

**From:** [Lorraine McDonald](#)  
**To:** [Angela Hamilton](#); [Diane Chisholm](#); [Joseph Fourstar](#); [Laverne Cameron](#); [Michelle J. Smith](#); [Noella Cayen](#); [Sharon Caudron](#); [Curtis Gill](#); [Don Mabbitt](#); [Jeff Lamoureux](#); [Orlando Kerr](#); [Trenna Corrigan](#); [Andy McKay](#); [Anthony Beck](#); [Brent Townend](#); [Brian Morin](#); [Cheryl Melanson](#); [Daniel Beck](#); [David Sanguéz](#); [Deloris Shiels](#); [Dennis Parker](#); [Faye Johns](#); [Garrett Flaherty](#); [Heather Johnson](#); [Ian Thiesson](#); [Jack Bassett](#); [Jacqueline Carriere](#); [Jason Salter](#); [Jeanette Mandeville](#); [Jonathan Wallington](#); [Kenneth Boyer](#); [Kirk Alcos](#); [Kristy Cooper](#); [Luke Campbell](#); [Marek Napiorkowski](#); [Norenda Unka](#); [Robert Haley](#); [Serena Skavinski](#); [Therese Fordy](#); [Tristan Cross](#); [Vanin Gill](#); [Vince Mckay](#); [Warren Durocher](#)  
**Cc:** [Kristy Cooper](#); [Brent Townend](#)  
**Subject:** COVID - 19 Response SMCC  
**Date:** Monday, April 27, 2020 3:05:48 PM  
**Attachments:** [COVID - 19 Response SMCC.PDF](#)

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Hello Everyone,

Attached document has been prepared for the inmates at SMCC to provide them with an overview of what has been done at SMCC in response to COVID – 19 and has been posted on the bulletin board for them to review. Please take this opportunity to review.

Thank You | Mársı | Kinanāskomitin | Merci | Hąı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Lorraine McDonald  
Warden  
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**April 27, 2020**

**To: All Inmates**

**Re: COVID 19 – Response – SMCC**

COVID – 19 pandemic is impacting all walks of life on a global scale, which has impacted us in the NWT. As residents in a correctional setting, we recognize and appreciate that this pandemic can be exceptionally stressful to you all at this time under these circumstances.

In appreciation of this exceptional stressor of the COVID - 19 pandemic, we will continue to meet with the inmate population to communicate any updates, ongoing changes that may occur with short notice and how this may impact you while you are in custody.

Our foremost goal is to ensure the health and safety of all the residents and staff at South Mackenzie Correctional while we work collectively together to focus on best practices and staying abreast of new information as it becomes available. We welcome the ongoing feedback from all of you and the staff to address any concerns you may have and any suggestions on how we can improve our current situation.

To date, the following measures have been implemented:

**SMCC Screening**

SMCC has a process in place that will ensure that every person that enters our facility and grounds, are assessed prior to being approved entry. Under no circumstances shall any inmate, staff member, visitor/contractor be permitted entry into the facility or on grounds without being screened. If you observe any illness, please ensure to report this immediately so we can manage the concerns as quickly as possible.



### **Inmate and Staff Use of Masks**

Currently, any inmate and corrections officer that attend the health centre, are required to use a mask when attending any medical appointment. In addition, corrections officers are required to use masks when completing dorm searches of inmate personal areas. With consultation with the Public Health and Health Officials, all inmates and staff will be issued cloth masks. These masks will not replace Personal Protective Equipment and are intended for Prevention and Safety. Distribution and implementation of cloth masks tentatively scheduled for week of April 27th, when received.

### **Essential Suppliers and Contractors**

Entry into the facility has been reduced to only essential services that require entry and all essential deliveries are dropped off outside of facility and yard to reduce unnecessary entry into the facility. All essential suppliers and contractors are screened each time for deliveries/services that require entry to yard despite not physically entering into the facility.

### **Inmate Visitors**

All personal visits for inmates have been suspended at this time. This is necessary to protect all occupants of SMCC.

### **Official Visitors**

Confidential in- person meeting with official visitors (legal counsel, spiritual advisors, elders) will continue to be accommodated in exceptional circumstances, without permitting direct personal contact and will be facilitated in meeting room; which permits physical distancing. The Visitor and Contractor Questionnaire must be completed prior to any entry being approved to SMCC.

### **Meeting Room**

All meetings with inmates in offices and/or boardroom have been discontinued at this time. The old remand common area has been arranged to



support physical distancing for program, case management, nursing and correctional staff to have any meetings with inmates as required.

### **Visitor Drop off and Money**

For the protection of all occupants of SMCC, we will not be accepting any magazines, traditional foods and any other items at this time. Inmates are encouraged to make arrangements for money to be mailed, deposited and/or transferred through normal services. If required, we will accept money drop offs from 1pm to 3pm Monday through Friday. Please notify supervisor prior, as all persons dropping off money will be required to complete screening.

### **Facility Cleanliness and Sanitization**

Additional cleaning and sanitization has been implemented throughout facility and common areas used by inmates and staff. Daily evening and weekend clean up routines remain the same.

