

March 4, 2021

[REDACTED]

Dear [REDACTED]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [JPS/5/2021]

On January 4, 2021 the Department of Justice and Public Safety (JPS) received your request for access to the following records:

Health, Cleaning, Distancing, and Contacts Related to COVID-19 pandemic prevention and management, I am requesting all records outlining health and personal hygiene protocols, all records outlining cleaning protocols issued to and measures adopted, all records outlining protocols issue to and measures adopted, and all records outlining protocols issued to and measures adopted by your parole offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management. Timeframe – January 1, 2020 – August, 2020.

On January 5, 2021, you confirmed that your request related to Adult Probation.

On January 29, 2021 you were notified of a 15 day extension. On February 10, 2021, you were notified of an additional 10 day extension.

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):

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;
 - (c) reveal investigative techniques and procedures currently used, or likely to be used, in law enforcement;
 - (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;

Please note:

- Adult Probation was subject to all COVID-19 related health and personal hygiene procedures as outlined by Public Health and the Government of Newfoundland and Labrador.
- In additional to these procedures, Adult Probation developed Safe Work Procedures (SWPs) that were in effect from the return to the workplace through the end of August.

- Adult Probation Officers worked remotely until the end of June, between June and September there were no in-person appointments held with the exception of those necessary for Electronic Monitoring (EM). Select EM SWPs were provided with the response to JPS/2/2021, some of these are applicable for this request. Additional EM SWP's specific to this request are attached.

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,



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).



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff and Offenders |

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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Release Tool

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the Wabush Regional Probation Office. Removal at the offender's home should only occur [REDACTED]

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Wabush Regional Probation Office:

- The APO will don gloves and will then place the release tool and a pair of gloves into a kitchen bag and tie the bag. s.31(1)(a);(c);(l);(n)
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

- The APO will place the kitchen bag of EM equipment/supplies and a pump/spray bottle of hand sanitizer and a clean pair of gloves in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] for transport to the offender's home.
- APOs are to adhere to existing SWPs [REDACTED]

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED]. The APO will don gloves, remove the pump/spray bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise the offender not to open the door until the APO is back in their vehicle.
*This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and will instruct the offender to remove the smart tag (ankle bracelet) from their ankle using the release tool.
- The offender will be instructed to place all the EM equipment (beacon, on body charger, on body charging dock, smart tag (ankle bracelet), strap, and the release tool into the kitchen bag and place bag on their doorstep.

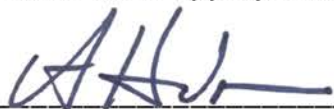
s.31(1)(a);(c);(l);(n)

- The APO, still wearing gloves, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container.
- The APO will then return to the Wabush Regional Probation Office.

Upon Returning to the Wabush Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container on the desk in the offender-side of the interview room (with plexiglass partition) for cleaning/disinfecting purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump/spray hand sanitizer is to be cleaned/disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Chief Adult Probation Officer

Temporary SWP

| | |
|---|--|
| General Health and Safety Requirements | |
| Covid-19 Shared Workstations | |
| Hazards Identified | Potential cross contamination and exposure to Covid-19 virus from shared workstations and frequently touched surfaces. |
| PPE Required | Masks |
| Training | Pandemic Recovery Modules; GNL provided video; GNL provided reference materials |
| Potentially Exposed Employees | All employees of Victim Services and Adult Probation |

Safe Work Practice

Procedure noted in this SWP is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Section A: Cross Contamination Mitigation

Employees may share workstations, equipment, cell phones, and computers to complete daily work tasks. It is important to avoid potential cross contamination of frequently touched surfaces. Employees can do this by taking the necessary steps to protect themselves and reducing the spread of Covid-19 through cross contamination while completing daily work tasks.

Masks- All staff are required to wear a face mask when in any shared workspace or common areas both within our offices and in office buildings. Common areas where applicable include hallways, washrooms, stairwells, courthouses, elevators, lobbies, parking garage.

Gloves – If you are wearing gloves while interacting with individuals, objects, or surfaces it is important to remove your gloves prior to interacting with any shared workstations or high touch object. Gloves worn may be contaminated and thus may contaminate the shared workstation. Prior to interacting with the workstation or high touch object remove and dispose of your gloves as per the guidelines available. Be sure to dispose the gloves

to avoid cross contamination and clean your hands with Alcohol Based Hand Rub or wash your hands with soap and water for at least 20 seconds before utilizing the workstation.

Best practice would also include removing gloves prior to interacting with frequently touched objects in the workplace such as light fixtures, door knobs, rails, key pads or desks.

Hand Hygiene – If gloves are not worn and you have interacted with surfaces, objects or individuals, clean your hands with Alcohol Based Hand Rub or wash your hands with soap and water for at least 20 seconds prior to utilizing the workstation, or interacting with the shared environment.

Secure codes for printers should be disabled to reduce the number of times the keypad has to be used and a pencil or other like instrument used on multi function equipment.

Staplers, pens, paperclip holders etc. should not be shared unless absolutely necessary. Wherever possible each employee should have their own supplies and keep them located in their office. . If these items have to be shared they should be cleaned before and after use. Staff should not use any computer other than their own unless absolutely necessary. If this is required then the SWP for cleaning should be followed.

Section B: Physical Distancing & Workstation Cleaning

Workstation Cleaning – Prior to and after utilizing a shared workstation, clean the shared workstation and surrounding surface as per the cleaning swp.

Physical Distancing - When using a shared workstation, practice proper physical distancing where possible. Separate yourself at least 2 meters/6 feet from other individuals where you can. If you approach a work station and another employee is already using that area consider returning at a later time. Try to work out a schedule within your office for use of the shared workstation to limit the number of people in the shared workstation area at the same time.

Hand Hygiene – After utilizing a shared workstation, remember to practice good hand hygiene.

- Wash your hands for at least 20 seconds with warm water and soap;
- Clean your hands with Alcohol Based Hand Rub if soap and water is unavailable;
- Do not touch your face after using shared workstations.

Regulations, Standards and References:

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

<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

SWP, Covid 19 - Cleaning

Health and Safety Review by: _____ Date: _____

Approved by: _____ Date: _____

Victim Services Program Manager (or designate)

Approved by: _____ Date: _____

Chief Adult Probation Officer (or designate)

General Health and Safety Requirements

Covid-19 Contamination Prevention in the Workplace – Physical Distancing

| | |
|--------------------------------------|---|
| Hazards Identified | Covid-19 exposure from being in close proximity with others in the workplace. |
| PPE Required | None Required |
| Training | Pandemic Recovery Modules; GNL provided video; GNL provided reference materials |
| Potentially Exposed Employees | All employees of Victim Services and Adult Probation |

Safe Work Practice

As per your Risk Assessment Protocol, please consider the risks specific to your organization. Procedure noted is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Physical Distancing

Physical distancing means limiting your physical contact with other people as to stop, slow, or contain the spread of Covid-19. The Chief Medical Officer recommended that individuals refrain from gathering in groups, and maintain a minimum distance of at least 2 meters (6 feet).

