

May 12, 2021

Kevin Walby
515 Portage Avenue
WINNIPEG, MB R3B 2E9
k.walby@uwinnipeg.ca

Dear Kevin Walby:

Re: Access to Information Request CP 290-20G

An access to information request was received in this office on March 1, 2021, requesting access to:

*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 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.
1 March 2020 to 30 August 2020*

On March 17, 2021 our office advised you your request had been placed on hold, pending clarification of the request details.

On March 22, 2021, the request was amended to,

*Health, Cleaning, Distancing, and Contacts
Related to COVID-19 pandemic prevention and management, I am requesting all records outlining policy and procedure within offices such as posters, or pamphlets etc. As well as any protocols that were advised to the Ministry adult Probations offices to restrict community contact for those currently on parole or other forms of community release related to COVID-19 pandemic prevention and management
1 March 2020 to 31 August 2020*

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On April 19, 2021 our office advised you that the 30-day response period has been extended an additional 30 days, and a response would be provided by May 19, 2021.

Enclosed are records responsive to your request. Please note that, pursuant to section 8 of *The Freedom of Information and Protection of Privacy Act* (FOIP), some of the information contained in the attached records has been redacted pursuant to section 17(1)(a) of FOIP. For your information, I have included a reference to all above-noted section of FOIP.

A portion of the records were removed pursuant to section 17(1)(a) of FOIP, which states:

17(1) Subject to subsection (2), a head may refuse to give access to a record that could reasonably be expected to disclose:

(a) advice, proposals, recommendations, analyses or policy options developed by or for a government institution or a member of the Executive Council.

If you would like to exercise your right to request a review of this decision, you may do so by completing a "Request for Review" form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. Your completed form can be sent to #503 – 1801 Hamilton Street, Regina, Saskatchewan, S4P 4B4. This form is available at the same location which you applied for access or by contacting the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact Kelsey Siemens, Information Management Consultant at 306-798-3281.

Yours truly,



Aaron Orban
Executive Director, Access and Privacy Branch

Enclosure

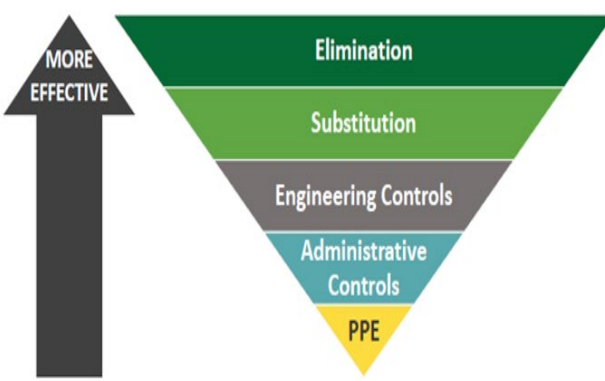
Standard Operating Procedure Electronic Monitoring Tasks

Activity:	Cleaning and Disinfecting EM Equipment		
Role Performing Activity:	Probation Officer/Community Youth Worker		
Branch / Unit:	Community Corrections		
Document Owner:	Bonnie Boulding		
Date Prepared:	August 24, 2020	Last Revision:	September 25, 2020
		Next Review:	December 2020

Purpose:

The purpose of this work standard is to outline the preventative strategies in place to minimize COVID-19 exposure during the cleaning and disinfecting of electronic monitoring equipment following the return of the equipment from the field.

Hierarchy of Controls to Mitigate Risks:

	<p>ELIMINATION: Store equipment for 24hrs prior to cleaning and disinfecting, as this timeframe allows diminished risk of COVID-19 active virus to be present on equipment. <i>Reference:</i> Clothing and Retail Guidelines.</p>
	<p>SUBSTITUTION: Chemicals with minimal need for personal protective equipment as per the safety data sheet will be selected for use (disinfectants, cleaners) whenever possible. Care should be taken to avoid fragrances that trigger sensitivities or allergies in staff, as per Guidelines for Addressing Allergies and Sensitivities in the Workplace.</p>
	<p>ENGINEERING CONTROLS: Cleaning and disinfecting will take place on a designated non-porous surface which can be easily disinfected (e.g. not on eating surfaces such as the lunchroom table or on carpeted floors).</p>
	<p>ADMINISTRATIVE CONTROLS: Social distancing. Appropriate disposal of dirty solutions e.g. down a janitorial sink or toilet.</p>
	<p>PERSONAL PROTECTIVE EQUIPMENT: Disposable gloves, surgical mask, eye protection (face shield), disposable gown. Best practice is to wear closed toe shoes.</p>
	<p>OTHER EQUIPMENT: Sealable plastic storage bags, marker for labelling the sealable plastic bag, disposable cloth or paper towel, scrub brush, soaking container or sink. TOOLS: FMD Key, scissors, snips, screw driver. CHEMICALS: Disinfectant (liquid and spray). Hand sanitizer/soap and water.</p>