### **Hand Washing and Healthy Respiratory Practices**

All inmates and corrections staff have been provided a session with Institutional Nurse, Michelle Smith to review correct hand washing and healthy respiratory practices to ensure health and safety for everyone.

### **Inmate Meals and Snacks**

During meal time, inmates are encouraged to continue the practice physical distancing by seating themselves throughout the tables in dining area accordingly and waiting the physical distance apart when being served meals. The buffet style of additional food items being served during meal time has been discontinued and will continue to be served by kitchen cooks when receiving meal tray. All evening snacks have been individually wrapped to support no buffet style of food service.

### **Case Management**

All inmate files are currently being supervised by Traditional Case Counselor, Noella Cayen. If you have any concerns, request forms are to be submitted and a meeting will be scheduled in meeting room with Ms. Cayen.



### **Counseling, Programs and Literacy**

Counseling continues to be available to all inmates upon request and core programs will continue to be scheduled as per need. With literacy contract services currently being suspended, inmates are encouraged to see case management for any literacy needs and resources can be provided. Corrections staff can provide assistance upon request. Meeting room will be used for this purpose.

### **Off Grounds Crews/Programs**

For the protection of the inmates and staff, all off ground programs and crews have been suspended until further notice. This includes temporary absences; community AA program, work release and any other service that requires access in the community.

### **Inmate Allowances**

With the current restrictions imposed in response to the COVID – 19 pandemic, which include no off grounds crews; this has not impacted the inmates to continue to earn an allowance. Thank you for being cooperative and open to completing various tasks and jobs identified by correctional officers within the facility and on the grounds, which support continued compensation through the receipt of an allowance.

### **Phone Calls**

All of the inmates have been issued 2 (two) calling cards in the amount of \$50 each and 1 (one) additional phone call each evening up to 20 (twenty) minutes to contact family members. Calling card issued on April 16th will be reassessed on May 16th and daily calls in evening will continue at this time to support additional contact with family members during this time. We will ensure to keep you updated on when the new phone system will be installed. For extenuating circumstances such as a family emergency, with prior approval from case management and/or corrections supervisor, inmates can be approved for additional calls in the interview room.



## **Recreation Time**

The weight/arts and craft room continues to be open at the beginning of the day and until evening clean up. A maximum of only 2 (two) inmates are permitted in the room at a time and inmates using equipment are required to sanitize after each use with the Virex and paper towel provided. For outside fresh air, inmates have been provided additional time during the day pending operational requirements in addition to evening fresh air to walk around the yard. The fire pit and picnic tables have been moved into the middle of the walking area to encourage outside activity. There have been additional board games, puzzles, movies and play station video games approved for purchase to provide additional entertainment during recreation time. Additional television time is being offered pending operational requirements.

## **Inmate Newspapers**

Northern News Services has discontinued printing newspapers for distribution. An account has been created to print off papers from the internet to continue to provide inmates with this service and we will continue to use this process moving forward.

## **Facility Transfers**

All NWT Corrections facility transfers via road have been suspended.

As we all work through the COVID – 19 pandemic, we will continue to keep you abreast of any changes and/or updates that may affect you. The GNWT is monitoring the status of COVID – 19 in the NWT and we will continue to consult with public health officials, other correctional jurisdictions and identify best practices to make the best decisions for your health and safety during this time.

At South Mackenzie Correctional Centre, we are reviewing all processes on an ongoing basis to ensure that any risk identified is managed effectively for everyone's health and safety.



If you have any questions or concerns, please do not hesitate to inform staff and we will assist you with your questions.

Thank you all for your cooperation,

Lorraine McDonald, Warden

## Lorna Dosso

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**From:** Lorraine McDonald  
**Sent:** Tuesday, March 31, 2020 11:08 AM  
**To:** Steve Anderson; Joel Hubert; Colette@wescleannwt.com; Jason@mssltd.com; powersurge@northwestel.net; manager@power123.com; amanda@taylorco.ca; noel.demarke@stittco.com; admin@midnightpetro.ca; dispatch@midnightpetro.ca  
**Cc:** Brent Townend; Kristy Cooper; Laverne Cameron  
**Subject:** Delivery of Services  
**Attachments:** SMCC Essential Suppliers and Contractors.pdf  
**Importance:** High

Good morning everyone,

Please see attached letter for an updated process for Essential Suppliers and Contractors to deliver supplies and services to SMCC during the COVID 19 pandemic. If you have any questions or concerns on updated process, please feel free to contact myself or Finance Administration Officer, Laverne Cameron.

Thank You | Mársı | Kinanāskomitin | Merci | Hąı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsı

Lorraine McDonald  
Warden  
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March 31, 2020

To: SMCC Essential Suppliers and Contractors  
Re: Delivery of Services

Given the current COVID 19 pandemic and upon the recommendation of the Chief Public Health Officer of the NWT, we are working toward reducing entry into the facility if deemed non-essential and to support physical distancing.

We request that all suppliers and contractors call facility in advance of a delivery or service. Upon arrival at facility, please have your staff call the facility and request to speak with the corrections supervisor. The corrections supervisor then will proceed to complete a Visitor and Contractor Questionnaire by phone.

