



NORTH SLAVE CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
Standing Order:	7.02.03
Subject:	Epidemics and Outbreaks
Authority:	Directive 7.02 – Contingency Planning & Response Model
Units:	Adult & Youth

1.0 **STATEMENT OF POLICY**

This policy is a continuation of Directive 7.02 – Contingency Planning & Response Model and describes the contingency measures to be taken in the event that an outbreak of a contagious disease at the NSCC. The facility will need to work closely with the Department of Health and Social Services, Office of the Chief Public Health Officer should this contingency be enacted. In the event of an epidemic/outbreak at the NSCC a facility wide lockdown may be initiated for the duration of the situation.

2.0 **AUTHORITIES**

Public Health Act (NWT) (2008)
Corrections Service Regulations (NWT)
Director of Corrections

3.0 **ADDITIONAL DEFINITIONS**

- 3.1 **Epidemic**: a disease that spreads at a rate far in excess of the expected rate.
- 3.2 **Influenza-like illness outbreak**: a viral infection that attacks the respiratory system; nose, throat and lungs. Influenza, commonly called the flu, is not the same as the stomach "flu" viruses that cause diarrhea and vomiting.
- 3.3 **Facility Lockdown**: when the facility confines all inmates to his/her cell/room (or specified location within the building) for the purpose of verifying count and gaining control of a major incident.
- 3.4 **Shift supervisor**: for the purpose of contingency policies this terminology is used for the "Officer in charge" or supervisor on shift for the designated area of the complex (e.g. Corrections Supervisor, Deputy Warden of Operations in charge of the shift).

4.0 **PROVISIONS**

- 4.1 Authorized persons shall ensure that all essential services are delivered in the event of a medical pandemic and that inmates displaying symptoms of a communicable disease are dealt with according to this standing order.



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- 4.2 All provisions detailed in Directive 7.02 – Contingency Planning & Response Model shall be applied based on the nature of the emergency, location and time of the major incident. The roles and responsibilities of the Adult Unit Shift Supervisor and Youth Unit Shift Supervisor shall be defined using the chart in Appendix A.

PREVENTION

- 4.3 Authorized persons shall ensure that no inmate will be admitted who appears to be in need of immediate medical attention unless accompanied by a medical certificate of treatment signed subsequent to a medical examination (9.01 – Admission).
- 4.4 All inmates on admission to the facility shall be checked for influenza-like illness (ILI), that is, fever and cough, or symptoms of influenza. Inmates with ILI symptoms should be placed directly into a unit designated for symptomatic inmates.
- 4.5 All inmates transferred from other facilities shall be seen by the nurse to confirm medical clearance prior to placement in units with other medically cleared inmates. No inmate who is showing signs of Influenza type illness shall be transferred to another correctional facility until cleared by medical.
- 4.6 Admitting staff shall ensure that all admitted inmates are searched and placed into a holding cell separate from all other inmates. Each inmate must have a health screening questionnaire completed upon admission to a facility (Appendix B). Inmates shall not be placed in general population until this questionnaire is completed and there does not appear to be any signs of communicable disease.
- 4.7 Staff shall immediately inform medical services of any inmate with medical symptoms for illnesses/diseases (e.g. draining wounds, fever, cough, sweating, bleeding, boils, injuries, and any stated illness). If an inmate is showing any symptoms of cough, fever or sweating they will immediately be given a mask, gown and gloves to wear by intake staff. Inmates will wear this for the duration of the intake process until they are cleared by nurses. Officers will also wear PPE for droplet and contact precautions (protective eye wear, gown, mask, gloves) for the duration of the intake process on that specific inmate. Once the inmate is taken to medical for clearance the officers shall use an antiviral/antimicrobial wipe to clean the intake area where inmate was assessed, and the officers will dispose of their PPE into a sealed biohazard bag. This bag will be given to medical to dispose of.



