



June 25, 2021

Applicant c/o
Jeffrey Sunstrum, Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 21-068

Decision

The Department of Justice searched the Corrections Branch and the Whitehorse Correctional Centre and identified records responsive to Access Request #21-068. Our final response on the information is as follows:

Access Granted in Part

The Department of Justice has provided partial access to information and records relating to the request noted below:

Entry and Exit Screening Procedures I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks documenting probation office entry and exit COVID-19 screening procedures for people on probation and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties. Please disclose information as it becomes available. I would like to correspond with you about these requests. If any further information or clarification is needed, please contact me by email or phone at your earliest possible convenience.

Additional Information: If prison officers were the only employees entering and exiting the office during that time frame then yes, I would only be seeking that information. If the office were open to other members of the public like people on probation and volunteers etc then all information about the screening processes would be best to provide.

Timeframe: 01 October 2020 - 20 December 2020

Information about the employment history of third parties has been withheld under section 70(3)(a)(iii) of the ATIPP Act as disclosure would be an unreasonable invasion of third party privacy.

There will be no charge for this request.

Right to Complain

You have the right to make a complaint in respect of this response to the Yukon Information and Privacy Commissioner under Section 66 of the ATIPP Act, no later than 30 business days after you receive this response. To make a complaint, contact:

Yukon Information and Privacy Commissioner

3162 3rd Ave.


Whitehorse, YK Y1A 1G3

E-mail: intake@yukonombudsman.ca

Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)

Contact Person in Department

If there are any questions, please contact Scott Tyrner, Access and Privacy Analyst for the Department of Justice at (867) 667-9477 or jus.atipp@yukon.ca

Reviewed by:	Signatures:
John Phelps, Deputy Minister, Justice	



WHITEHORSE CORRECTIONAL CENTER COVID-19 SCREENING FORM

Name: _____
Phone Number: _____
Email: _____
Address: _____

PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
<p>Have you currently experiencing any of the following symptoms?</p> <ul style="list-style-type: none"> • Fever/Chills • Cough • Shortness of breath • Fatigue • Muscle aches • Headache • Loss of appetite <ul style="list-style-type: none"> • New loss of sense of taste or smell • Sore throat • Runny nose • Nausea and/or vomiting • Diarrhea 	YES	NO
<p>Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:</p> <ul style="list-style-type: none"> • Anyone who is known to have laboratory-confirmed COVID-19? <li style="text-align: center;">Or • Anyone who has symptoms consistent with COVID-19? 	YES	NO
<p>Have you been asked/directed to self-isolate (this could be due to illness, travel or contact)?</p>	YES	NO
<p>Are you currently waiting on the results of a COVID-19 test?</p>	YES	NO

Signature: _____

Date: _____

Scott.Tyrner

From: Grant.MacDonald
Sent: November 23, 2020 17:08
To: JUS-CJPS-CC-YCC; Deanna.Thick; Denale.Curtis
Subject: Update COVID-19 Webpage Info

Good Morning Everyone ☺

Following up from our last staff meeting and recent developments associated to the pandemic.

There is a lot of information about [COVID on Yukonnect](#) and PSC is working to keep this up to date as the situation evolves especially around leave usage.

Some of the more recent content updates:

- The page on [Leave](#) was recently updated and simplified. (Nov 16)
- A new page provides guidance on how the [Safe 6 applies in the workplace](#) (Nov 12)
- The [traffic light checker guidance](#) on when to stay home when sick was shared with all YG managers(Supervisor Global Note) and added to the [COVID Health and Safety page](#) (Oct 30)
- [Guidance on how to respond to COVID in the workplace](#) was shared with everyone including a dedicated town hall for managers (Sep 22). More detailed info just shared on what you need to know.

You are encouraged to take some time to visit each of the updated pages to ensure you have the most up to date information.

Thanks and have a GREAT day!!

Respectfully.

Grant



Grant MacDONALD

Manager - Yukon Community Corrections
 Department of Justice | Corrections Branch

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Yukon Community Corrections (J-5)
Box 2703, Whitehorse, YT Y1A 2C6
Tel: (867) 667-5231
Fax: (867) 667-3446

Your File:

Yukon Community Corrections COVID – 19 Client Screener

Yukon Community Corrections is currently taking measures to ensure your safety, the safety of our staff and clients and limit the risk of infection. To help us prevent the spread of COVID-19, we ask you to read this carefully and answer the questions below.

