Do not use public transportation, taxis, or share a car. Do not have face-to-face contact (within 2 metres) with anyone while outdoors.

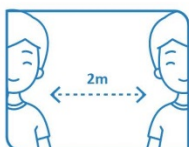
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



#### Avoid having visitors

Avoid having visitors to your home, but it is okay for friends, family, or delivery drivers drop food off or other things you may need.

Avoid contact with older adults and other people with chronic medical conditions (e.g. immune deficiencies, lung problems, heart disease, diabetes).



#### Keep your distance

Stay away from other household members (2 meters apart) as much as possible and use a separate bathroom if you have one. If you must share toilet facilities, they should be cleaned daily.

Avoid sharing household items. You should not share drinking glasses, cups, eating utensils, pillows or other items with people in your home. After using these items you should clean them.



### Cover your coughs and sneezes

- Cover your nose and mouth with a tissue when coughing or sneezing or cough or sneeze into your sleeve/elbow.
- You and other household members should follow healthy respiratory practices. See the GNWT Healthy Respiratory Practices handout.
- Throw used tissues immediately into the garbage and wash your hands.



### Wash your hands

- You and your family should wash your hands frequently. Wash them after coughing or sneezing, if they are dirty, using the bathroom, or before eating.
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if water is not available.



### Be careful when touching garbage

- All waste can go into regular garbage bins.
- When emptying the garbage, take care to not touch used tissues with your hands. Lining the garbage with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water after emptying the garbage.

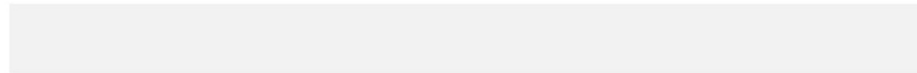


### Clean and disinfect

- Clean your home with regular household cleaners.
- Clean regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, bedside tables, etc. on a daily basis.

**Follow the advice of your healthcare provider. You may be contacted each day during your self-isolation to monitor your symptoms.**

For general questions or if you develop fever, cough or difficulty breathing, contact:



If your symptoms are severe, call 9-1-1 and let them know that you are self-isolating for COVID-19.

For more information and updates visit  
[www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus)

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<sup>i</sup> Contact Precautions – wear gloves and long-sleeved gown for direct care; dedicate equipment to patient or disinfect before use with another

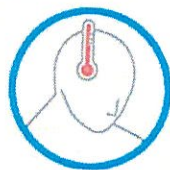
<sup>ii</sup> Droplet Precautions – wear mask and eye protection within 2 metres of patient, gloves, long-sleeved gown; patient must wear a mask, dedicate equipment to patient or disinfect before use with another

Government of  
Northwest Territories

## Coronavirus Disease (COVID-19) Self-Monitoring Information Sheet

Updated: March 11, 2020

Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH

DIFFICULTY  
BREATHING

### How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

- Returning from travel outside the Northwest Territories (NWT)
- Close contact with a confirmed or presumptive case of COVID-19
- Avoid visiting at-risk individuals during the 14 day period, especially those residing in long-term care facilities. At risk individuals include those over 60 years of age, those with chronic conditions (diabetes, heart disease, lung disease, etc.) and those with weakened immune systems (ie. cancer)

### What should I do if I develop symptoms of COVID-19?

If you develop symptoms:

- Self-isolate and contact your Health Care Provider
- Practice healthy respiratory practices
- Call 9-1-1 if your symptoms become severe

### What does it mean to self-isolate?

- Stay home
- Avoid having visitors
- Be careful when touching garbage
- Cover your coughs and sneezes
- Keep your distance
- Wash your hands
- Clean and disinfect

For more information on self-isolation visit:

<https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/self-isolation-information-sheet.pdf>

If you do not develop symptoms within 14 days, continue to use healthy respiratory practices to prevent getting COVID-19 or other respiratory infections.

For more information and links to local healthcare providers visit  
[www.hss.gov.nt.ca/coronavirus](http://www.hss.gov.nt.ca/coronavirus)