For supply deliveries, we request that supplies be dropped off at front door and/or location required. Corrections supervisor will permit access to yard as required.

Invoices can be dropped off with items or emailed to Finance Administration Officer, Laverne Cameron at [Laverne\\_cameron@gov.nt.ca](mailto:Laverne_cameron@gov.nt.ca). Phone number 867-874-2213.

We are committed to ensuring the safety of all essential workers and the inmates in our care, as we all work through the COVID 19 pandemic.

If you have any questions or concerns, please contact myself at 867-874-2774.

Lorraine McDonald  
Warden, South Mackenzie Correctional Centre

## Lorna Dosso

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**From:** Michelle J. Smith  
**Sent:** Friday, March 13, 2020 3:54 PM  
**To:** Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Daniel Beck; David Sanguiez; Jacqueline Carriere; Kristy Cooper; Leslie Beck; Lorraine McDonald; Luke Campbell; Robert Haley; Vince Mckay; Warren Durocher  
**Subject:** Notice

Hi Everyone

I have put up a sign at main entrance door alerting everyone entering SMCC to PLEASE NOT VISIT WHEN SICK.

The sign asks all those entering SMCC to use hand sanitizer before entering. This includes everyone staff, inmates, other government workers and visitors. The hand sanitizer at the main entrance is non-alcohol. When visitors stop at control please provide hand sanitizer which is alcohol based and CONTROLLED within SMCC.

There are signs throughout the facility on HEALTHY RESPIRATORY PRACTICES, PROPER HANDWASHING AND Coronavirus Virus information. Please review.

Please let me know if you have questions.

Michelle Smith RN

## Lorna Dosso

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**From:** Lorraine McDonald  
**Sent:** Friday, March 27, 2020 1:35 PM  
**To:** Kristy Cooper  
**Subject:** RE: signage for door  
**Attachments:** AUTHORIZED PERSONS ONLY.DOCX

THANK YOU.

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**From:** Kristy Cooper  
**Sent:** March 27, 2020 1:30 PM  
**To:** Lorraine McDonald  
**Subject:** signage for door

Mársı | Kinanāskomitin | Thank you | Merci | Hąj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Kristy Cooper  
Deputy Warden  
South Mackenzie Correctional Centre  
Department of Justice  
Government of the Northwest Territories

34 Studney Drive  
Hay River, NT  
X0E 0R6  
867-874-2591

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**AUTHORIZED PERSONS ONLY**

**CONTACT 867-874-2798**

## Lorna Dosso

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**From:** Lorraine McDonald  
**Sent:** Friday, March 13, 2020 5:25 PM  
**To:** Anthony Beck; Robert Haley; Vince Mckay; Brian Morin; Daniel Beck; David Sanguéz; Jacqueline Carriere; Luke Campbell; Warren Durocher  
**Cc:** Kristy Cooper; Brent Townend  
**Subject:** Visitors to Facility

**Importance:** High

Hello everyone,

Please ensure that all visitors to facilities, including inmate visitors, DPW, delivery workers are advised that they are to hand sanitize hands with the alcohol based sanitizer at Control, prior to signing in and entry to facility.

Thank You | Mársı | Kinanāskomitin | Merci | Haı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsı

Lorraine McDonald  
Warden  
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## Lorna Dosso

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**From:** Lorraine McDonald  
**Sent:** Saturday, March 28, 2020 7:21 AM  
**To:** Angela Hamilton; Diane Chisholm; Joseph Fourstar; Justin Minute; Laverne Cameron; Michelle J. Smith; Noella Cayen; Sharon Caudron; Curtis Gill; Don Mabbitt; Jeff Lamoureux; Orlando Kerr; Trena Corrigan; Andy McKay; Anthony Beck; Brent Townend; Brian Morin; Cheryl Melanson; Daniel Beck; David Sanguiez; Deloris Shiels; Dennis Parker; Faye Johns; Garrett Flaherty; Heather Johnson; Ian Thiesson; Jack Bassett; Jacqueline Carriere; Jason Salter; Jeanette Mandeville; Jonathan Wallington; Kenneth Boyer; Kirk Alcos; Kristy Cooper; Luke Campbell; Marek Napiorkowski; Norenda Unka; Robert Haley; Serena Skavinski; Therese Fordy; Tristan Cross; Vanin Gill; Vince McKay; Warren Durocher  
**Cc:** Kristy Cooper; Brent Townend  
**Subject:** WSCC - COVID 19 AND THE WORKPLACE GENERAL PRECAUTIONS

To all staff,

Please take the time to review link below on WSCC COVID 19 and the Workplace General Precautions.