- 1)** Have you been tested for COVID for which you are awaiting a result? If YES, direct the client to return home and not report back to Yukon Community Corrections until the results are known. If NO, resume with service.
- 2)** Have you travelled outside of Yukon in the past 14 days. If YES, direct client to return home to complete self-isolation requirements. If NO, resume with service.
- 3)** Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill and you did not have appropriate PPE? If YES, direct client to return home and complete self-isolation requirements. If NO, resume service.

Note – No client information is to be collected on this COVID-19 Screener. The writer should make a case note indicating that the screener was completed.

READ THIS CAREFULLY

CSC is currently taking measures to ensure your safety, the safety of our staff and offenders and limit the risk of infection. To help us prevent the spread of COVID-19, we ask you to read this carefully and answer the questions below. Please act accordingly following the screening questions.

1 Are you feeling sick? (Examples include a new cough, headache, weakness, fever, difficulty breathing, loss of smell or taste, loss of appetite, chills, etc.) Yes No

If yes then:

Return home and contact public health. You may be required to self-isolate.

Contact your manager.

If no then:

2 Have you travelled outside Canada in the past 14 days? Yes No

3 Did you provide care or have close contact with a person with COVID-19 (probable or confirmed) while they were ill and you did not have appropriate PPE? Yes No

If yes to one or more then:

Do not enter the building. Return home.

Contact your manager.

Reduce your risk of infection by:

- frequently washing your hands with soap and water or hand sanitizer for at least 20 seconds
- coughing or sneezing into your arm or tissue
- avoiding touching your eyes, nose or mouth with unwashed hands
- avoiding close contact with people who are sick to avoid spreading the illness to others

For more information on COVID-19, please visit: Canada.ca/coronavirus

Closed

Do not enter



Due to the pandemic this room or workspace is not in use. Please do not enter this area.

Get the latest [Yukon.ca/Covid19](https://www.yukon.ca/Covid19)

Yukon

Putting on



Wash hands or use hand sanitizer.



Make sure mask is clean and dry.



Hold by the ties or loops.



Cover the bridge of your nose to your chin.



Avoid touching the mask or your face under the mask.



Change it if wet or dirty.

Taking off



Wash hands or use hand sanitizer.



Remove mask by using the straps behind your ears or head. Do not touch the front of the mask.



When disposing of mask, place it into a lined wastebasket. If reusing, place it into a paper bag.



Wash hands or use hand sanitizer again.

How to wear a non-medical mask.

One of the best ways
to reduce the spread
of germs is to

WASH YOUR HANDS

- before and after handling food
- after using the toilet
- after sneezing, coughing or blowing your nose
- whenever they're dirty

Une des choses les plus
importantes à faire pour
éviter la propagation des
bactéries est de

TOUJOURS VOUS LAVER LES MAINS

- avant de manipuler la nourriture et après l'avoir fait
- après avoir utilisé les toilettes
- après avoir éternué, toussé ou après vous être mouché
- quand vos mains sont sales



Yukon

Maximum Capacity

To enable physical distancing, the maximum capacity of this space is [2] people.

Please keep at least 2 meters apart.

Get the latest [Yukon.ca/Covid19](https://www.yukon.ca/Covid19)

Yukon

Use of the Yukon government's vehicles during COVID-19: Clean the way in, and clean the way out

If an employee is using a Yukon government vehicle, it's important they take action to protect themselves and others against COVID-19.

When possible, employees should be assigned their own vehicle. This is especially important for high-risk individuals. If vehicles or maintenance equipment must be shared, it's essential to sanitize before and after an employee uses the vehicle and to ensure that cleaning supplies and other garbage are properly disposed of.

Disinfect common vehicle surfaces:

- Door handles (interior and exterior)
- Steering wheel
- Gear shift lever
- Dashboard
- Seatbelt fastener
- Stereo controls
- All other controls on dash i.e. heater, light switches, etc.
- Seat adjustment levers
- Window controls

Disinfect these surfaces as well if operating maintenance equipment:

- Outside handholds
- Radio microphone
- All control levers for hydraulics

When traveling in a vehicle:

- When possible, don't have any passengers in the vehicle.
- If there is more than one person in the vehicle, there should always be an empty seat between passengers (i.e., no passenger in the middle seat) and all individuals in the vehicle should wear non-medical masks.