Within the workplace, consider the following:

- All meetings are to be held virtually, either over the phone or via video conferencing where possible.
- Common areas such as break rooms, kitchen areas and boardrooms are not to be used until further notice. Staff are to either take their breaks in their own office, or they may leave the office space altogether.
- Avoid standing, walking or talking in close proximity to co-workers. Do not enter another employee’s office to talk or to hand over documents etc...instead either place the document in the slot/file compartment outside their door (if available), or lay it down on a surface outside of their office and advise them of such so they can retrieve it after you have left. If another employee is already in the hallway, wait for them to clear the hallway before leaving your office. If you need to use common equipment (such as the printer/copier) and another employee is already using it, wait in your office until the equipment is free and the other employee has returned to their office before proceeding. Office setups vary by location and some offices may need alternate procedures for physical distancing while sharing office equipment; consult with your manager if needed.

- All bathrooms are limited to one occupant at a time (including multi-stall bathrooms); please lightly knock on the door with your foot before entering the washroom to determine if it is occupied. If occupied, stand back at least six (6) feet from the door while waiting for the occupant to leave the bathroom.
- Opt to utilize phone, email or Skype to contact co-workers instead of meeting in small office spaces.
- All sign-in books, reading materials in the waiting room, and pens must be removed from public areas until further notice. Use of shared office materials is to be avoided if possible, used with caution if necessary, and the employee is to clean/sanitize their hands prior to and after use.
- Assume all individuals/items entering workspace are potentially contaminated and follow strict hygiene protocols after touching potentially contaminated surfaces (i.e. handwashing afterwards and avoid touching face)
- There may be adjustments and modifications required to work spaces and within buildings to ensure that safe physical distancing can be maintained.
- Follow any other social distancing measures put in place at your building (such as navigating the building by using specific routes/directions etc.).

If safe physical distancing cannot be maintained due to job task or nature of work, the need for Personal Protective Equipment will be determined via further risk assessments with SWP, Covid-19 When Physical Distancing is not possible, and through consultation with Corporate Safety.

Regulations, Standards and References:

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

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html#a5>

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

Health and Safety Review by: _____ Date: _____

Approved by: _____ Date: _____
Victim Services Program Manager (or designate)

Approved by: _____ Date: _____
Chief Adult Probation Officer (or designate)

General Health and Safety Requirements

Covid-19 Contamination Prevention in the Workplace – Personal Hygiene

| | |
|--------------------------------------|--|
| Hazards Identified | Covid-19 exposure from contaminated surfaces |
| PPE Required | Hand sanitizer, paper towels, face mask. |
| Training | Pandemic Recovery Readiness Modules; Provided video; provided reading materials. |
| Potentially Exposed Employees | All employees of Victim Services and Adult Probation. |

Safe Work Practice

As per your Risk Assessment Protocol, please consider the risks specific to your organization. Procedure noted is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.

To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.

Personal Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others.

- Wash your hands with soap and water for at least 20 seconds often. Use Alcohol-Based Hand Rub/Sanitizer when soap and water are unavailable. All staff will be issued hand sanitizer, a spray bottle, and paper towels for their own personal use. This sanitizer is to be used both for hand sanitizing and for cleaning surfaces.
Both before and after leaving your workstation to enter any shared workspace you are required to sanitize your hands.
- Bathrooms
 - Before entering the bathroom staff will thoroughly clean hands with hand sanitizer.
 - Staff will bring paper towel with them to the bathroom and will use the paper towel to cover their hands when opening the bathroom door (where needed).
 - All bathrooms are limited to one occupant at a time (including multi-stall bathrooms); please lightly knock on the door with your foot before entering the washroom to determine if it is occupied. If occupied, stand back at least six (6) feet from the door while waiting for the occupant to leave the bathroom.
 - After use, staff wash hands thoroughly. Staff will then use paper towel to dry hands, then turn off the faucet with the paper towel. The paper towel will then be used to open the door, and will be discarded.

- Staff are encouraged to use hand sanitizer once they have returned to their office/workspace.
- All staff are required to wear a face mask when in any shared workspace or common areas both within our offices and in office buildings. Common areas where applicable include hallways, washrooms, stairwells, elevators, lobbies, parking garage.
- Cough or sneeze into a tissue or the bend of your arm, not your hand; dispose of any tissues used afterwards in a lined wastebasket and wash your hands afterwards.
- Avoid touching your eyes, nose or mouth with unwashed hands or when wearing nitrile gloves as PPE.

Personal Effects

- Outerwear, coats, boots, as well as umbrella, purses, lunch bags, and carry bags must be kept in each staff person's office or at their workstation and not be hung and housed in common spaces such as on coat racks, closets, or kitchens.

Regulations, Standards and References:

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

<https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>

https://www.health.gov.nl.ca/health/publichealth/h1n1_old/how_to_sanitize_hands_2009.pdf

Health and Safety Review by: _____ Date: _____

Approved by: _____ Date: _____
Victim Services Program Manager (or designate)

Approved by: _____ Date: _____
Chief Adult Probation Officer (or designate)



Temporary Safe Work Practice

Covid-19 Cleaning Practices for Adult Probation Staff

| | |
|--------------------------------------|---|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer Disinfectant |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE |
| Potentially Exposed Employees | Adult Probation 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.

General Cleaning Guidelines:

High touch surfaces

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

- Employees are expected to assess their work area and apply disinfection protocols as required.
- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and goggles are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the waiting room or in the secure office (staff side) depending on the task involved. The equipment will be cleaned and disinfected in the waiting room when an offender presents to the office. The equipment will be cleaned and disinfected in the secure office (staff side) when the APO is returning to the office with equipment.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

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 product is approved for use in the St. John's Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet

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

3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines

Tasks:

- **Returning to the Office after EM Hook Up;**
- **Returning to the Office after TA Revocations; and/or**
- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**

The cleaning process is as follows:

- Upon returning to the St. John's Regional Probation Office, staff will enter the office space using the staff entrance.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the counter in the secure office (staff side).
- APO will wash hands, and then don gloves.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and place in the secure office (staff side).
- APO is to retrieve a bowl from the [REDACTED] and fill the bowl with clean, warm water, which will also be placed in the secure office to be used for the equipment once clean.
- APO will enter the secure office (staff side) and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in the garbage bin outside of the secure office door. All other items in the Rubbermaid container will be separated and placed on the counter.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin outside of the secure office door.
- APO will proceed to spray each piece of equipment, including the bottle of hand sanitizer (if used), the Rubbermaid container and lid (inside and out) and the goggles (if used) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer (if used), Rubbermaid container and lid (inside and out), and goggles (if used) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.

- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items [REDACTED]
- APO's are to separate the newly disinfected EM equipment from the regular EM stock by placing it [REDACTED]
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container on the floor of the [REDACTED] for next use. Place lid back on the Rubbermaid container with a note on it indicating the date it was cleaned.
- The APO will then proceed to disinfect the secure office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the secure office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle is then to be placed [REDACTED] for next use.
- All used paper towel will be disposed of in the garbage bin outside of the secure office.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin outside of the secure office. The APO should then proceed to wash their hands thoroughly with soap and water.

Tasks:

- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- APO's are to wait 30 minutes after the offender's departure from the office prior to commencing cleaning of the waiting room and equipment/supplies. This is as an added precautionary measure.
- Prior to entering the waiting room area, the APO will wash their hands, then proceed to don gloves and mask.
- APO is to retrieve Spray 9 and paper towel from the [REDACTED] and lay them on the counter in the waiting room.
- APO is to retrieve a bowl from the [REDACTED] and fill the bowl with clean, warm water, which will also be placed on the counter in the waiting room to be used for the equipment once clean.
- APO is to pick up kitchen bag with the goggles, if used, next to the garbage bin in the CTIII area and place on the counter in the waiting room.
- APO is to enter the waiting room, remove all items from the Rubbermaid container and place on the counter.

- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the waiting room.
- APO will proceed to spray each piece of equipment, the bottle of hand sanitizer used by the offender, the Rubbermaid container (inside and out), and goggles (if used), with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, the bottle of hand sanitizer used by the offender, the Rubbermaid container (inside and out), and goggles (if used), with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items in the [REDACTED]
- APO's are to separate the newly disinfected EM equipment from the regular EM stock by placing it [REDACTED]
- APO's are to leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container on the [REDACTED] until the waiting room has been cleaned and disinfected. *Place lid back on the Rubbermaid container with a note on it indicating the date it was cleaned.
- The APO will then proceed to disinfect the waiting room and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the waiting room and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle is then to be placed [REDACTED] for next use.
- All used paper towel will be disposed of in the garbage bin in the waiting room.
- After disinfecting of the waiting room is complete, the APO will place the bottle of hand sanitizer that is for the offenders use back into the waiting room for the next use
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and mask and dispose of them in the garbage bin just inside the waiting room door. The APO should then proceed to wash their hands thoroughly with soap and water.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.

Signed,

Temporary SWP

A handwritten signature in blue ink, appearing to be 'A.H.', written over a horizontal line.

Chief Adult Probation Officer

April 23rd, 2020

| | |
|--|--|
| General Health and Safety Requirements Adult Probation and Victim Services Covid-19 Cleaning Practices | |
| Hazards Identified | COVID-19 exposure from contaminated surfaces; Potential hazardous atmosphere, flammable liquid, eye irritation |
| PPE Required | None required |
| Training | Pandemic Recovery Readiness Modules; Provided video; provided reading materials. |
| Potentially Exposed Employees | All Employees of Victim Services and Adult Probation |
| Safe Work Practice | |
| <p>The Practices outlines in this SWP is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace. Each Regional Office is required to review the SWP on a bi-weekly basis and update as needed for their specific location. All changes to the SWP require OHS approval, and Provincial Manager (VS), or Chief Adult Probation Officer (AP) signoff prior to implementation.</p> <p>To help control the spread of Covid-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to Covid-19 to ensure your safety and the safety of your co-workers.</p> <p>Cleaning of Individual Offices and Work Spaces</p> <p>In addition to the routine cleaning that is provided by contracted cleaners in each Region, all staff are to be diligent in ensuring they do their part in disinfecting their office spaces. Adult Probation and Victim Services managers will provide COVID approved disinfectants for this purpose.</p> <p>All staff are to adhere to the following:</p> <ul style="list-style-type: none"> • All individual offices and work stations will be cleaned/disinfected twice daily. • Cleaning/disinfecting will occur at a minimum of: <ul style="list-style-type: none"> ○ At the onset of the workday, and the end of the work day; ○ Shared CTIII’s who switch locations during the workday will be required to disinfect their workstations at the onset of working in each location, and prior to departing the location. • All surfaces within the office/workspace will be disinfected, with specific attention paid to: <ul style="list-style-type: none"> ○ Doorknobs, desk handles and filing cabinet handles; ○ Desktop, inclusive of any items on the desktop ○ Keyboards, mouse, phone, and any additional equipment ○ Wipeable chairs and armrests <p>Cleaning of High touch surfaces in Common Areas</p> <p>In addition to routine cleaning, surfaces that have frequent contact with hands are to be cleaned and disinfected based on potential exposure risk.</p> | |

- Examples of high touch surfaces may include doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, photo copiers, scanners, printers, touch screen surfaces and keypads.

Adult Probation and Victim Services staff will adhere to the following:

- Meeting Spaces (within offices)
 - Before entering the space staff will thoroughly clean hands with soap and water or hand sanitizer, and will bring their personal disinfectant to the space with them.
 - After use, staff will use their personal disinfectant to disinfect all areas of the space they were in contact with, including but not limited to desks, chairs, phones, equipment, and doorknobs.
- Kitchen Areas (within offices)
 - Staff are not permitted to use kitchen areas for preparing food, this includes shared fridges, microwaves, toasters, ovens, and water coolers.
 - Should staff have to enter a kitchen area they are to thoroughly clean hands with soap and water or hand sanitizer, and will bring their personal disinfectant to the kitchen with them.
 - After use, staff will use their personal disinfectant to disinfect all areas they were in contact with.
- All staff will adhere to directives specific to their buildings for shared spaces located in common building areas.

Cleaning of Shared equipment

Shared items such as computers, laptops, telephones, etc., are to be cleaned by each employee before and after use. Staff are to use the provided disinfectant.

Shared cell phones are to be cleaned by employees prior to handoff and then cleaned by the second employee prior to use.

- Avoid getting moisture in any openings, and don't submerge phone in any cleaning agents

When using shared printers/scanners/fax machines, all staff are to adhere to the following:

- Staff will thoroughly clean hands with soap and water or sanitizer prior to use.
- Staff are encouraged to disable PIN codes where possible
- Staff should use a pencil to touch buttons/touch screens on shared printers/scanners/fax machines.
- Staff will thoroughly clean hands with soap and water or sanitizer immediately after use.

Cleaning the Shared Printer/scanner/fax

- Shared Printers/Scanners/fax machines should be cleaned twice daily
- Prior to cleaning, staff should wash hands or use hand sanitizer and don a pair of clean gloves
- Turn the device off and disconnect the power supply (plug)
- Moisten paper towels with disinfectant (should not be dripping), and proceed to clean all touched areas of the device
- Be cautious to not apply pressure to any touch screen, and prevent moisture from entering the inside of the control panel or buttons
- Ensure surfaces have completely air dried, and then reconnect the power supply.
- Staff will then remove and discard gloves, and wash hands or use hand sanitizer.