<https://www.wsc.nt.ca/news/covid-19-and-workplace-general-precautions-and-risk-assessment-northwest-territories>

Thank You | Mársı | Kinanāskomitin | Merci | Hąı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

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March 18, 2020

**MEMO**

**ALL INMATES AND STAFF:**

**NSCC Operation Update - COVID-19**

Most recently the Government of the Northwest Territories declared a territory-wide Public Health Emergency under the Northwest Territories Public Health Act. This is in response to protecting all residents of the NWT given the current situation related to the potential COVID-19 pandemic. As all aware there is ongoing media that has shared the status, ways to prevent and what to do if a person gets ill. In our environment we all need to work together to make sure that we are as safe as can be. This requires ongoing dedication to cleaning, respecting each other's space and communicating any concerns.

Any questions or concerns will be reviewed and a response shall be provided following the review. We are actively consulting with Justice Health and Safety, NWT specialists in communicable diseases, our Senior Management officials and any partner that can assist us with managing and preventing the virus.

Our partnership, all NSCC Staff and Inmates, requires open lines of communication and a clear understanding that decisions will be made to provide the safest environment possible in the least restricted environment as possible. Corrections is actively reviewing processes that will address concerns should they become present keeping in mind that this is for everyone's health and Safety.

The following changes have been implemented or are now in effect to support the ongoing prevention of the COVID-19 virus:

- All inmates that are symptomatic (showing signs of illness) shall be secured until medically assessed
  - Any individual that is showing any flu-like symptoms shall immediately put on a procedural/medical ear loop mask – this will help prevent infecting others
  - When the affected inmate is out of his cell a mask shall be worn at all times



- All Inmates shall be required to report any signs of illness to the staff so the DWO can review and make necessary precautions, staff are also required to report any observations of illness
- All staff and inmates are requested to practice safe social distancing
  - Tape has been placed on the floor around the staff desks marking the safe distance to be from the staff area – this is for the protection of all inmates and staff
    - When staff complete their round please use this time to submit any requests
  - Staff phones are not allowed to be used by any inmates
    - Phone calls can be requested and approved by the DWO, calls can be facilitated in the lawyer room when not being used for global calls
- It is imperative that the building cleanliness is of the highest standard, all inmates and staff must ensure that all areas are sanitized thoroughly all throughout the day
  - Includes door handles, doors, common areas, cells, everywhere in the building that staff and inmates access. Anytime an area is used it must be sanitized prior to leaving – failure to sanitize may result in the area being restricted
  - WHIMIS Supplies are being filled on a regular basis, if there are any shortages please contact the DWO and they will make arrangements
- NSCC Visiting has been suspended until further notice
- Yoga, New Day Program and Healthy Family Program has been suspended until further notice
- Incoming money and gift process is under review, once the review process has been completed the new process will be circulated to all staff and inmates

Thank you for your ongoing understanding and cooperation.

  
John Nahanni  
Warden  
North Slave Correctional Complex

c. NWT Corrections Headquarters



March 26, 2020

**MEMO**

**NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF**

**NSCC Arts and Crafts**

To lessen the potential exposure to all inmates all arts and crafts sales shall be completed by order form using the same method as regular canteen purchases.

Pictures have been taken to show what product is available for purchase. If there are any concerns with this process we will review. Please ensure you share any concerns with the Shift Supervisor.

Thank you for your cooperation,

Scott Mills  
Assistant Warden  
North Slave Correctional Complex

# **Attention all Visitors**

## **Effective Immediately:**

**To support the wellness of all occupants of NSCC, staff will be screening all visitors to NSCC. If any visitor is experiencing the following symptoms please refrain from entering the building. This is very important for the wellness of everyone.**

### **Symptoms may include:**

- fever;**
- cough;**
- shortness of breath;**
- muscle aches; and/or**
- fatigue**

**Staff will be asking all visitors questions related to the above, we ask for the welfare of our residents and employees that any ill visitors please leave the premises immediately. Should staff observe any symptomatic visitors they will deny access to the facility, please respect the decision.**



June 1, 2020

## NORTHSLAVE CORRECTIONAL COMPLEX INMATES

### **North Slave Correctional Complex Classroom**

Classroom operation has now resumed but will be a little different moving forward.

Only four (4) students will be able to visit the classroom at the one time due to social distancing measures. Inmates will be asked to sign up to attend the classroom. All new inmates that sign up will be permitted to attend once room in the class is available, priority will be given to sentenced inmates that have education as part of their case plan.

The class cart will not be available until further notice.

The classroom schedule will look like this.

#### *Monday to Friday Mornings*

Inmates will be called down to the classroom for the completion of assessments and interviews or for scheduled appointments for one on one work.

#### *Monday to Friday Afternoons*

Coursework in the following areas will be the main focus in the afternoons.

- Prepping for Trades
- General education
- High School (Math, Science and English or other core courses)
- Adult Learning Basic Education



If you have other courses that you would like to work on in the classroom please put in a request to the educational instructor so that this can be accommodated.

For items such the following:

- Drivers Manuals
- Professional Drivers Manual
- Taxes

Please send a request to the educational instructor and you will be called down to the classroom to pick them up and/or to set up a time to review.

Anytime the classroom is shut down a memo will be circulated to the inmates in general population. Some reasons for closure may include approved leave, program facilitation, staff meetings and staff development. This unfortunately may impact attendance of the classroom however closure may be necessary at times. Is it possible that there will not be access to the classroom when there is not a staff available to supervise the classroom for operational reasons; if there is a staff member available to assist with supervision access to the class may be provided without instruction.