Review the Yukon government's full [COVID-19 Vehicle Use Guidelines](#) for more information.

Employees can contact the Fleet Vehicle Agency at fuel@gov.yk.ca with any questions about fleet vehicle use.

Sanitation supplies and non-medical masks in packages of 50 are available to order from Supply Services. Contact purchasing@gov.yk.ca to purchase sanitation supplies and non-

MASK REQUIRED



Protect each other when you're in shared indoor spaces.
Wear a mask that covers your nose, mouth and chin.
And remember to keep your distance.

This does not apply to people who cannot wear a mask because they have a medical condition or a disability.

A mask or face covering can be cloth or disposable.

MASQUE OBLIGATOIRE



Protégez-vous les uns les autres dans les espaces publics intérieurs.

Portez un masque qui couvre votre nez, votre bouche et votre menton.

Et rappelez-vous de respecter la distance physique.

Ne s'applique pas aux personnes qui ne peuvent pas porter de masque en raison d'un problème de santé ou d'un handicap.

Le masque ou le couvre-visage peut être en tissu ou jetable.



Yukon



WHITEHORSE CORRECTIONAL CENTER COVID-19 SCREENING FORM

Name: _____
Phone Number: _____
Email: _____
Address: _____

PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
<p>Have you currently experiencing any of the following symptoms?</p> <ul style="list-style-type: none">• Fever/Chills• Cough• Shortness of breath• Fatigue• Muscle aches• Headache• Loss of appetite• New loss of sense of taste or smell• Sore throat• Runny nose• Nausea and/or vomiting• Diarrhea	YES	NO
<p>Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:</p> <ul style="list-style-type: none">• Anyone who is known to have laboratory-confirmed COVID-19? Or• Anyone who has symptoms consistent with COVID-19?	YES	NO
<p>Have you been asked/directed to self-isolate (this could be due to illness, travel or contact)?</p>	YES	NO
<p>Are you currently waiting on the results of a COVID-19 test?</p>	YES	NO

Signature: _____

Date: _____

<p style="text-align: center;">Yukon Community Corrections COVID – 19 Operational Plan</p>

YCC continues to implement safety measures and put supports in place for its staff in response to the COVID-19 Pandemic. YCC Supervisor and Management want to remind all staff about the importance of following all safety measures that are already in place. In addition to this, and taking into account the recent increase of COVID cases across Canada, YCC has drafted the below additional steps/precautions to support YCC to safely meet operational requirements. Please keep in mind that these new practices may require adjustment and that these changes may again change suddenly as we adapt to the evolving needs of YCC – everyone’s patience and flexibility is greatly appreciated!

- Client Reporting - In line with the principle of least restrictive measure and in order to continue having a safe workspace by limiting the number of clients reporting in person, clients who have been assessed as a low-risk to reoffend or low-risk to breach reporting conditions should be encouraged to report by phone or placed on a phone reporting schedule. At this point this is not mandatory and clients may still access the building to complete a check-in but the identification of these clients is imperative if there is a sudden change for in-person reporting as a result of COVID-19. In the event you have a situation where you feel an in-person visit is necessary (Example: CSO, high risk sentenced clients, completing a YOSI, intakes etc.) you will be permitted to carry out the meeting so long as the ‘safe 6’ are observed. Please use your judgment when determining who needs to attend in person. If you have any questions, please speak with your supervisor. At this point you may wish to consider a hybrid approach with alternating in-person and over the phone contact with appropriate clients.

- Community Travel - As of November 26, 2020, community travel will be suspended unless for the sole purpose of attending court. If a situation arises where you believe community travel is warranted, please bring this to the attention of your supervisor, so a course of action can be discussed. If you have community visits planned, please let the ICW and other community stakeholders know that we are currently suspending travel to communities and will be conducting our work over the phone. It is important to reach out to community ICW/Partners to advise of this and inform them that you are still available via e-mail/phone.