Cleaning Products

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date 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>

Adult Probation and Victim Services will be using the following Cleaning Products:

1. NLC Hand Sanitizer.

- Will be sent to Regional Offices in original bottles.
- Staff will transfer sanitizer to a spray bottle for cleaning and sanitizing purposes. Spray bottles will be provided.
- The appropriate NLC label will be affixed to the spray bottle.
- To properly disinfect a surface, the following must be observed:
 - Liberally spray surface with sanitizer and wipe off
 - Do not spray directly onto electronics such as keyboards, phones, printers, etc. disinfectant can cause damage to electronics. In these instances, liberally spray paper towel while ensuring the towel is not dripping. Wipe the surface and allow to air dry prior to use.

Follow Manufacturer's Instructions & Personal Protective Equipment

- Consult product packaging and follow all manufacturer instructions prior to use.
- Where possible, use pre-mixed solutions.
- 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 and the Safety Data Sheet
- See also: SWP for "Safe Handling, Storage and Transport of World Health Organization Hand Sanitizer Formula"

Scented product Considerations

Where possible, all efforts will be made to use scent free products. However, due to limited availability of scent-free products during the Covid-19 outbreak, the following will be observed:

- Managers will inform staff of the cleaning products that are being used;
- Managers will provide an update if there is a change in cleaning products;
- Employees who have sensitivity to scented products are to inform their managers immediately;
 - Managers will try to accommodate such employees to the best of their ability.

Regulations, Standards and References:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
<https://www.gov.nl.ca/covid-19/files/factsheet-covid-19-environmental-cleaning-NL.pdf>

Health and Safety Review by: _____ Date: _____

Approved by: _____ Date: _____
 Victim Services Program Manager (or designate)

Approved by: _____ Date: _____
 Chief Adult Probation Officer (or designate)



Temporary Safe Work Practice

COVID-19 Cleaning Practices for Adult Probation Staff at the Goose Bay Regional Probation Office

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer Disinfectant |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation 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.

General Cleaning Guidelines:

High touch surfaces

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

- Employees are expected to assess their work area and apply disinfection protocols as required.

- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and goggles are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the waiting room or in the vacant office depending on the task involved. The equipment will be cleaned and disinfected in the waiting room when an offender presents to the office. The equipment will be cleaned and disinfected in the vacant office when the APO is returning to the office with equipment.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

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 product is approved for use in the Goose Bay Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above

2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines

Task(s):

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**
- **Returning to the Office after attending to the Labrador Correctional Centre (LCC).**

The cleaning process is as follows:

- Upon returning to the Goose Bay Regional Probation Office, staff will enter the office space using the staff entrance.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the desk in the vacant office.
- APO will wash hands, and then don gloves.
- APO is to place Spray 9 and paper towel in the vacant office.
- APO is to place a bowl filled with clean, warm water in the vacant office to be used for the equipment once clean.
- APO will enter the vacant office and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin in the vacant office. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the vacant office.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and goggles (if used) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) and goggles, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfecting should be the Rubbermaid container as all the other items once disinfecting should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.

- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected pump bottle of hand sanitizer next to the Rubbermaid container for next use.
- The APO will then proceed to disinfect the vacant office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the vacant office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the vacant office.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin in the vacant office. The APO should then proceed to wash their hands thoroughly with soap and water.

Tasks:

- **Completing Hook Ups in the Office;**
- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- APO's are to wait 30 minutes after the offender's departure from the office prior to commencing cleaning of the waiting room and equipment/supplies. This is as an added precautionary measure.
- If the APO has completed a Hook Up, the APO is to lay the offender's hard file open on the staff side of the counter directly under the opening in the wicket.
- Prior to entering the waiting room area, the APO will wash their hands, don gloves and mask.
- APO is to bring and place Spray 9 and paper towel on the counter in the waiting room.
- APO is to bring and place a bowl filled with clean, warm water, on the counter in the waiting room to be used for the equipment once clean.
- APO is to pick up kitchen bag with the goggles, if used, next to the garbage bin in the CTIII area and place on the counter in the waiting room.
- APO is to slide the signed EM agreement, if applicable, through the opening in the wicket onto the open offender's hard file. *Leave the pen for cleaning.
- APO is to remove all items from the Rubbermaid container and place on counter.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the waiting room.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and goggles,

if used, with the provided Spray 9 and wipe off all items with the provided paper towel.
 *This step cleans the items.

- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and goggles, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container where it is normally stored until the waiting room has been cleaned and disinfected before laying the bottle of hand sanitizer back into the waiting room for next use.
- The APO will then proceed to disinfect the waiting room and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the waiting room and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the waiting room.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and mask and dispose of them in the garbage bin just inside the waiting room door. The APO should then proceed to wash their hands thoroughly with soap and water.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender’s Home

| | |
|--------------------------------------|--|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff and Offenders |

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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Release Tool

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the Goose Bay Regional Probation Office. Removal at the offender's home should only occur when removal at the office is not feasible

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Goose Bay Regional Probation Office:

- The APO will don gloves and will then place the release tool and a pair of gloves into a kitchen bag and tie the bag.
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

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

- The APO will place the kitchen bag of EM equipment/supplies and a pump bottle of hand sanitizer and a clean pair of gloves in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] [REDACTED] for transport to the offender's home.
- APO's are to adhere to existing SWP's [REDACTED] [REDACTED].

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED] [REDACTED]. The APO will don gloves, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container [REDACTED] [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and will instruct the offender to remove the smart tag (ankle bracelet) from their ankle using the release tool.
- The offender will be instructed to place all the EM equipment (beacon, on body charger, on body charging dock, smart tag (ankle bracelet), strap, and the release tool into the kitchen bag and place bag on their doorstep.

s.31(1)(a):(c):(l):(n)

- The APO, still wearing gloves, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container.
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Returning to the Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the vacant staff office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Chief Adult Probation Officer

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP

| | |
|--------------------------------------|---|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

The following procedure has been developed for this task:

In the St. John's Regional Probation Office:

- The APO will don gloves and will place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. The smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates will also be placed in the same kitchen bag. The kitchen bag should be tied.
- The APO will place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them s.31(1)(a);(c);(l);(n) while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available.
- The APO will place a bottle of hand sanitizer and a pair of goggles into a Ziploc bag. They will then place the kitchen bag of EM equipment/supplies, as well as the Ziploc bag with sanitizer and goggles, into a provided Rubbermaid container and will place the lid on securely.

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

- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office, and then use the hand sanitizer located at the staff exit.
- The Rubbermaid container is to be [REDACTED] for transport to HMP.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to HMP:

- The APO will proceed to the main gate at HMP (Gate House) with the kitchen bag of equipment/supplies and the Ziploc bag with goggles. The Rubbermaid container will remain in the APO's vehicle with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. Any APO who declines the use of the provided PPE's shall be denied access.
- As per HMP's *Operational Controls Section 5.00: Access to the Institution*, The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the visiting room (prisoner side), and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE's which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the prison.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.