Task Sequence	Task Definition
1.	Equipment will be stored for 24 hrs prior to cleaning and disinfecting, where possible.
2.	<p>To CLEAN equipment (<i>regardless of storage timeframe</i>):</p> <p>Note: Cleaning and disinfecting are two different processes. Cleaning removes dirt, whereas disinfecting kills viruses such as COVID-19. The surface being disinfected must remain wet with the disinfecting solution for a minimum timeframe, as outlined in the manufacturers guidelines.</p> <ol style="list-style-type: none"> Review Safety Data Sheet for chemicals, and follow safety protocols. Perform hand hygiene. Don PPE [See <i>Work Standard – Donning and Doffing Full PPE</i>]. Clean equipment, telephones and cords with all purpose cleaner e.g. Mr. Clean or EcoClear Scent-Free dish liquid and water solution. Follow manufacturers guidelines for dilution ratio. Pine-Sol CANNOT be used as it negatively effects equipment. Use scrub brush as needed to clean small crevices. Discard cleaning solution. Doff gloves and discard gloves in a lined garbage can. Perform hand hygiene.
3.	<p>To DISINFECT equipment (<i>regardless of storage timeframe</i>):</p> <p>Note: Cleaning and disinfecting are two different processes. Cleaning removes dirt, whereas disinfecting kills viruses such as COVID-19. The surface being disinfected must remain wet with the disinfecting solution for a minimum timeframe, as outlined in the manufacturers guidelines.</p> <ol style="list-style-type: none"> After performing hand hygiene, don clean gloves. Mix Mr.Clean solution for disinfecting purposes as per manufacturer’s directions or use Oxivir disinfecting spray with disposable cloth. DO NOT USE THE DIRTY SOLUTION USED IN STEP #2 ABOVE. Disinfect <u>ALL</u> equipment, telephones, cords, tools, brushes, and surfaces including FMD key. The surface must remain wet with the disinfectant for a period of time in accordance with manufacturers guidelines/directions. Disinfect all table surface and containers that may be contaminated. Dispose of disinfecting solution. Dispose of used disposable cloth and paper towel into a lined garbage can. Doff PPE [See <i>Work Standard – Donning and Doffing Full PPE</i>].
4.	<p><u>Do’s & Do Not’s:</u></p> <p>Do not spray disinfect solutions direction onto FMD, but rather spray disinfectant onto disposable cloth to wipe.</p> <p>Do not submerge/soak a transmitter without a battery inserted in the cavity.</p> <p>Non electronic parts can be submerged/soaked in a disinfecting solution. e.g. tools, key, screws, rails and clamps.</p> <p>Pine-Sol <u>CANNOT</u> be used as it negatively effects equipment.</p>

COMMUNITY CORRECTIONS RESPONSE TO COVID-19

ISSUE:

Community Corrections continued to support the well-being of employees and provide service to clients and business partners during the COVID-19 pandemic.

KEY MESSAGES:

- **Community Corrections provides supervision and case management to adult and youth clients. Supervision and case management are aimed at reducing re-offending and improving the clients' ability to reintegrate into the community.**
- **With the onset of COVID-19, Community Corrections moved to limit contact between employees and clients to reduce the spread of the COVID-19 virus while still maintaining operations and contact with clients.**

BACKGROUND:

- As of March 13, 2020, Community Corrections employees began providing supervision to clients remotely via telephone.
- On March 13, 2020, the average daily count for Community Corrections clients was 6,796 adult clients; ^{Outside the scope of the request} for a total of 7,654 clients.
- Effective March 20, 2020, all Community Corrections offices were closed and staff began working from home.
- Probation Officers/Community Youth Workers (POs/CYW) continued to provide service to clients via telephone contact. All contact was managed without face-to-face contact.
- In situations where clients did not have access to a telephone, letters or emails were sent asking clients to access a telephone at their earliest convenience in order to contact their PO/CYW for further instructions.
- Signage was placed on all public entrance doors of Community Corrections offices to advise of the temporary closures and to instruct clients to call the office for further instruction.
- Community Corrections phone lines were forwarded to the staff working from home.

- All formal programming was temporarily suspended; however, POs/CYW's continued to provide case management remotely.
- The programs that were temporarily suspended include: domestic violence court education program, the stopping abuse for everyone (SAFE) program, living without violence, decision points, thinking for a change, and sex offender education groups.
- POs/CYW's have continued to refer clients to treatment and programming within the community (e.g., addiction services, mental health services, etc.). The availability of these services have been based on the protocols of those external agencies during COVID-19.
- Programming will resume as soon as POs/CYW's are back in office and all safety precautions are in place.
- Clients who were on Electronic Monitoring (EM) continued to be monitored. Effective March 18, 2020, all new EM clients were placed on house arrest and supervised without the aid of EM equipment.
- Requests from the Courts regarding supervision and EM availability have been addressed through judicial interim release reports/pre-sentence reports and/or letters to court to inform of the implemented practice to place on house arrest.
- EM and house arrest numbers have been monitored throughout COVID-19; EM numbers declined as house arrest numbers increased.
- All non-essential travel, training and meetings for employees were cancelled and re-scheduled to a later date.
- On May 25, 2020, a Return to the Workplace protocol was established for all of Community Corrections in regard to precautionary measures upon returning to work in offices.
- Starting June 8, 2020, the management team in Community Corrections Central Office began the transition of returning to the workplace.
- Starting June 11, 2020, management teams in each of the three Community Corrections regions have started to transition back to their offices.

COSTS:

- In anticipation of costs incurred due to COVID-19, each of three regions throughout the province incorporated \$50,000 into their operating budget.

- Community Corrections COVID expenses up to May 31, 2020 were \$9, 229.78.
- Estimates for barriers, which include permanent, semi-permanent and portable barriers, to be installed in Community Corrections offices is currently underway however the majority of estimates have not been received to date.
- We will also see additional costs for replacing some client chairs, cleaning supplies, mover expenses, and signage.

17(1)(a)

The Community Corrections Office is closed for in person contact however staff are working and available to you through phone contact.