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- 4.8 Admitting staff shall ensure that all potentially contaminated clothing is sealed in a melt away bag and placed in a laundry bag to be washed in hot water with detergent. The admitting officer shall tape the inmate's name and number and label the laundry bag as "Use Infection Precautions". Staff shall ensure that gloves and masks are worn when handling potentially contaminated clothing.
- 4.9 Admitting staff must ensure that all inmates are showered and use a delousing lotion over the entire body, concentrating on hair covered areas. The inmate will be supervised by an officer of the same sex as the inmate to ensure proper usage of the product.
- 4.10 Once the intake procedure has been completed, the inmate(s) shall be secured in a designated area until medically cleared by the medical staff. Medical staff shall advise the inmate(s) of the symptoms of the possible contagious disease and the precautions he/she should use to contain the spread of the illness. Once cleared, the inmate(s) will be moved to the living unit. If an inmate is symptomatic of a communicable disease, he/she will be housed in a separate area.
- 4.11 Admitting staff must ensure that all surfaces are cleaned and sanitized after each admission. Areas that shall be cleaned include: desk/counter surfaces, keyboards, telephones, shower and washroom areas, and any other area in which the inmate has been in contact.

SUSPECTED OUTBREAK

- 4.12 Staff who have reasonable grounds to believe that a larger than expected number of inmates are ill and exhibit the same or similar symptoms such as those associated with an influenza-like illness will inform the Shift Supervisor.
- 4.13 The Shift Supervisor shall notify the Warden or designate who will consult with the Health Services Supervisor. Inmate shall be placed on contact and droplet precautions by DWO until Health Services supervisor or other medical can be consulted.
- 4.14 Authorized persons will advise the Department of Health and Social Services, Office of the Chief Public Health Officer (867-767-9063 ext. 49215).
- 4.15 The Department of Health and Social Services, Office of the Chief Public Health Officer will determine if there is an outbreak and advise accordingly.



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- 4.16 Based on advice and recommendations of the Department of Health and Social Services, Office of the Chief Public Health Officer and until risks of disease spread to others are clear, authorized persons may quarantine individuals, limit movements and establish additional precautions to limit the spread of outbreak.
- 4.17 Authorized persons shall ensure that all precautions remain in place until the Department of Health and Social Services, Office of the Chief Public Health Officer advises that they are no longer required.
- 4.18 Authorized persons shall contact the Director of Corrections as soon as possible regarding any epidemics. A detailed report shall be submitted to the Director of Corrections within 24 hours of the incident and not more than five (5) days from the time of the incident if circumstances exist preventing earlier reporting.

SEPARATION – CONTROLLED MOVEMENTS

- 4.19 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic, authorized persons shall assign areas to separate these inmates from non-symptomatic inmates preferably in an area with reverse air intake or separate ventilation system.
- 4.20 Medical staff shall ensure that all inmates are assessed for symptoms and that all suspected infectious individuals are isolated until the individual has been symptom free for at least twenty-four (24) hours and medical has determined that the inmate can be removed from isolation and precautions.
- 4.21 In accordance with section 16 of the Corrections Service Regulations (NWT) those inmates that are due for discharge, but are suffering from symptoms, will not be discharged until cleared by the Chief Medical Officer (9.05 – Discharge).
- 4.22 During an outbreak staff shall minimize movement inside the facility wherever possible. Pending extent of the outbreak it may result in the facility not being in a position to have inmates admitted to the facility for a period of time. If this is the case the RCMP will be notified and alternate arrangements confirmed with other facilities.



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4.23 Separating and isolating inmates that are symptomatic is necessary to prevent the spread of a contagious illness. If an inmate is symptomatic the areas listed below will be used to separate these inmates from non-symptomatic inmates. Should larger numbers of inmates be symptomatic then living units will be designated for the purpose of quarantine. Potential locations include:

- 1) Adult Unit (adult inmates)
 - a. medical holding cells;
 - b. Secure Cells;
 - c. Secure Living Unit vs. D Pod;
 - d. C Pod vs. other living units; or
 - e. other area as directed by authorized persons

- 2) Youth Unit (youth inmates)
 - a. secure cells (youth inmates); or
 - b. or other area as directed by authorized persons



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4.24 During an outbreak all staff shall:

- a) Ensure signage is used directing proper PPE and precautions to be used by staff, visitors, and inmates. This shall be clearly posted at cell where inmate is housed.
- b) Ensure that all inmates/staff use hand sanitizers regularly or wash their hands with soap and water frequently and before exiting and entering the pod. Ensure visitors (if approved for entrance) use hand sanitizer before entering the building;
- c) Ensure that all common areas are cleaned and surfaces are sanitized three (3) times per day using approved solution;
- d) Ensure that inmates sanitize the use of phones with approved solution before and after use;
- e) Wear masks, gloves and gowns (and other PPE determined by medical) provided at all times when working in areas that house symptomatic inmates and other areas as directed;
- f) Ensure that mattresses are sanitized when passed from inmate to inmate and mattresses are not to be moved from a pod housing symptomatic inmates to any other pod;
- g) Ensure all cells are sanitized using approved solution when they are vacated and assigned to a different inmate;
- h) Ensure that food service gloves are worn by staff and inmates at all times while serving meals; and
- i) Ensure that laundry is washed in hot water each evening.

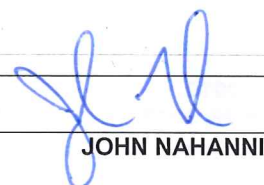
4.25 Symptomatic inmates will be locked down 23 hours per day. They will be offered use of daily showers and fresh air in the exercise yard; however, they must wear masks and gloves (and other PPE determined by medical) when leaving his/her cell. Lockdown beyond 23 hours a day may occur only after consultation with the Office of the Chief Public Health Officer.

4.26 Authorized persons may cancel all programs and visits as required during an outbreak situation. Special visits (held in a secure visiting area) will only be allowed at the discretion of Wardens or designates.

MEDICAL PROVISIONS

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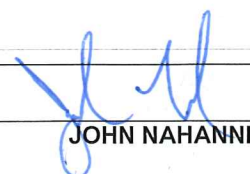
- 4.27 Medical staff shall arrange for staff and inmate orientations on symptoms and preventative measures for contagious diseases. In addition to orientations, information pamphlets will be circulated to all staff and inmates on potential contagious diseases.
- 4.28 Medical staff shall arrange for appropriate inoculations for all staff (when available).
- 4.29 Issuance of masks and gloves shall remain contingent on the level of need. Use will commence first in the areas below:
- a) Intake;
 - b) Medical Holding and Isolation;
 - c) Units designated to hold symptomatic inmates (masks for inmates and staff); and
 - d) Kitchen (gloves only).
- 4.30 Medical staff shall ensure that arrangements are completed for filling prescriptions. Medication stockpiling will be necessary as there could be a supply chain interruption. All prescriptions are to be prepared in bubble packs that will allow for controlled dispensing by operational staff if this is required due to medical staff shortages.
- 4.31 Medical staff shall arrange for medical staff coverage by contacting relief nursing staff should medical staff become unavailable.
- 4.32 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or Soapopular are readily available for facility use. Non-alcoholic hand sanitizers will be used in inmate living areas. Staff and inmates shall be encouraged to wash their hands with soap and water often, as opposed to using hand sanitizers. Visitors (if approved) shall be requested by staff to use the hand sanitizer provided by the facility.

MEAL PROVISIONS

- 4.33 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.34 The Food Services Supervisor shall ensure that a sufficient number of staff are orientated in the use of kitchen equipment in the event that cooks are not available.
- 4.35 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.

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- 4.36 The Food Services Supervisor shall contact In-flight Services or Northern Food Services for readymade meals as required. In-flight Services requires twenty-four (24) hour notice to deliver the meals while other suppliers require one (1) week.
- 4.37 Ensuring additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.38 Disposable plates and utensils will be used to serve inmates in units holding symptomatic inmates. Food Carts shall be sanitized before leaving a unit that is housing symptomatic inmates.
- 4.39 Inmates who are symptomatic will be given extra fluids as directed by health care staff.

STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN

4.40 s 20(1)(e)

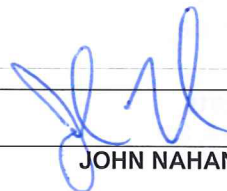
- 4.41 It may be necessary to cancel vacation or other leave if there is insufficient healthy staff to provide essential services.
- 4.42 If there are insufficient NSCC staff members available to maintain essential operations, a

s 20(1)(e)

- 4.43 Staff shall not communicate with the media in any way unless approval has been granted by the Director. All media inquiries shall be referred to the Department of Justice Communication Advisor.