- Working from home (YCC Whitehorse office). As we are in the middle of a pandemic YCC continues to look at ways to support its employees by following the direction of the Chief Medical Officer of Health, the Yukon Communicable Disease Centre and direction provided by the Government of Yukon. Effective Thursday November 26, 2020 Whitehorse based Probation Officers will be supported to work from home on a scheduled rotation, if they choose to. This is not mandatory and at this point will be a personal choice. To ensure YCC meets its’ operational requirements we have developed two rotational shifts. While one shift is working from home (WFH) the other will be in the office. The schedule will see shift #1 working M/W/F from the office and shift #2 working T/Thurs from the office one week and the reverse of that the following week. You will only be supported to work from home on days that coincide with your shift and you must still request to WFH to your Supervisor at least one business day prior to the day you wish to WFH. WFH

requests cannot be submitted the same day you would like to WFH. Attached to the e-mail is a calendar indicating the shift days. If you have work duties that cannot be completed from home (like attending court, you will still be expected to attend to those work duties even on days where you are approved to WFH unless you are able to make suitable accommodations). During this phase of the pandemic response, and to ensure fairness to all employees, employees will not be supported to work a Compressed Work Week (CWW).

Shift #1 – 70(3)(a)(iii)

Shift #2 – 70(3)(a)(iii)

70(3)(a)(iii)

will continue to work from the office on a full time basis.

Additionally, due to operational requirements, no one will be supported to WFH December 29-31, 2020.

Prior to working from home all staff must complete the following 5 steps:

Step 1: Complete the below linked worksheet titled: 'Work at Home Health and Safety Checklist' and provide it to your Supervisor.

<https://yukonnect.gov.yk.ca/employee-info/layouts/15/WopiFrame.aspx?sourcedoc=/employee-info/Documents/COVID19%20Home%20Workplace%20Health%20and%20Safety%20Checklist.docx&action=default&DefaultItemOpen=1>

Step 2: Review the below linked handout titled: 'Guidance for Protecting Government Information for Employees Working Remotely'. Please initial a copy of the worksheet, indicating that you understand it and provide it back to your Supervisor.

<https://yukonnect.gov.yk.ca/sites/grpcom/PAC/layouts/15/WopiFrame.aspx?sourcedoc=/sites/grpcom/PAC/Governance%20Documents/Guidance%20for%20Protecting%20Government%20Information%20for%20Employees%20Working%20Remotely%20Mar2020.docx&action=default&DefaultItemOpen=1>

Step 3: Ensure you are connected and are fully functional to work from home. This means you need a work computer or you can use your home personal laptop or desktop. Ensure you have your work cell phone and it is working. You will need to confirm you have VDI/JEIN/ICCS/Skype access. The below link has resources to help you get started:

<https://yukonnect.gov.yk.ca/collab/hpw-c1/WfH/layouts/15/start.aspx#/SitePages/Home.aspx>

Step 4: Submit a weekly work plan to your supervisor. This form can be found on the Working Directory titled 'Work From Home Tracking Sheet'. If you do not submit a work plan to your supervisor your request to work from home will not be supported. For those of you that may choose to work from home please expect that a supervisor will be checking in with you regularly to verify what you completed while you were approved to work from home. This is not an attempt to micro-manage anyone it is to ensure that we continue to

meet the operational requirements and that all duties are being fulfilled while working from home.

Step 5: Complete your request via remote tracking. To assist you in how to complete this step, click on the following link: [remote work tracking tool in My HR File](#).

** If you plan to take physical YCC client files home with you, you need to outline in your daily/weekly work tracking plan how you plan to protect client files while you are working from home. This will include having a locked area where you can keep your files secure at the end of each workday. If you do not have a secure area at home or means to protect government information, you will not be supported to take any client files home with you. If you do not have a secure place, then an option will be to scan/PDF docs and send them to your email address so you have access to the information you will need while working at home.

Leave during COVID-19: If staff need to be absent from work because they are sick, they will need to submit sick leave - This applies whether you are in the workplace or working from home. If staff choose to travel outside of the Yukon on non-essential travel, they will be expected to submit vacation to cover the full period of their required self isolation. An exception will be made for those that booked travel to BC, NWT or Nunavut and submitted the leave request to their supervisor prior to the 'travel bubble' closing on November 19, 2020, those employees will be supported to WFH during their self isolation period. If you have any questions about leave or WFH, please speak with your Supervisor.