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

- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the Gate House for use after removal of the PPE.
- The APO should don a clean pair of gloves after using the hand sanitizer.
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from HMP Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED].
- The APO will then return to the St. John's Regional Probation Office.
- *For HMP use only: On conclusion of the visit, the escorting Officer shall notify the Guard Room Officer, who will arrange for the work area to be disinfected in accordance with the COVID-19 Safe Work Practice prior to the area being accessed by another individual. This includes not only the physical space, but also any equipment that has been used (telephones, chairs, shared writing implements, etc.).*

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.

Signed,

Temporary SWP



Chief Adult Probation Officer

Date: April 23rd, 2020



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP (EMTA Revocations)

| | |
|--------------------------------------|---|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at HMP (EMTA Revocations):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Participants of the EMTA program who re-offend and are admitted to the St. John's City Lockup will be required to quarantine at the St. John's City Lockup for 14 days. At the conclusion of the 14 days, they will be transferred to HMP. APO's will not remove EM equipment during the quarantine period. Arrangements are to be made with HMP for removal to occur after the offender has been transferred to HMP.

The following procedure has been developed for this task:

Upon APO's Arrival to the St. John's Regional Probation Office:

- The APO will don gloves and will place the release tool in a kitchen bag. s.31(1)(a);(c);(l);(n)
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves and in a separate Ziploc bag to take with them ████████████████████ while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.
- The APO will place a bottle of hand sanitizer and a pair of goggles into a Ziploc bag. They will then place the kitchen bag of EM equipment/supplies, as well as the Ziploc bag with

sanitizer and goggles, into a provided Rubbermaid container and will place the lid on securely.

- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office, and then use the hand sanitizer located at the staff exit.
- The Rubbermaid container is to be [REDACTED] for transport to HMP.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to HMP:

- The APO will proceed to the main gate at HMP (Gate House) with the kitchen bag of equipment/supplies and the Ziploc bag with goggles. The Rubbermaid container will remain in the APO's vehicle with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. Any APO who declines the use of the provided PPE's shall be denied access.
- As per HMP's *Operational Controls Section 5.00: Access to the Institution*, The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the visiting room (prisoner side), and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE's, which they are required to wear for the duration of their interaction with the APO. The prisoner will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the release tool from the kitchen bag.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place the contaminated equipment/supplies back into the kitchen bag for safe transport and disinfection by the APO.

- The APO will be escorted back to the Gate House, and will remove their PPE once there. The gloves and mask will be discarded into the garbage bin, but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies. Hand sanitizer will be available in the Gate House and will be used after the removal of the PPE.
- The APO should don a clean pair of gloves after using the hand sanitizer.
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from HMP Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.
- *For HMP use only: On conclusion of the visit, the escorting Officer shall notify the Guard Room Officer, who will arrange for the work area to be disinfected in accordance with the COVID-19 Safe Work Practice prior to the area being accessed by another individual. This includes not only the physical space, but also any equipment that has been used (telephones, chairs, shared writing implements, etc.).*

Upon Return to St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.

Signed,

Temporary SWP



Chief Adult Probation Officer

Date: April 23rd, 2020



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at LCC

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.

- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Arrangements are to be made with LCC for application to occur.

The following procedure has been developed for this task:

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO will don gloves and will place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. The smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates will be placed in the same kitchen bag. Another Ziploc bag with a mask and a pair of gloves (for the prisoner) should also be placed in the kitchen bag. The kitchen bag should be lightly tied.
- The APO will place the kitchen bag of EM equipment/supplies, a pump/spray bottle of hand sanitizer, a large Ziploc bag with goggles, mask and a pair of gloves, a small Ziploc bag

with an extra pair of gloves and a small Ziploc bag with small hand sanitizer in a provided Rubbermaid container and will place the lid on securely.

- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] for transport to LCC.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to LCC:

- The APO will proceed to the main gate at LCC with the kitchen bag of equipment/supplies and the Ziploc bag with goggles, mask and gloves. The small Ziploc bag with the gloves and the small Ziploc bag with hand sanitizer should be placed in the APO's pocket(s). The Rubbermaid container will remain in the APO's [REDACTED] with the lid off and the pump/spray bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall allow the APO entry. The APO will don mask, eye protection and gloves from the large Ziploc bag while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. *Small hand sanitizer in APO's pocket.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the admitting room and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The Officer who will be escorting the prisoner to the admitting room will be provided the Ziploc bag with gloves and mask for the prisoner. The prisoner being seen shall be provided with PPE which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag with the EM equipment for the residence from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the prison.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).

- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies).
- The APO should use hand sanitizer after removal of the PPE and don a clean pair of gloves after using the hand sanitizer. *Gloves and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from HMP Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Returning to the Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Chief Adult Probation Officer

Temporary SWP



Temporary Safe Work Practice

**COVID – 19 Removal of Electronic Monitoring Smart Tags
 (Ankle Bracelets) at Labrador Correctional Centre (LCC)**

| | |
|--------------------------------------|--|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at Labrador Correctional Centre (LCC):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the institution.

Arrangements are to be made with LCC for removal to occur.

The following procedure has been developed for this task:

Upon APO's Arrival to the Goose Bay Regional Probation Office:

- The APO will don gloves and will place the release tool and a Ziploc bag with a mask and pair of gloves (for the prisoner) in a kitchen bag.
- The APO will place the kitchen bag of EM equipment/supplies, a pump/spray bottle of hand sanitizer, a large Ziploc bag with goggles, mask and a pair of gloves and a small Ziploc bag with an extra pair of gloves and a small Ziploc bag with small hand sanitizer in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the staff exit and then use hand sanitizer.

- The Rubbermaid container is to be [REDACTED] for transport to LCC.

- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to LCC:

- The APO will proceed to the main gate at LCC with the kitchen bag of equipment/supplies and the Ziploc bag with goggles, mask and gloves. The small Ziploc bag with the gloves and the small Ziploc bag with hand sanitizer should be placed in the APO's pocket(s). The Rubbermaid container will remain in the APO's [REDACTED] with the lid off and the pump/spray bottle of hand sanitizer easily accessible next to the container.
- The Gate Officer shall allow the APO entry. The APO will don mask, eye protection and gloves from the large Ziploc bag while in the Gate House. The APO is to use hand sanitizer prior to putting on the PPE. *Small hand sanitizer in APO's pocket.
- The APO requiring access shall remain in the Gate House until an Officer arrives to escort them to their designated work area.
- The APO shall be escorted to the admitting room and shall be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- The Officer who will be escorting the prisoner to the admitting room will be provided the Ziploc bag with gloves and mask for the prisoner. The prisoner being seen shall be provided with PPE which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they enter the room with the APO. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the release tool from the kitchen bag.
- The APO will then direct the prisoner to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place the contaminated equipment/supplies back into the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the Gate House and will remove their PPE in the Gate House (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the Gate House for use after removal of the PPE.