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5.0 RELATED POLICIES & DIRECTIVES

- 7.02 – Contingency Planning & Response Model
- 9.01 – Admission
- 9.05 – Discharge
- Contingency Manual

6.0 ATTACHMENTS

Appendices Document Title

- A Major Incident – Location Responsibility Chart
- B Health Screening Questionnaire



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APPENDIX A Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
Adult Unit	<ul style="list-style-type: none">➤ Staff report to Adult Unit Shift Supervisor;➤ Adult Unit Shift Supervisor will notify appropriate parties (including, Youth Unit Shift Supervisor of incident and potential effect on the Youth Unit operations);➤ Youth Unit Shift Supervisor will notify staff<ul style="list-style-type: none">➤ on shift in the Youth Unit area;➤ Youth Unit staff shall limit movements as<ul style="list-style-type: none">➤ much as possible and may be required to lockdown inmates (pending the type of incident).	Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate
Youth Unit (0000-0800hrs)	<ul style="list-style-type: none">➤ Staff report to Adult Unit Shift Supervisor;➤ Adult Unit Shift Supervisor will direct Youth Unit staff on response required.	Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate
Youth Unit (0800-0000hrs)	<ul style="list-style-type: none">➤ Staff report to Youth Unit Shift Supervisor;➤ Youth Unit Shift Supervisor will notify Adult Unit Shift Supervisor of incident and potential effect on the Adult Unit operations;➤ Youth Unit Shift Supervisor will notify staff on shift in the Youth Unit area;➤ Youth Unit staff shall lockdown inmates and ensure that everyone is accounted for➤ Adult Unit staff may be required to lockdown inmates (pending the type of incident), as per direction from Adult Unit Shift Supervisor.	Youth Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate

Note: Should a major incident occur that affects the entire complex (e.g. bomb threat, evacuation) the **Adult Unit Shift Supervisor** shall manage the incident until the Warden or designate has assumed the role of **Crisis Manager**.

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APPENDIX B Health Screening Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to process new inmates shall complete the following screening procedures immediately when admitting an inmate. All newly admitted inmates must remain separate from all medically cleared inmates until cleared by medical staff.

The following questions must be answered by each inmate upon admission. Once completed this form must be signed by the staff and the inmate. The form is to immediately be forwarded to Medical staff for further assessment.

Inmate Name: _____ **Date of Birth:** _____

		Circle One
1.	Are you experiencing any flu-like symptoms? (e.g. fever, vomiting, bone or joint aches, muscle aches, sweating, sore throat, coughing or fatigue)	Yes No
2.	Do you know or have you been in contact with anyone with flu-like symptoms? Symptoms described in question #1.	Yes No
3.	Have you recently travelled domestically or internationally or come into contact with someone who has? If so where did you/they travel?	Yes No
4.	Are you taking any medications that we should be immediately aware of?	Yes No
5.	Do you have any allergies that you are aware of?	Yes No

Admitting Staff Signature: _____ **Date:** _____

Inmate Signature: _____ **Date:** _____

Medical Staff Signature: _____ **Date:** _____



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4.0 **PROVISIONS**

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Units:	Adult & Youth

4.24 During an outbreak all staff shall:

- a) Ensure signage is used directing proper PPE and precautions to be used by staff, visitors, and inmates. This shall be clearly posted at cell where inmate is housed.
- b) Ensure that all inmates/staff use hand sanitizers regularly or wash their hands with soap and water frequently and before exiting and entering the pod. Ensure visitors (if approved for entrance) use hand sanitizer before entering the building;
- c) Ensure that all common areas are cleaned and surfaces are sanitized three (3) times per day using an antiviral/antimicrobial wipe/solution;
- d) Ensure that inmates sanitize any multi-use item with antiviral/antimicrobial wipe/solution before and after use;
- e) Wear masks, gloves and gowns (and other PPE determined by medical) provided at all times when working in areas that house symptomatic inmates and other areas as directed;
- f) Ensure that mattresses are sanitized using antiviral/antimicrobial wipe/solution when passed from inmate to inmate and mattresses are not to be moved from a pod housing symptomatic inmates to any other pod;
- g) Ensure all cells are sanitized using antiviral/antimicrobial wipe/solution when they are vacated and assigned to a different inmate;
- h) Ensure that food service gloves are worn by staff and inmates at all times while serving meals; and
- i) Ensure that laundry is washed in hot water each evening.