Please contact your Probation Officer or Community Youth worker by telephone or call the office phone number (306) _____.

For Electronic Monitoring inquires please call (306) _____.

For Fine Option and Community Service Inquires please call (306) _____.

Due to the Coronavirus Community Corrections is taking these proactive measures to limit contact and reduce the potential transfer of the virus.

Thank you

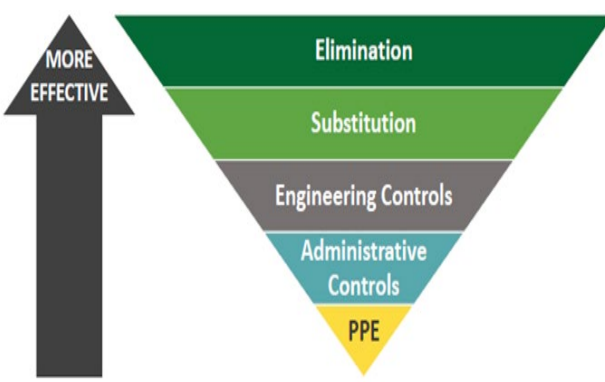
Standard Operating Procedure Electronic Monitoring Tasks

Activity:	Picking Up Electronic Monitoring Equipment from a Partner Agency		
Role Performing Activity:	Probation Officer/Community Youth Worker		
Branch / Unit:	Community Corrections		
Document Owner:	Bonnie Boulding		
Date Prepared:	August 24, 2020	Last Revision:	September 25, 2020
		Next Review:	December 2020

Purpose:

The purpose of this work standard is to outline the preventative strategies in place to minimize COVID-19 exposure when a staff member is traveling to a partner agency (e.g. police detachment) to retrieve electronic monitoring equipment.

Hierarchy of Controls to Mitigate Risks:

	<p>ELIMINATION: Staff will not attend the partner agency for equipment retrieval if the agency is located in a community or facility designated as an area of concern re: COVID-19. Staff will discourage partner agencies located in a community or facility designated as an area of concern re: COVID-19 from visiting the Community Corrections office. Consult current list.</p>
	<p>SUBSTITUTION: The risk of COVID-19 virus on a surface is diminished if left untouched for 24hrs. Equipment will be bagged and stored for 24hrs before cleaning and disinfecting tasks will be performed.</p>
	<p>ENGINEERING CONTROLS: Staff can call the partner agency to discuss barrier placement in their office and other public health measures. If concerned, discuss with supervisor.</p>
	<p>ADMINISTRATIVE CONTROLS: Social distancing, hand hygiene, cough and sneeze etiquette.</p>
	<p>PERSONAL PROTECTIVE EQUIPMENT: Disposable gloves, mask if social distancing cannot be maintained. OTHER EQUIPMENT: Sealable plastic storage bags, marker for labelling the sealable plastic bag. TOOLS: FMD Key. CHEMICALS: Disinfectant spray and disposable cloth, hand sanitizer.</p>

Task Sequence	Task Definition
1.	Staff will not attend the partner agency for equipment retrieval if the agency is located in a community or facility designated as an area of concern re: COVID-19. Consult current list.
2.	<p>Make phone contact with the partner agency to make arrangements for equipment pick up, and to discuss COVID-19 public health measures in place within that workplace (e.g. parking, designated entrances/exits to the facility, availability of hand hygiene stations, social distancing rules in elevator/waiting rooms/other, mask use).</p> <p>Any concerns you have shall be discussed with your supervisor/director for resolve prior to the scheduled appointment. Supervisors/directors can escalate concerns for further discussion where needed.</p>
3.	<p>Retrieval procedure:</p> <ul style="list-style-type: none"> • Perform hand hygiene, and don disposable gloves; • If the equipment is in a disposable container (e.g. shopping bag), open bag carefully and key off the equipment and then place the key, bag and equipment in a re-sealable plastic bag and seal the bag. Note: Courtesy should be taken to offer to disinfect surfaces that the equipment came into contact with (e.g. tables) at the partner agency, if possible and to a reasonable extent. • Doff potentially contaminated gloves and discard gloves in a lined garbage can. If a lined garbage bag is not available, place used PPE in a sealable plastic bag to be disposed of at a later time.
4.	<p>Transport and storage procedure:</p> <ul style="list-style-type: none"> • Perform hand hygiene, don clean gloves. • With disinfecting spray and disposable cloth, wipe down the exterior of the re-sealable bag, any surfaces that were in contact with equipment, and high touch surfaces. Discard used cloth in a lined garbage can. • Doff gloves, and discard in a lined garbage bag. Perform hand hygiene. • If a lined garbage bag is not available, place used cloths and disposable gloves in a sealable plastic bag to be disposed of at a later time. • Label the bag with the date and time received and the word CONTAMINATED. • Transport the labelled sealed bag to the office where it will be stored in a designated area for 24 hours prior to cleaning. • Perform hand hygiene frequently.