All Inmates must bring a mask with them when they attend the classroom.

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

- c NSCC Staff  
NSCC Deputy Warden of Operations  
Mr. John Nahanni, Warden, NSCC, Corrections, Department of Justice



March 25, 2020

## NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF

### **Gymnasium Changes**

To support the safe practice of safe social distancing between all inmates the following changes have been implemented for health and safety purposes.

Starting today and until further notice the following will be in place here at the North Slave Correctional Centre to help reduce the possibility of spreading any viruses.

In order to continue using the Gym at this time, we are going to set up weight stations that will be an appropriate distance apart in the gym.

At this time all sports have been suspended and there will only be access to the weights for weight training. The reason for this is so we can reduce the risk of spreading any viruses within the building. Sports equipment cannot be cleaned like the weights can. Please ensure that the weights are cleaned before and after each use – sanitizer must be used at all times.

Staff will be monitoring this closely. Failure to clean the equipment will result in a loss of gym time.

Inmates may still walk around the gym as long as they are maintaining the social distance required. The distance required is 6 1/2 feet between one another as per recommendations from the Chief Medical Officer.

All equipment that is placed in the Equipment room will remain off limits until further notice. Do not take it out.

This is a temporary measure and we will resume normal operations once the risk of Covid -19 has lessened.

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

c NSCC Staff

NSCC Deputy Warden of Operations

Mr. John Nahanni, Warden, NSCC, Corrections, Department of Justice



March 27, 2020

NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF

**All Incentive Pay**

While the NSCC is working through the COVID- 19 procedures that have been put in place, we want to ensure that all positions report and complete all work necessary.

During this time we have raised the Incentive Pay to the top pay level for **all** paid positions. This will be in place until the COVID -19 measures are relaxed.

Please ensure you report to work and carry out all required duties.

Thank you,

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

- c NSCC Staff
- NSCC Deputy Warden of Operations
- Mr. John Nahanni, Warden, NSCC, Corrections, Department of Justice

# Coronavirus – Universal Precautions

## (Posting to Inmate Units)

**Symptoms:** The symptoms of most coronaviruses are similar to those of a common cold, including sneezing, stuffy or runny nose, sore throat, coughing, watery eyes, mild headache and mild body aches. Some patients develop a high fever that is sometimes associated with chills, headache, body aches and a general feeling of discomfort. Some patients may develop a dry, non-productive cough which can lead to low oxygen levels in the blood. Some patients will develop pneumonia.

**Transmission:** Coronaviruses are spread by close person to person contact most commonly during the winter months. The virus is most frequently spread by respiratory droplets produced when someone infected coughs or sneezes. The droplets containing the virus can be propelled generally up to three feet and can land onto the mouth, nose or eyes of people nearby. The infectious droplets can also land on objects and surfaces where someone can then pick them up and touch his/her mouth, nose or eye(s).

**Universal Precautions:** Wash your hands often with soap and water for at least 20 seconds. Hand sanitizers are available throughout the facility in conjunction with soap and water.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Ensure your cell is cleaned and disinfected daily
- Ensure all common area areas are cleaned and disinfected including:
  - Phones, door handles, bannisters, door edges, coffee pots, anything that is commonly used
  - Prevention is the best practice



March 26, 2020

**MEMO**

**NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF**

**Living Unit Meal Service**

This Memo replaces the Meal portion of the Memo that was circulated March 25, 2020 – “Living Unit Expectations”. This has been edited to support all inmates and staff with clearer direction. As with all processes there may be times that we have to make changes to enhance how and why we manage the services at NSCC. Please continue to provide feedback to the supervisors so that we can all continue working together on best practices.

To support the safe practice of safe social distancing between all inmates the following changes have been implemented for health and safety purposes.

Effective immediately the following process will be in place here at the North Slave Correctional Complex to assist with reducing the potential exposure to illness. These changes are necessary due to the ongoing threat to health and safety of all occupants of NSCC. We need to work together to manage the risk and all direction is subject to change as we learn more about how better increase our processes.

**Meals**

- All inmates will be directed to return to their cells for lock up by the staff posted in the Units when ready to serve meals. Control Officers will not call inmates back to their cells during this time.
  - Meal times will remain the same as current schedule
  - Lock up will be called by staff in the unit when the other staff has picked up the meals and is on route back to the unit with the meal
- Control Officers will call general workers back to the units at the following times:



### Regular Weekdays

- 11 AM
- 330 PM

### Weekends and Statutory holidays

- 1000 AM
- 330 PM

- Staff will complete count and report it to control at this time
- 4 inmates will be allowed out of the cells at a time to pick up their meals
- All inmates will maintain a safe distance from the other inmates picking up their meal
- Once the meal has been picked up the inmates shall return to their cell to eat their meal – no meals are to be eaten at the tables
- Inmates will only be secured until all meals have been served, doors will then be opened and inmates can return to leisure time
- Once each inmate has completed their meal they are to return the meal tray and utensils to the meal cart for return to the kitchen
- Staff shall rotate the starting cell for each meal and shall document the cell that started on their running logs
- Moving forward the Lock up and count will be moved to when meals are served, there will not be a 1230 lock down

As indicated earlier we will continue working with all staff and inmates on exploring our best practices while we jointly work through the current challenges. Thank you for your ongoing understanding.