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

- The APO should don a clean pair of gloves after using the hand sanitizer. *Gloves and small hand sanitizer in APO's pocket(s).
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from LCC Gate House in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the Goose Bay Regional Probation Office.

Upon Return to Goose Bay Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the vacant office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles, pump/spray hand sanitizer and small hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.

  Temporary SWP
Chief Adult Probation Officer
(or designate)



Temporary Safe Work Practice

COVID-19 Cleaning Practices for Adult Probation Staff at the Nain Regional Probation Office

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer Disinfectant |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation 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.

General Cleaning Guidelines:

High touch surfaces

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

- Employees are expected to assess their work area and apply disinfection protocols as required.

- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and goggles are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the APO's office.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

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 product is approved for use in the Goose Bay Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines**Task(s):**

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home.**

The cleaning process is as follows:

- Upon returning to the Nain Regional Probation Office, staff will enter the office space.
- The Rubbermaid container containing the contaminated EM equipment/supplies will be placed on the desk in the APO's office.
- APO will wash hands, and then don gloves.
- APO is to place Spray 9 and paper towel in the office.
- APO is to place a bowl filled with clean, warm water in the office to be used for the equipment once clean.
- APO will enter the office and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin in the office. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin in the office.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, they used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container for next use.

- The APO will then proceed to disinfect the office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the office.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and dispose of them in the garbage bin in the office. The APO should then proceed to wash their hands thoroughly with soap and water.

Tasks:

- **Completing Hook Ups in the Office;**
- **Completing Removals in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- The APO will hand sanitize, don a clean pair of gloves and a clean mask.
- APO is to bring and place Spray 9 and paper towel on the desk in their office.
- APO is to bring and place a bowl filled with clean, warm water, on the desk to be used for the equipment once clean.
- APO is to place the signed EM agreement, if applicable, into the offender's hard file. *Leave the pen for cleaning.
- APO is to remove all items from the Rubbermaid container and place on the desk.
- All paper towel that will be used in the cleaning process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and goggles, if used, with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and goggles, if used, with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.

- Please leave the disinfected bottle of hand sanitizer next to the Rubbermaid container where it is normally stored.
- The APO will then proceed to disinfect the office itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the office and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin.
- Once all equipment and areas have been cleaned, the APO is to properly doff their gloves and mask and dispose of them in the garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Temporary SWP

**Chief Adult Probation
Officer (or designate)**



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender’s Home

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff and Offenders |

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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Release Tool

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the Nain Regional Probation Office. Removal at the offender's home should only occur when removal at the office is not feasible [REDACTED]

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the Nain Regional Probation Office:

- The APO will hand sanitize, don gloves and will then place the release tool and a pair of gloves into a kitchen bag and tie the bag. s.31(1)(a);(c);(l);(n)
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them [REDACTED] while completing EM duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

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

- The APO will place the kitchen bag of EM equipment/supplies and a pump/spray bottle of hand sanitizer and a clean pair of gloves in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard the gloves in a garbage bin near the exit and then use hand sanitizer.
- The Rubbermaid container is to be [REDACTED] [REDACTED] for transport to the offender's home.
- APOs are to adhere to existing SWPs [REDACTED] [REDACTED]

Upon Arrival at an Offender's Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container [REDACTED] [REDACTED]. The APO will don gloves, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container and [REDACTED] [REDACTED] (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise the offender not to open the door until the APO is back in their vehicle.
*This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and will instruct the offender to remove the smart tag (ankle bracelet) from their ankle using the release tool.
- The offender will be instructed to place all the EM equipment (beacon, on body charger, on body charging dock, smart tag (ankle bracelet), strap, and the release tool into the kitchen bag and place bag on their doorstep.

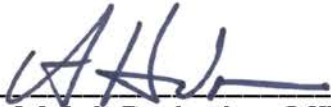
s.31(1)(a);(c);(l);(n)

- The APO, still wearing gloves, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will duff the gloves into the same Rubbermaid container and immediately use the pump/spray hand sanitizer before securing the lid of the container.
- The APO will then return to the Nain Regional Probation Office.

Upon Returning to the Nain Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container on the desk for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump/spray hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation Officer
(or designate)**

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender’s Home

| | |
|--------------------------------------|---|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE |
| Potentially Exposed Employees | Adult Probation Staff and Offenders |

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.

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 should return home and contact 811.
- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Release Tool

Removal and retrieval of EM equipment is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and/or Retrieval of EM Equipment from an Offender's Home:

In an effort to reduce the likelihood of the COVID-19 virus being spread management of Corrections and Community Services has actioned several protocols to restrict non-essential contact between staff and offenders. Arrangements have been made to conduct most services via telephone and email, however the removal of EM smart tags (ankle bracelets) and the retrieval of EM equipment by Adult Probation Officers (APOs) may require attendance to an offender's home.

It is of note that removing EM equipment at an offender's home is to be used as a last resort option, and is not to take the place of removal in the St. John's Regional Probation Office. Removal at the offender's home should only occur when removal at the office is not feasible

s.31(1)(a);(c)

The following procedure has been developed for this task:

In the St. John's Regional Probation Office:

- The APO will don gloves and will then place the release tool and a pair of gloves into a kitchen bag and tie the bag.
- s.31(1)(a);(c);(l);(n)
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

- The APO will place the kitchen bag of EM equipment/supplies and a pump bottle of hand sanitizer and a clean pair of gloves in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office and then use hand sanitizer (located at the staff exit).
- The Rubbermaid container is to be [REDACTED] for transport to the offender's home.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival at the Offenders Home:

- The APO will contact the offender by telephone when they arrive at their home to indicate that they are present.
- The APO will advise the offender to remain on the line, as they will be laying a kitchen bag on the doorstep for the offender's use momentarily.
- The APO will exit their vehicle and open the Rubbermaid container in their truck (where possible). The APO will don gloves, remove the pump bottle of hand sanitizer and place it next to the Rubbermaid container, and take the kitchen bag out of the container and close their truck (leaving the lid off the Rubbermaid container).
- The APO will proceed to the offender's doorstep with the kitchen bag of equipment/supplies.
- APO is to advise offender not to open the door until APO is back in their vehicle. *This ensures no physical contact between the APO and the offender.
- The offender will be permitted to bring the bag into their home to complete the removal process to maintain their right to confidentiality, however they are to remain on the phone at all times.
- The APO will proceed to direct the offender to don gloves (provided in the bag) and will instruct the offender to remove the smart tag (ankle bracelet) from their ankle using the release tool.
- The offender will be instructed to place all the EM equipment (beacon, on body charger, on body charging dock, smart tag (ankle bracelet), strap, and the release tool into the kitchen bag and place bag on their doorstep.