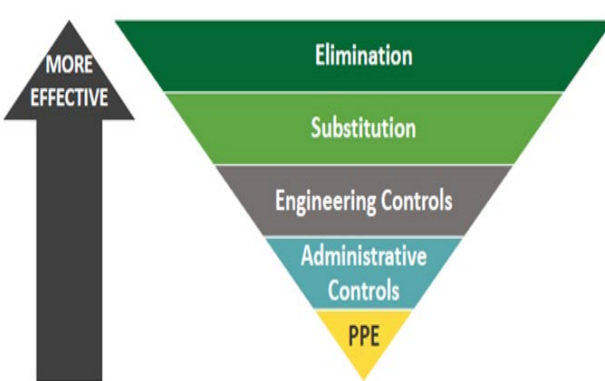
Standard Operating Procedure Electronic Monitoring Tasks

Activity:	Receiving Electronic Monitoring Equipment at the Office		
Role Performing Activity:	Probation Officer/Community Youth Worker		
Branch / Unit:	Community Corrections		
Document Owner:	Bonnie Boulding		
Date Prepared:	August 24, 2020	Last Revision:	September 25, 2020
		Next Review:	December 2020

Purpose:

The purpose of this work standard is to outline the preventative strategies in place to minimize COVID-19 exposure when a member of the public is returning electronic monitoring equipment to a Community Corrections Office.

Hierarchy of Controls to Mitigate Risks:

	<p>ELIMINATION: Staff will screen the individual who will be delivering equipment to the office over the phone and when he/she arrives at the office. If any “YES” answers on screening tool, the individual will be asked to drop off equipment at a later date. Definition: “<i>Individual</i>” refers to the person delivering equipment to the office (e.g. client, family, etc.) COVID-19 screening tool</p>
	<p>SUBSTITUTION: The risk of COVID-19 virus on a surface is diminished if left untouched for 24hrs. Equipment will be bagged and stored for 24-hrs before cleaning and disinfecting tasks will be performed.</p>
	<p>ENGINEERING CONTROLS: Barriers will be in place at reception where members of the public will be screened for COVID-19.</p>
	<p>ADMINISTRATIVE CONTROLS: COVID-19 screening, social distancing, hand hygiene, cough and sneeze etiquette, frequently disinfecting of high touch surfaces, directional traffic, limited clients in waiting room, contaminated equipment will contact hard surfaces only so that disinfecting can be performed following.</p> <p>Individuals from a community or facility designated as <i>an area of elevated activity for COVID-19</i> will not be permitted past reception/screening in the Community Correction office (e.g. equipment drop off). Consult current list.</p>
	<p>PERSONAL PROTECTIVE EQUIPMENT: Disposable gloves, mask if social distancing cannot be maintained.</p> <p>OTHER EQUIPMENT: Sealable plastic storage bag, marker for labelling the sealable plastic bag, disposable cloth or paper towel.</p> <p>TOOLS: FMD key.</p> <p>CHEMICALS: Disinfectant, hand sanitizer or soap and water.</p>

Task Sequence	Task Definition
1.	Contact client to arrange equipment drop off. Ensure you indicate the importance of pre-scheduled appointments as it is a way to manage contact tracing for COVID-19.
2.	If the client is not planning to deliver the equipment, obtain a name and a contact phone number for the person who will be delivering the equipment on the client's behalf. The person delivering the equipment will be referred to as "the individual" throughout this document.
3.	<p>The following should be discussed with the individual who will be delivering the equipment to the office (e.g. client, client's family member, other):</p> <ul style="list-style-type: none"> • Staff will inform the individual of the expectation to reschedule appointments if at risk of COVID-19 as per screening tool. <p><i>For example:</i></p> <ul style="list-style-type: none"> • Screen the individual over the phone; • Encourage the individual to self-assess prior to visiting the office on the day of the scheduled appointment; and/or • The individual WILL NOT attend the office if any screening questions will be "Yes" when screened at reception. <p><i>The individual WILL call the office to reschedule.</i></p> <ul style="list-style-type: none"> • All visitors will be expected to use hand sanitizer upon entry and exit of the office. Respiratory etiquette, social distancing rules, and other public health measures that are in effect for visitors. <p>Discuss any concerns with a Supervisor.</p>
4.	Individual will report to reception upon arrival, and will be screened as per normal protocol.
5.	Reception will advise the probation officer of the individual's arrival. The probation officer will provide any necessary directions to the individual regarding the equipment drop off procedure, while ensuring social distancing.
6.	<p>Contaminated equipment will ONLY be placed/stored on hard surfaces that can be disinfected. For example, all efforts should be made to avoid placing contaminated equipment on carpeted flooring or fabric chairs.</p> <p><i>Definition:</i> Contaminated means field equipment not yet disinfected.</p>
7.	In the event that an individual arrives and leaves equipment without speaking to reception (e.g. going through screening), staff will inform the probation officer that equipment has been dropped off. Do not handle. Probation officer will follow process outlined in #8 below.

8.	<p>Once equipment has been dropped off and the individual has exited, staff will:</p> <ul style="list-style-type: none"> • Perform hand hygiene [See Standard Work-Hand Hygiene]; • Don disposable gloves [See Standard Work-Donning and Doffing Gloves]; • If the equipment arrives in a disposable container (e.g. shopping bag), carefully remove the equipment and place equipment onto a hard surface (e.g. table). Dispose of the disposable container (e.g. shipping bag) into a lined garbage can; • After inspecting equipment, and performing any necessary tasks (e.g. keying off the FMD), place equipment in a re-sealable plastic bag and seal the bag; • Bagged equipment will be stored without touching for 24hrs; • There will be a designated location for storage of contaminated equipment, which will be separate from the storage of disinfected equipment. • Doff potentially contaminated gloves, perform hand hygiene.
9.	<ul style="list-style-type: none"> • Don a fresh pair of disposable gloves; • Disinfect key and ensure key surface is fully coated with disinfectant for the manufacturer’s recommended contact time; • With disinfecting wipe, wipe down the exterior of the re-sealable bag holding the contaminated equipment and any surfaces that may be contaminated (e.g. table, door handles, light switches, etc.); • Discard used disinfecting wipes/paper towel into a lined garbage can; • Label the bag with the date and time received and the word CONTAMINATED. Contaminated equipment will be stored in a designated equipment storage area for a minimum of 24hrs; • Doff potentially contaminated gloves, perform hand hygiene.