Thank you for your cooperation,

John Nahanni  
Warden  
North Slave Correctional Complex



March 30, 2020

**MEMO**

**NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF**

**Living Unit Meal Service – Amendment (Noted in red)**

This Memo replaces the Meal portion of the Memo that was circulated March 26, 2020 – “Living Unit Expectations”. This has been edited to support all inmates and staff with clearer direction. As with all processes there may be times that we have to make changes to enhance how and why we manage the services at NSCC. Please continue to provide feedback to the supervisors so that we can all continue working together on best practices.

To support the safe practice of safe social distancing between all inmates the following changes have been implemented for health and safety purposes.

Effective immediately the following process will be in place here at the North Slave Correctional Complex to assist with reducing the potential exposure to illness. These changes are necessary due to the ongoing threat to health and safety of all occupants of NSCC. We need to work together to manage the risk and all direction is subject to change as we learn more about how better increase our processes.

**Meals**

- All inmates will be directed to return to their cells for lock up by the staff posted in the Units when ready to serve meals. Control Officers will not call inmates back to their cells during this time.
  - Meal times will remain the same as current schedule
  - Lock up will be called by staff in the unit when the other staff has picked up the meals and is on route back to the unit with the meal
- Control Officers will call general workers back to the units at the following times:



### Regular Weekdays

- 11 AM
- 330 PM

### Weekends and Statutory holidays

- 1000 AM
- 330 PM

- Staff will complete count and report it to control at this time
- 4 inmates will be allowed out of the cells at a time to pick up their meals
- All inmates will maintain a safe distance from the other inmates picking up their meal
- Once the meal has been picked up the inmates shall return to their cell to eat their meal – no meals are to be eaten at the tables
- **Inmates will be secured until the meal service is completed, once all meals are confirmed returned the unit will be returned to leisure time. Staff will complete count as they serve meals. This will minimize the need for further lockdown.**
- Once each inmate has completed their meal they are to return the meal tray and utensils to the meal cart for return to the kitchen
- Staff shall rotate the starting cell for each meal and shall document the cell that started on their running logs
- Moving forward the Lock up and count will be moved to when meals are served, there will not be a 1230 lock down

As indicated earlier we will continue working with all staff and inmates on exploring our best practices while we jointly work through the current challenges. Thank you for your ongoing understanding.

Thank you for your cooperation,

John Nahanni  
Warden



March 23, 2020

## NORTH SLAVE CORRECTIONAL COMPLEX INMATES

### **Newspapers**

Northern News Services and Canarctic Graphics have suspended print production of the following newspapers until further notice: *News/North*, *Nunavut News*, *Hay River Hub*, *Inuvik Drum*, *Kivalliq News* and *Yellowknifer*.

There will be no printed copies of newspapers available until further notice.

Jody Brandford  
Acting Program Supervisor  
North Slave Correctional Complex  
Corrections Service  
Department of Justice



June 8, 2020

**MEMO**

**ALL INMATES:**

**NSCC Virtual Visits Protocol - COVID-19**

Over the last couple of weeks we have been providing virtual visits to the NSCC Residents and the feedback has been positive. We are committed to ensuring that we make the privilege of video calls weekly and have placed the schedule on the Recreation Schedule. Please continue to work with staff on troubleshooting any challenges as we continue to support ongoing meaningful contact with your immediate family. These visits are intended to help with the management of stress for both the residents and their families.

The following protocols have been imposed in order to allow the visits to occur.

- Safe Social Distancing is in effect at all times, all inmates and staff will be required to bring their cloth masks for use when safe social distancing cannot be maintained
- All inmates must apply through their Case Manager for access to virtual visits with immediate family, Case Managers will screen all request forms and shall forward them for use during visits
  - i. Visit forms must be filled out in full including the cell phone provider, immediate family contact
  - ii. Numbers that will be approved must be on the inmates approved phone list
  - iii. Numbers can be changed through your Case Manager
  - iv. Requests will take up to 5 working days to be processed
  - v. A Release of Information will be required to allow the Case Manager to contact your visitor and provide them with the directions on accessing the program for video chat
- All inmates are responsible to ensure that they are not in contact with any court ordered no contacts or unauthorized victim contact



- All inmates are responsible to ensure that their virtual visit contact has downloaded the program so that the visit can occur, directions will be sent to the proposed visitor by text
  
- All inmates are expected to share with their visitors the approximate times that the visit will occur:
  - i. A Pod - Mondays - 6 PM to 9 PM
  - ii. B Pod - Tuesday - 6 PM to 9 PM
  - iii. C Pod - Wednesdays - 6 PM to 9 PM
  - iv. D Pod - Thursdays - 6 PM to 9 PM
  - v. E Pod/HSA - Fridays - 6 PM to 9 PM
  
- All visits are scheduled for 20 minutes – 1 (one) call per week
  
- All visits are logged for reference as required

John Nahanni

Warden  
North Slave Correctional Complex



April 15, 2020

**NORTH SLAVE CORRECTIONAL COMPLEX INMATES AND STAFF**

**Contact with Padre**

Due to the Covid -19 measures in place, Mr. Jim Lynn has not been coming to the NSCC on a regular basis. Realising that this is a difficult time on everyone, Mr. Lynn has agreed to be available via telephone if required. Mr. Lynn's phone number will be placed on the Global Phone system for those of you who would like to call him.