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

- The APO, still wearing gloves, will retrieve the bag from the offender's doorstep carrying the bag in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves and place them into the same Rubbermaid container, and immediately use the pump hand sanitizer before securing the lid of the container.
- The APO will then return to the St. John's Regional Probation Office.

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out) and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.

Signed,**Temporary SWP****Chief Adult Probation Officer**Date: April 23rd, 2020



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John’s City Lock Up (EMTA Revocations)

| | |
|--------------------------------------|--|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.

- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Removal of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John’s City Lock Up (EMTA Revocations):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the removal of EM smart tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John’s City Lock Up. s.31(1)(a);(c)

Participants of the EMTA program who re-offend and are admitted to the St. John’s City Lockup



Arrangements are to be made with the St. John’s City Lock Up for removal to occur after the quarantine period but prior to their transport to the institution.

The following procedure has been developed for this task:

Upon APO’s Arrival to the St. John’s Regional Probation Office:

- The APO will don gloves and will place the release tool in a kitchen bag.
- The APO should place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them [REDACTED] while completing

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

EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available but needed.

- The APO will place the kitchen bag of EM equipment/supplies, a pump bottle of hand sanitizer and goggles (in a Ziploc bag) in a provided Rubbermaid container and will place the lid on securely.
- The APO will doff gloves prior to exiting the office and will discard in the garbage bin outside of the secure office and then use hand sanitizer (located at the staff exit).
- The Rubbermaid container is to be [REDACTED] for transport to the St. John's City Lock Up.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to the St. John's City Lock Up:

- The APO will proceed to the main door of the St. John's City Lock Up with the kitchen bag of equipment/supplies and the Ziploc bag with goggles. The Rubbermaid container will remain in the APO's [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Correctional Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the foyer. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the foyer until permitted entry to their designated work area (bench).
- The APO should maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they are brought to the bench area. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the release tool from the kitchen bag.
- The APO will then direct the prisoner to face the back of the bench away from the APO with their knee bent on the bench so that their ankle is exposed. The APO will then proceed with the removal of the bracelet.
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.

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

- The APO will be escorted back to the foyer and will remove their PPE in the foyer (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the foyer for use after removal of the PPE.
- The APO should don a clean pair of gloves after using the hand sanitizer.
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from the St. John's City Lock Up in their non-dominant hand. The APO [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Return to St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Chief Adult Probation Officer

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at St. John’s City Lock Up

| | |
|--------------------------------------|--|
| Hazards Identified | Covid-19 exposure |
| PPE Required | Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation Staff, Correctional Officers 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.

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 should return home and contact 811.

- 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 on Government of NL website.

Electronic Monitoring:

Electronic Monitoring (E.M.) is a tool that enhances monitoring of offenders serving community and custody based sentences.

Electronic Monitoring Equipment/Supplies:

- Smart Tag (Ankle bracelet)
- Strap(s)
- Beacon
- On Body Charger
- On Body Charging Dock
- Measuring Tape
- Release Tool

Application of EM equipment and oversight of the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the institution, H.M. Penitentiary senior management has actioned several protocols to restrict non-essential access. Arrangements have been made to conduct most services via telephone or video conference, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's City Lock up.

The following procedure has been developed for this task:

In the St. John's Regional Probation Office:

- The APO will don gloves and will place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and then into a kitchen bag. The smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates will also be placed in the same kitchen bag. The kitchen bag should be tied. s.31(1)(a);(c);(l);(n)
- The APO will place a small bottle of hand sanitizer in a Ziploc bag and place a pair of gloves in a separate Ziploc bag to take with them [REDACTED] while completing EMTA duties in the event that hand sanitizer and/or gloves are not otherwise available.
- The APO will place the kitchen bag of EM equipment/supplies, pump bottle of hand sanitizer and goggles (in a Ziploc bag) in a provided Rubbermaid container and will place

the lid on securely. The APO will remove gloves prior to exiting the office and will discard in the garbage bin outside of the secure office.

- The Rubbermaid container is to be [REDACTED] for transport to the St. John's City Lock Up.
- APO's are to adhere to existing SWP's [REDACTED]

Upon Arrival to the St. John's City Lock Up:

- The APO will proceed to the main door of the St. John's City Lock Up with the kitchen bag of equipment/supplies and the Ziploc bag with goggles. The Rubbermaid container will remain in the APO's [REDACTED] with the lid off and the pump bottle of hand sanitizer easily accessible next to the container.
- The Correctional Officer shall provide gloves and mask to the APO. The APO will don mask, eye protection (remove from Ziploc bag) and gloves while in the foyer. The APO is to use hand sanitizer prior to putting on the PPE.
- The APO requiring access shall remain in the foyer until permitted entry to their designated work area (bench).
- The APO should maintain physical distancing of 2m (6ft.) wherever possible.
- The prisoner being seen shall be provided with PPE, which they are required to wear for the duration of their interaction with the APO and will be wearing PPE before they are brought to the bench area. The prisoner shall also be instructed to maintain physical distancing of 2m (6ft.) wherever possible.
- Once the APO and prisoner are wearing appropriate PPE, the APO will remove the Ziploc bag from the kitchen bag of EM equipment/supplies and provide it to the Correctional Officer present as this will need to be provided to the prisoner when escorted out of the St. John's City Lock Up.
- The APO will then direct the prisoner to face the back of the bench away from the APO with their knee bent on the bench so that their ankle is exposed. The APO will then proceed with the application of the smart tag (ankle bracelet).
- The APO shall place any contaminated equipment/supplies back in the kitchen bag for safe transport and disinfection by the APO.
- The APO will be escorted back to the foyer and will remove their PPE in the foyer (gloves and mask can be discarded into the garbage bin but the goggles must be placed in the

kitchen bag with the other contaminated equipment/supplies). Hand sanitizer will be available in the foyer for use after removal of the PPE.

- The APO should don a clean pair of gloves after using the hand sanitizer.
- The APO, wearing gloves, will carry the bag of contaminated EM equipment/supplies from the St. John's City Lock Up in their non-dominant hand. The APO will [REDACTED] with their dominant hand and place the bag into the Rubbermaid container with their non-dominant hand. Once the bag is released from their hand into the Rubbermaid container the APO will doff the gloves into the same Rubbermaid container and immediately use the pump hand sanitizer before securing the lid of the container and [REDACTED]
- The APO will then return to the St. John's Regional Probation Office.

Upon Returning to the St. John's Regional Probation Office:

- The APO will remove the Rubbermaid container from their vehicle.
- Upon entry into the office the APO is to place the Rubbermaid container in the staff side of the secure office for cleaning purposes. All EM equipment/supplies as well as the Rubbermaid container itself (inside and out), goggles and the pump hand sanitizer is to be disinfected in accordance with the COVID – 19 Safe Work Practice: Cleaning.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



Chief Adult Probation Officer

Temporary SWP



Temporary Safe Work Practice

COVID-19 Cleaning Practices for Adult Probation Staff at the Wabush Regional Probation Office

| | |
|--------------------------------------|--|
| Hazards Identified | COVID-19 exposure |
| PPE Required | Nitrile gloves (single use) Hand sanitizer Disinfectant |
| Training | Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=quwzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015 |
| Potentially Exposed Employees | Adult Probation 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.