Work Standard

Activity:	Donning and Doffing disposable gloves		
Role Performing Activity:			
Branch / Unit:	Community Corrections		
Document Owner:			
Date Prepared:	June 23, 2020	Last Revision:	June 23, 2020

Resources:

1. [Guidelines to PPE and Exposure Control for COVID-19](#)
2. [Putting on \(Donning\) Personal Protective Equipment \(PPE\) poster](#) [See website section e. Posters]
3. [Taking off \(Doffing\) Personal Protective Equipment \(PPE\) poster](#) [See website section e. Posters]
4. [Correct Donning and Doffing of Personal Protective Equipment](#) [See website section f. Video]
5. [Donning and Doffing PPE Checklist](#) [See website section c. Appropriate use]

Summary:

Task Sequence	Task Definition
1.	Clean hands using an alcohol based hand cleaner or soap and water for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails). See <i>Work Standard: Hand Hygiene</i> .
2.	With clean and sanitized hands, select a pair of unused gloves. This ensures that the entire box of gloves remains uncontaminated. Don gloves.
3.	When done, doff gloves following the 6 step process outlined below and in the poster provided: <ul style="list-style-type: none"> • Pinch and hold the outside of the glove near the wrist area; • Peel downward, away from the wrist, turning the glove inside-out; • Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand; • With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. Do not touch the outer surface of the glove; • Peel downward, away from the wrist, turning the glove inside out; • Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
4.	Discard of used gloves into a lined garbage can. Your facility may have designated lined garbage cans for used gloves and PPE. Ask your supervisor if unsure.

5. Clean hands using an alcohol based hand cleaner or soap and water for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails). See *Work Standard: Hand Hygiene*.



Community Corrections Returning to Work Plan

General:

All of Community Corrections offices have COVID-19 signage for physical distancing, appropriate hand cleaning and sanitizing in place.

Cleaning supplies are in place or have been ordered and will arrive in time for the return of staff. Hand dispensers for sanitizer have been placed throughout all offices.

The staff training podcast for the safety procedures on returning to work is complete and will be made available on LEARN for all staff to have access.

Staff will be returning to offices even without barriers installed as long as there is a capacity to physical distance.

Location	Barriers	Return to Office Plan
South Region	Regina – installed June 30 Swift Current – installed June 19 Estevan – installed July 8 Weyburn – installed July 8 Fort Qu’Appelle – installed July 10 Moose Jaw – installed July 9	<p>Supervisors and Admin – the week of June 29 to July 3 Staff – the week of July 6 to July 10</p> <p>Client Service Transition – electronic monitoring (EM), domestic violence (DV), High Risk and sex offenders (SO), SVOR, offenders requiring assessments and offenders in crisis to in-office reporting commenced the week of July 13.</p> <p>The SHA has removed the City of Swift Current as an area of elevated activity for Covid-19. Therefore, the Swift Current office resumed in-person client reporting effective Monday, August 17, 2020. Telephone reporting will continue for clients residing or have visited areas of concerns surrounding Swift Current.</p> <p>EM offenders will continue to be supervised under the current practice of house arrest. We are currently working with our OH&S partners to complete a risk assessment regarding staff and client safety and the ability</p>

		<p>to return to previous EM processes. We will not be returning to regular EM programming until this is complete.</p>
<p>Central Region</p>	<p>Saskatoon –Barriers have been ordered. Installation date is Week of the 14th September, 2020. Have place a portable barrier in all interview rooms and safety distance markers in all reception areas. Clients will be scheduled starting Monday August 24th, 2020.</p> <p>North Battleford – Barriers have been installed and clients are being scheduled and may attend office.</p> <p>Lloydminster – Barriers were installed on July 16, 2020 and clients are being scheduled and may attend the office.</p> <p>Kindersley – Barriers have been installed and Central services supplied two-way tape to secure them in place. Clients are being scheduled and may attend the office.</p> <p>Yorkton – Barriers were installed yesterday but awaiting one more for the Admin. Desk to be done today, August 21st, 2020. Clients are to be scheduled starting Monday August 24th, 2020.</p> <p>Portable Barriers – In Saskatoon Office – Will be distributed to Rural offices. This is completed.</p>	<p>Supervisors and Admin – the week of June 29 to July 3 Staff – the week of July 6 to July 10</p> <p>Client Service Transition – For offices for which barriers have not been installed, client service delivery will not commence until barriers are in place.</p> <p>UPDATE: Yorkton office now has their barriers and will be seeing clients starting Monday August 24th, 2020. Saskatoon has placed barriers in all interview rooms, signage will be placed Monday morning and clients will be scheduled starting Monday August 24th, 2020.</p> <p>We will be transitioning electronic monitoring (EM), domestic violence (DV), High Risk and sex offenders (SO), SVOR, offenders requiring assessments and offenders in crisis to in-office reporting commencing the week of July 13 once barriers have been installed.</p> <p>EM offenders will continue to be supervised under the current practice of house arrest. We are currently working with our OH&S partners to complete a risk assessment regarding staff and client safety and the ability to return to previous EM processes. We will not be returning to regular EM programming until this is complete.</p> <p>Saskatoon admin will be utilizing alternate space until barriers are installed. We are managing this due to space available due to other</p>