The number is 444-0111.

Thank you,

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

- c NSCC Staff  
NSCC Deputy Warden of Operations  
Mr. John Nahanni, Warden, NSCC, Corrections, Department of Justice

## REMOVING PERSONAL PROTECTIVE EQUIPMENT

1

REMOVE GLOVES



2

REMOVE GOWN



3

PERFORM HAND HYGIENE



4

REMOVE EYE PROTECTION



5

REMOVE MASK OR N95 RESPIRATOR



6

PERFORM HAND HYGIENE



## PUTTING ON PERSONAL PROTECTIVE EQUIPMENT

**1**

**PERFORM HAND  
HYGIENE**



**2**

**PUT ON GOWN**



**3**

**PUT ON MASK OR  
N95 RESPIRATOR**



**4**

**PUT ON EYE  
PROTECTION**



**5**

**PUT ON GLOVES**



## **Are you symptomatic and what is symptomatic?**

**Fever, Difficulty Breathing, New or Worsening cough, Shortness of breath, Generally feeling unwell, Muscle aches, Fatigue, Sore throat, Runny nose, Headache, Diarrhea, Vomiting, Loss of sense of smell.**

**If you have any of these please report this to the facility screener.**



**VISITORS** GET INSTRUCTIONS FROM STAFF BEFORE ENTERING

## CONTACT PRECAUTIONS

IN ADDITION TO ROUTINE PRACTICES  
**LONG-TERM CARE**



**Wear gloves for direct care**



**Wear long-sleeved gown for direct care**



**Dedicate equipment to resident or  
disinfect before use with another**

[publichealthontario.ca](http://publichealthontario.ca)

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Agency for Health  
Protection and Promotion  
Agence de protection et  
de promotion de la santé



**VISITORS** GET INSTRUCTIONS FROM STAFF BEFORE ENTERING

## DROPLET CONTACT PRECAUTIONS

IN ADDITION TO ROUTINE PRACTICES  
**ACUTE CARE**



Wear mask and eye protection  
within 2 metres of patient



Wear gloves



Wear long-sleeved gown



Patient must wear a mask  
if they leave the room



Dedicate equipment to patient or  
disinfect before use with another

[publichealthontario.ca](http://publichealthontario.ca)

Public Health  
Ontario

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Santé  
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PARTENAIRES POUR LA SANTÉ



Ontario

Agency for Health  
Protection and Promotion  
Agence de protection et  
de promotion de la santé

# VIRTUAL VISIT REQUEST FORM

**Inmate Name:** \_\_\_\_\_ **Inmate Number:** \_\_\_\_\_

**Unit:** \_\_\_\_\_ **Case Manager Name:** \_\_\_\_\_

You are allowed **one (1) Virtual Visit per week** with immediate family; this visit can be **up to 20 minutes** in duration.

Please submit the number(s) that you would like to call each week, the calls will be facilitated as per the Virtual Visit Schedule. The calls will be attempted three (3) times – if no answer – the visit will be considered over as we need to keep moving forward to allow other calls to be made.

The person being called must have the App (PEXIP) downloaded on their phone or computer prior to the call being made. Please ensure that you have contacted your virtual visitor so they have the APP downloaded on their phone or computer in advance as this will interfere with the amount of time that you have booked for your visit. Please advise your visitor that the calls will be made **between 6 PM and 9 PM**.

**Please circle the method of contact that will be used:**

<p><b>Android Phone</b></p> <ul style="list-style-type: none"> <li>Requires PEXIP from Google Play</li> </ul> <p><b>Please enter cell provider</b>, required to make the call:</p>	<p><b>IPhone</b></p> <ul style="list-style-type: none"> <li>Requires PEXIP from the App Store</li> </ul> <p><b>Please enter cell provider</b>, required to make the call:</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Full Name of Person being contacted	Relationship	Telephone # of person being contacted
1			
2			

If there is a special time that works best between 6 PM and 9 PM for your visitor because of child care, work etc please advise so we can try to work around the times. There is no guarantee however we would like to support the call being made. **Comments:** \_\_\_\_\_

By signing this form I am giving NSCC staff permission to contact the above phone numbers and/or e-mail addresses so we can facilitate the calls. By signing this form you also acknowledge that you are not permitted to contact any no contacts that are court ordered or any other contacts that you are suspended from calling.