General Cleaning Guidelines:

High touch surfaces

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

- Employees are expected to assess their work area and apply disinfection protocols as required.

- Examples may include doorknobs, light switches, master keys, toilet handles, counters, and other areas/items that are identified as potential sources of contamination.

Shared equipment/supplies

Shared items such as telephones, computers, photo copiers, hand sanitizer, disinfectant and electronic monitoring equipment/supplies and goggles are to be cleaned and disinfected by each employee after each use.

EM equipment/supplies

All EM equipment/supplies, once touched by an APO and/or used for offender monitoring must be cleaned and disinfected.

This equipment is to be cleaned and disinfected in the APO's personal office or the offender side of the interview room (with plexiglass partition) depending on the task involved. The equipment will be cleaned and disinfected in the APO's personal office when an offender must enter the main office space. The equipment will be cleaned and disinfected in the offender-side of the interview room (with plexiglass partition) when the APO is returning to the office with equipment and/or when the offender is having equipment removed at the office.

[REDACTED]

Rubbermaid container with lid is to be [REDACTED] when transporting EM equipment/supplies. Any electronic monitoring equipment should be transported in the container with the lid securely fastened. The EM equipment/supplies and the container itself must be cleaned and disinfected after each use.

Cleaning product

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 product is approved for use in the Wabush Regional Probation Office:

Permatex Spray Nine:

- See attached SDS for more information regarding this product.
- Gloves must be worn when using this product.

To Clean:

1. Spray on soiled surface
2. Wipe with a clean cloth.

To Sanitize:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 10 seconds
4. Wipe with a clean cloth.

To Disinfect:

1. Clean surface as directed above
2. Re-spray until thoroughly wet
3. Let stand for 45 seconds minimum (do not allow it to dry)
4. Wipe with a clean cloth.

Task Specific Cleaning Guidelines**Task(s):**

- **Returning to the Office after Removal/Retrieval of Equipment at an Offender's Home; and/or**
- **Completing Removals in the Office.**

The cleaning process is as follows:

- If the APO is returning to the Wabush Regional Probation Office with the Rubbermaid container containing contaminated EM equipment/supplies the APO will first enter the offender-side of the interview room (with plexiglass partition) and place the Rubbermaid container on the desk and lock the door before entering the main office space.
- APO will wash hands, and then don gloves.
- APO is to bring Spray 9 and paper towel into the offender-side of the interview room (with plexiglass partition).
- APO is to also bring a bowl filled with clean, warm water into the offender-side of the interview room (with plexiglass partition) to be used for the EM equipment once clean.
- APO will enter the offender-side of the interview room (with plexiglass partition) and will remove the lid of the Rubbermaid container. The used gloves, if any, will be disposed of in a garbage bin. All other items in the Rubbermaid container will be separated and placed on the desk.
- All paper towel that will be used in the cleaning/disinfecting process will be disposed of in the garbage bin.
- APO will proceed to spray each piece of equipment, bottle(s) of hand sanitizer, if used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and wipe off all items with the provided paper towel. *This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle(s) of hand sanitizer, if used, Rubbermaid container and lid (inside and out) with the provided Spray 9 and let sit for 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all the other items once disinfected should be placed into the Rubbermaid container.

- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back where they are normally stored.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- The APO will then proceed to disinfect the offender-side of the interview room (with plexiglass partition) itself and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the offender-side of the interview room (with plexiglass partition) and any touched surfaces.
- Once all surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bin in the offender-side of the interview room (with plexiglass partition).
- Once all equipment and areas have been cleaned and disinfected, the APO is to properly doff their gloves and dispose of them in the garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water or use hand sanitizer.

Tasks:

- **Completing Hook Ups in the Office; and/or**
- **Completing Alterations in the Office.**

The cleaning process is as follows:

- Prior to entering the APO's personal office, the APO will wash their hands, don gloves and mask.
- APO is to bring and place Spray 9 and paper towel on the desk in their personal office.
- APO is to bring and place a bowl filled with clean, warm water, on the desk in their personal office to be used for the EM equipment once cleaned and disinfected.
- APO is to pick up kitchen bag with the goggles, if used, next to the staff-side of the interview room and place on the desk in their personal office.
- APO is to remove all items from the Rubbermaid container and place on desk.
- All paper towel that will be used in the cleaning/disinfecting process will be disposed of in the garbage bin in the APO's personal office.
- APO will proceed to spray each piece of equipment, bottle of hand sanitizer, used by the offender, pen, if used by the offender, Rubbermaid container (inside and out) and goggles, if used, with the provided Spray 9 and wipe off all items with the provided paper towel.
*This step cleans the items.
- APO will then proceed to thoroughly spray each piece of equipment, bottle of hand sanitizer, used by the offender, Rubbermaid container (inside and out) and goggles, if used, with the provided Spray 9 and let sit for 45 seconds.

- When the 45 seconds has passed, the APO will use the provided paper towel to wipe down all of the items thus properly disinfecting the items. The first item to be disinfected should be the Rubbermaid container as all other items once disinfected should be placed into the Rubbermaid container.
- To maintain the integrity of the EM equipment, all equipment is to be wiped down with warm water after disinfecting has taken place to ensure the Spray 9 does not damage the equipment.
- Once all items are disinfected, and the EM equipment is also wiped down with water and placed in the Rubbermaid container, the APO is to proceed with placing all disinfected items back into storage.
- Please separate the newly disinfected EM equipment from the regular EM stock.
- The APO will then proceed to clean/disinfect the main office space, the staff-side of the interview room (with plexiglass partition), and any high touch areas by spraying the surfaces and waiting the 45 seconds.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the areas.
- The APO is to wait 30 minutes after the conclusion of the visit before they enter the offender-side of the interview room (with plexiglass partition) to clean/disinfect.
- When the 45 seconds has passed, the APO will use the provided paper towel to wipe all Spray 9 from surfaces, thus properly disinfecting the area.
- Once all areas and surfaces have been disinfected the APO will also spray some paper towel with Spray 9 and clean off the Spray 9 bottle as an extra precaution. The Spray 9 bottle can then be placed back in storage for next use.
- All used paper towel will be disposed of in the garbage bins located throughout the office.
- Once all equipment and areas have been cleaned/disinfected, the APO is to properly doff their gloves and mask and dispose of them in a garbage bin. The APO should then proceed to wash their hands thoroughly with soap and water or use hand sanitizer.

Reminder: Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.



**Chief Adult Probation
Officer**

Temporary SWP