		<p>employee VL. Update: Admin. have been moved back to desks in admin. areas due to portable barriers in all interview offices. Further planning around this due to all barriers not being installed as yet will be done on Monday August 24th, 2020.</p> <p>Saskatoon shared offices where social distancing cannot occur so there will need to be a rotation of employees working in those offices to ensure physical distancing. Employees will not be rotating and alternate offices have been located for employees in the short term. Some furniture was moved to accommodate social distancing and measurement for barriers for some shared office. We have been consulting with OHS regarding inability to have 6 feet while entering and exiting the office and are awaiting some direction to problem solve. Update: as the ministry is now providing Masks the concern of exiting and exiting is alleviated and the decision for shared offices where staff can social distance while at desk will be discussed on Monday.</p> <p>All staff are currently working singularly in an office. There is rotation for staff at this time as VL timeframes offer adequate use options. Masks are available to staff for exiting and entering the office when proximity to others may be within 6 feet. While stationary within work locations (seated at desks), social distances are accommodated.</p>
<p>North Region</p>	<p>La Ronge: Barriers are installed; reception area is ready. Client reporting commenced July 13. Portable barriers delivered. Creighton: Barriers are installed; admin desk has barrier as well. Client reporting commenced July 13. Portable barriers delivered.</p>	<p>Supervisors and Admin – the week of June 29 to July 3 Staff – the week of July 6 to July 10 Client Service Transition – For offices in which barriers have not been installed, client service delivery will</p>

	<p>Nipawin: Barriers are installed. Admin new window installed August 6 Client reporting commenced July 13. Portable barriers delivered.</p> <p>Meadow Lake: Installation completed with temporary plexiglass, admin barriers installed on AC side, waiting for permanent glass for reception barriers but client reporting can commence, staff were briefed and reminded of reception and interview cleaning protocols on Monday August 17, Portable barriers delivered, client reporting commenced.</p> <p>Buffalo Narrows: Barriers installed, missing door part received and installed, staff were briefed and reminded of reception and interview cleaning protocols on Monday August 18, Client reporting in Buffalo Narrows has commenced. Portable barriers delivered.</p> <p>Prince Albert-12th Floor: All barriers installed; client reporting commenced July 13. Staff are using available single offices to accommodate distancing where necessary, shared offices in use can accommodate distancing, one smaller office has a standing divider between two desks placed front to front, works well. Portable barriers delivered.</p> <p>Melfort: Barriers completed, client reporting commenced July 13. Portable barriers delivered.</p> <p>Prince Albert Mac Mall-11th Floor: No barriers installed as there is no client service. All disinfecting supplies have been ordered by DAP, Annette Jaspar.</p>	<p>not commence until barriers are in place.</p> <p>We are in process of transitioning electronic monitoring (EM), domestic violence (DV), High Risk and sex offenders (SO), SVOR, offenders requiring assessments and offenders in crisis to in-office reporting commencing the week of July 13 once barriers have been installed. EM offenders will continue to be supervised under the current practice of house arrest. We are currently working with our OH&S partners to complete a risk assessment regarding staff and client safety and the ability to return to previous EM processes. We will not be returning to regular EM programming until this is complete.</p> <p>Nipawin admin staff has moved to an inner office as the Nipawin hallway behind her prevents physical distancing from other staff.</p> <p>Meadow Lake admin staff on AC side will be required to move to an inner office off the reception area to preserve physical distancing from other staff in the office.</p>
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Work Standard

Activity:	COVID-19 Protocols of Group Program Rooms		
Role Performing Activity:	Program Specialist		
Branch / Unit:	Community Corrections		
Document Owner:	Community Corrections		
Date Prepared:	August 13, 2020	Last Revision:	December 9, 2020

Summary:

Task Sequence	Task Definition
1.	The COVID-19 screening tool will be completed with each client before they enter the program room.
2.	Staff will review and educate clients on the applicable items from this work standard with clients in attendance at the start of each group session.
3.	Clients will be informed to not attend group if they are displaying any signs of an illness or if they answer yes to any of the screening questions.
4.	If breaks are permitted, staff will educate clients on the following infection control practices to minimize the spread of COVID-19: Social distancing; eliminate shared food/beverages/cigarettes; hand hygiene; cough etiquette; masking; and any building protocols.
5.	Clients will use hand sanitizer when they enter, exit and re-enter the group room.
6.	Staff and clients will follow masking protocols as per. Public Health Orders and Program policy and procedures (e.g. continuous masking).
7.	Clients and the Probation Officer will practice social distancing and ensure they are 2 meters apart. Client seating will be arranged to ensure compliance.
8.	Directional movement signage will be posted for movement entering/exiting and movement within the program room.
9.	All participant supplies (books, paper, pens, etc.) will be stored in a ziploc bag labeled with the participant name. Ziploc bags that will be stored less than 72hrs before re-using must be disinfected prior to storage. Staff will ensure hand hygiene before and after disinfecting the ziplock bags.

10.	All participant bags, tables, chairs, door knobs, light switches etc. will be disinfected before and after each group session. Garbage will be picked up and disposed of in the proper container as determined by the building requirements.
11.	Follow the same cleaning/disinfecting process outlined in the Cleaning and Disinfecting of Waiting /Interview Rooms Work standard for Community Corrections.