**Inmate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only:

Approved for DWO to forward to CM: _____	Date: _____
Verified for contact by Case Manager: _____	Date: _____

**Case Manager to send e-mail with information on how to download and install PEXIP App/Program**

**From:** [Lorraine McDonald](#)  
**To:** [Anthony Beck](#); [Robert Haley](#); [Vince Mckay](#); [Brian Morin](#); [Daniel Beck](#); [David Sanguéz](#); [Jacqueline Carriere](#); [Luke Campbell](#); [Warren Durocher](#)  
**Cc:** [Kristy Cooper](#); [Brent Townend](#)  
**Subject:** Visitors to Facility  
**Date:** Friday, March 13, 2020 5:25:14 PM  
**Importance:** High

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Hello everyone,

Please ensure that all visitors to facilities, including inmate visitors, DPW, delivery workers are advised that they are to hand sanitize hands with the alcohol based sanitizer at Control, prior to signing in and entry to facility.

Thank You | Mársı | Kinanāskomitin | Merci | Hąı' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi

Lorraine McDonald  
Warden  
Corrections  
Department of Justice  
Government of the Northwest Territories

South Mackenzie Correctional Centre  
34 Studney Drive  
Hay River, NT. Canada X0E 0R6  
Phone 867-874-2774 or 867-874-2798  
Fax 867-874-2953  
[www.gov.nt.ca](http://www.gov.nt.ca)

**This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately and notify us by telephone. Thank you.**



# Healthy Respiratory Practices

Stop the spread of infections that make you and others sick!

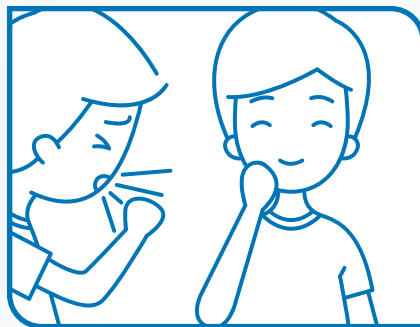
6

things you can do to protect yourself and those around you.



## Stay home if you are sick

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

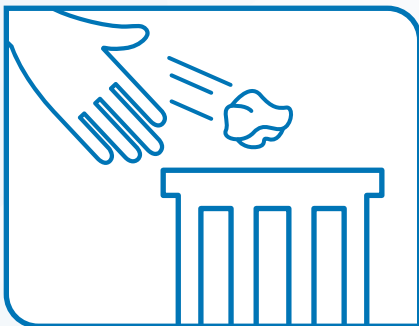


## If you are sick, avoid close contact with others



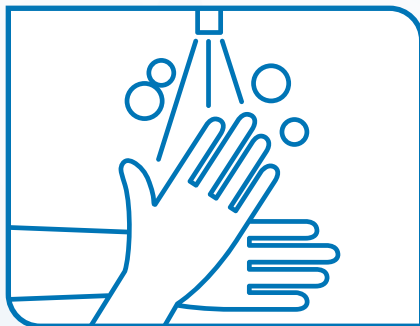
## Turn & Cover

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



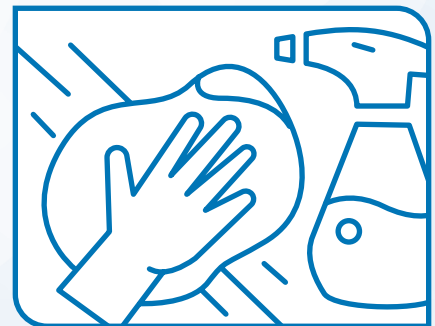
## Throw used tissues in the garbage

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



## Wash your hands

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



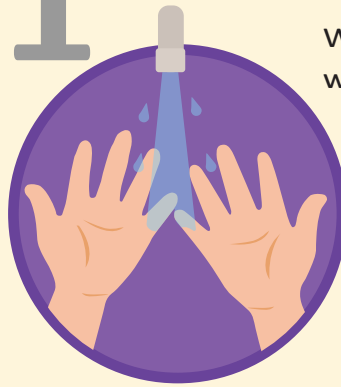
## Clean/Disinfect

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

# HANDWASHING

*Food Safety is in Your Hands!*

1



Wet hands under warm running water.

2



Rub hands together with soap.

Rub soap between fingers.



3



Rinse hands well under warm running water.

4



Dry hands with paper towel.

5



Turn off running water with paper towel.

6





February 4, 2020

ALL INMATES

**Coronavirus – Universal Precautions**

As you may be aware there is a new virus that has originated out of China that is affecting people around the world; it is called the Coronavirus. There has not yet been a case in the NWT but there have been some cases in Canada.

I have attached some information on the symptoms of this virus as well as universal precautions for you to follow to help limit the spread of germs in the building.

It is very important to do the following:

- Clean and disinfect frequently touched objects and surfaces.
- Ensure your cell is cleaned and disinfected daily
- Ensure all common area areas are cleaned and disinfected including:
  - Phones, door handles, bannisters, door edges, coffee pots, anything that is commonly used

Scott Mills  
Assistant Warden  
North Slave Correctional Complex  
Corrections Service  
Department of Justice

c Mr. John Nahanni, Warden  
Mr. Greg Paul, Assistant Warden