Work Standard

Activity:	Cleaning of Waiting/Interview Rooms		
Role Performing Activity:	All Employees		
Branch / Unit:	Community Corrections		
Document Owner:	Community Corrections		
Date Prepared:	July 9, 2020	Last Revision:	July 9, 2020

Summary:

Task Sequence	Task Definition
1.	Cleaning supplies are available as approved by OHS.
2.	Review and follow the directions of application as found on disinfectant label or disinfectant's Safety Data Sheet. The Safety Data Sheet will be readily available to anyone in contact with the disinfectant.
3.	No PPE is required to clean however gloves are available if employees wish to utilize them. If you require the use gloves, ensure reference to the Donning and Doffing Disposable Gloves Work Standard. If gloves are not used, ensure hand washing in accordance with the Hand Hygiene Work Standard.
4.	Gloves must be used by employees with a history of dermatitis or other skin conditions.
5.	The chairs and counter in the waiting will be cleaned following each client. Staff need to ensure they are maintaining the spatial distance of 2 meters therefore no PPE required.
6.	The chair, counters and barriers in the interview room will be cleaned following each client.
7.	Disinfect all shared items following use; ie pens, telephones, computer equipment in interview room,
8.	Apply the disinfecting solution using a spray bottle or a clean wiping cloth. The entire surface/object being disinfected must be visible wet. The surface must remain wet for the designated timeframe as specified by the manufacturer's recommendations. Once the designated timeframe lapses, equipment can air dry or be dried using paper towels. Dispose of used paper towel in a no touch lined garbage bin.

Work Standard

Activity:	Symptomatic Staff Member		
Role Performing Activity:	Supervisors/Directors		
Branch / Unit:	Community Corrections		
Document Owner:	Occupational Health and Safety Branch, Integrated Justice Services		
Date Prepared:	June 24, 2020	Last Revision:	June 24, 2020

Summary:

Task Sequence	Task Definition
1.	Review <i>COVID-19 Role of Public Health in Case and Contact Follow-Up: Q & A for Employers</i> , which can be found in the Resources section of https://staffroom.sp.saskatchewan.ca//pages/Coronavirus.aspx
2.	Review Self-Isolation and Self-Monitoring resources.
3.	Review <i>Letter to employers regarding sick note</i> which can be found in the Resources section of https://staffroom.sp.saskatchewan.ca//pages/Coronavirus.aspx
4.	Contact your HR Business partner for further HR resources, if needed.
5.	The employer will maintain a list of staff who are required by public health to self-isolate. This is due to the fact that not all employees who are required to self-isolate will be required to complete a Form 101 to document the potential exposure.
6.	<p>Only those who have contracted COVID-19 in the workplace will be entitled to WCB compensation. For example, the first employee who tests positive for COVID-19 in a workplace may not qualify for WCB compensation, as it is more probable that the employee contracted COVID-19 in the community and not in the workplace.</p> <p>A form 101 must be initiated on PSC Client by each employee who receives a positive COVID-19 test result as a result of a workplace exposure regardless of lost time, as communication with The WCB is mandatory.</p> <p>Workers who contract COVID-19 outside of the workplace will not report using a form 101.</p>
7.	<p>Review Section 818-OHS Incident Reporting and Investigation Policy and other resources: https://taskroom.sp.saskatchewan.ca/Pages/Public%20Service%20Commission/Service%20Pages/Section-818-OHS-Incident-Reporting-and-Investigation.aspx</p> <p>Complete mandatory LEARN Incident Reporting Policy Training LD.EL.00045-20.</p>

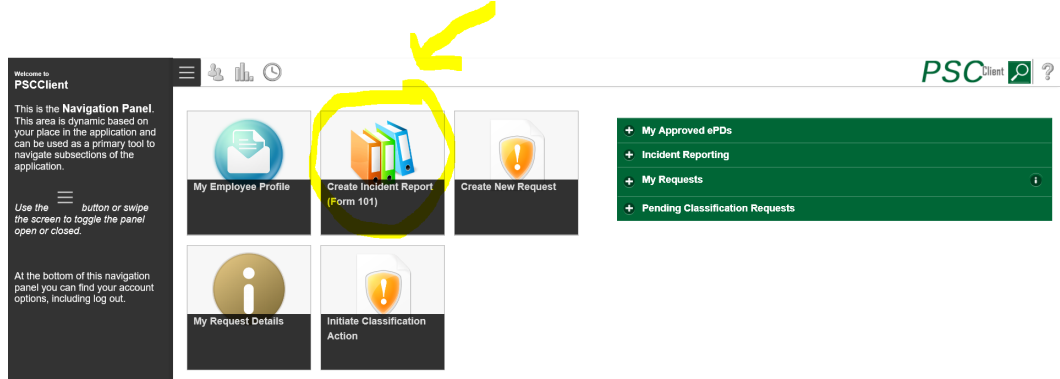
The below LEARN modules, although optional, contain valuable information:

- Incident Reporting and Investigation (IRI) App – For Supervisors LD.EL.00131-1
- Incident Reporting and Investigation (IRI) App – For Employees LD.EL.00132-1

Some very basic details are outlined below with respect to completing an Incident Report (Form 101):

Employee’s responsibility - Completion of a Form 101:

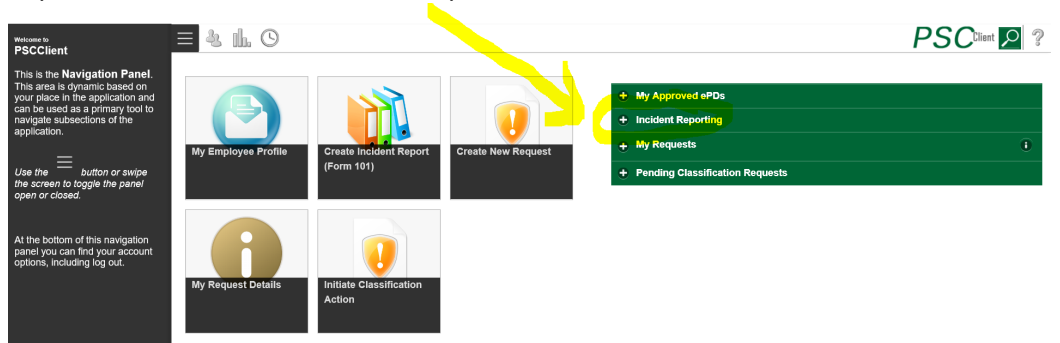
- Employee creates and incident report on PSC Client, by clicking on the item shown below on the homepage of PSC Client.



- Employee completes Section A through Section E.
- Employee clicks the green “Submit to Supervisor” button at the bottom of Section E.

Supervisor’s responsibility - Completion of a Form 101:

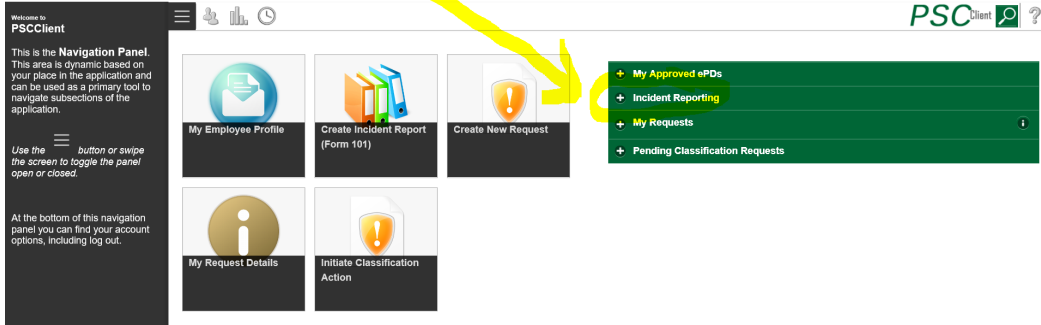
- Supervisor will be notified by email (generic notification from the IRI App).
- Supervisors can find the incident report in their dashboard on PSC Client.



- Supervisor completes Section F & Section G.
- Once all sections are complete, and the supervisor signs and dates the form, a green “Submit to Director” button will appear. Click and follow the prompts.

Director’s responsibility - Completion of a Form 101:

- Director will be notified by email (generic notification from the IRI App).
- Director can find the incident report in their dashboard on PSC Client.

	 <ul style="list-style-type: none"> • Director reviews all sections for accuracy. Modifies any necessary details, and when comfortable with the incident report, the director signs and dates. Once all necessary fields are filled in, a green “Submit to CIR Review” button will appear at the bottom of the incident report. Click and follow the prompts. <p>NOTE: Occupational Health and Safety Consultant is called CIR in this process.</p>
8.	<p>Carissa Listrom, Occupational Health and Safety Consultant will communicate with Return-to-Work Specialists, Shannon Janzen or Scott Hunter. Shannon and Scott will submit E1’s on the employers’ behalf, and will reach out to the supervisor/director listed on the form 101 for details or additional information, as needed.</p>

Work Standard

Activity:	Handwashing		
Role Performing Activity:	Everyone		
Branch / Unit:	Everyone		
Document Owner:	Community Corrections		
Date Prepared:	June 23, 2020	Last Revision:	June 23, 2020

Summary:

Task Sequence	Task Definition
1.	Wet hands with warm water.
2.	Apply soap.
3.	Scrub hands with soap/water for at least 20 seconds. Make sure to wash: palm and back of hands; between fingers; under nails; and, thumbs.
4.	Rinse well.
5.	Dry hands well with paper towel.
6.	Turn off tap using paper towel.



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

 1 Wet hands with warm water	 2 Apply soap	 3 For at least 20 seconds, make sure to wash:	 4 Rinse well	 5 Dry hands well with paper towel	 6 Turn off tap using paper towel
 palm and back of each hand	 between fingers	 under nails	 thumbs		

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@ canada.ca/coronavirus

Work Standard

Activity:	Use of Lunch Room/Kitchen Area		
Role Performing Activity:	All Employees		
Branch / Unit:	Community Corrections		
Document Owner:	Community Corrections		
Date Prepared:	July 3, 2020	Last Revision:	July 10, 2020

Summary:

Task Sequence	Task Definition
1.	Kitchen Areas and Lunch rooms within Community Corrections office will ensure signage is posted with numbers allowed in the area/room to ensure social distancing.
2.	All common touch areas – fridge, coffee pot, kettle, microware, water cooler need to be disinfected by the employee that utilizes this items immediately following use.
3.	Cleaning supplies are available in these areas. Use as per LEARN module training – “Return to the Workplace Safety Procedures”
4.	The sink area is also utilized as a hand washing station within the office area.
5.	Shared snacks and treats cannot be brought into the office.
6.	To be utilized under 15 minute intervals to ensure availability for all staff.
8.	Kitchens items, such as dishes and utensils, are not to be used. Staff should bring such items from home for use throughout the day and not leave them in the kitchen area overnight.