4.25 Symptomatic inmates will be locked down 23 hours per day. They will be offered use of daily showers and fresh air in the exercise yard; however, they must wear masks and gloves (and other PPE determined by medical) when leaving his/her cell. Lockdown beyond 23 hours a day may occur only after consultation with the Office of the Chief Public Health Officer.

4.26 Authorized persons may cancel all programs and visits as required during an outbreak situation. Special visits (held in a secure visiting area) will only be allowed at the discretion of Wardens or designates.

MEDICAL PROVISIONS

EFFECTIVE DATE: MARCH 30, 2010
PREVIOUS ISSUE: MARCH 11, 2020
REVISED DATE: MARCH 25, 2020

APPROVED BY:

JOHN NAHANNI



NORTH SLAVE CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
Standing Order:	7.02.03
Subject:	Epidemics and Outbreaks
Authority:	Directive 7.02 – Contingency Planning & Response Model
Units:	Adult & Youth

- 4.27 Medical staff shall arrange for staff and inmate orientations on symptoms and preventative measures for contagious diseases. In addition to orientations, information pamphlets will be circulated to all staff and inmates on potential contagious diseases.
- 4.28 Medical staff shall arrange for appropriate inoculations for all staff (when available).
- 4.29 Issuance of masks and gloves shall remain contingent on the level of need. Use will commence first in the areas below:
- a) Intake;
 - b) Medical Holding and Isolation;
 - c) Units designated to hold symptomatic inmates (masks for inmates and staff); and
 - d) Kitchen (gloves only).
- 4.30 Medical staff shall ensure that arrangements are completed for filling prescriptions. Medication stockpiling will be necessary as there could be a supply chain interruption. All prescriptions are to be prepared in bubble packs that will allow for controlled dispensing by operational staff if this is required due to medical staff shortages.
- 4.31 Medical staff shall arrange for medical staff coverage by contacting relief nursing staff should medical staff become unavailable.
- 4.32 Authorized persons shall ensure that adequate supplies of masks and gowns are available. Hand sanitizer or antiviral/antimicrobial wipe/solution are readily available for facility use. Staff and inmates shall be encouraged to wash their hands with soap and water often. Visitors (if approved) shall be requested by staff to use the hand sanitizer provided by the facility.
- MEAL PROVISIONS**
- 4.33 Authorized persons shall ensure that there is a sufficient supply of cleaning supplies, disposable plates and utensils.
- 4.34 The Food Services Supervisor shall ensure that a sufficient number of staff are orientated in the use of kitchen equipment in the event that cooks are not available.
- 4.35 The Food Services Supervisor shall ensure that a contingency menu is created that serves all inmates twice per day.

EFFECTIVE DATE: MARCH 30, 2010
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JOHN NAHANNI

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NORTH SLAVE CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
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Units:	Adult & Youth

- 4.36 The Food Services Supervisor shall contact In-flight Services or Northern Food Services for readymade meals as required. In-flight Services requires twenty-four (24) hour notice to deliver the meals while other suppliers require one (1) week.
- 4.37 Ensuring additional stock of food supplies will be necessary as supply chain could be interrupted.
- 4.38 Disposable plates and utensils will be used to serve inmates in units holding symptomatic inmates. Food Carts shall be sanitized before leaving a unit that is housing symptomatic inmates.
- 4.39 Inmates who are symptomatic will be given extra fluids as directed by health care staff.

STAFFING DEPLOYMENT DURING FACILITY LOCKDOWN

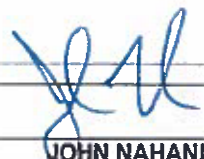
4.40 s 20(1)(e)

- 4.41 It may be necessary to cancel vacation or other leave if there is insufficient healthy staff to provide essential services.
- 4.42 If there are insufficient NSCC staff members available to maintain essential operations, a

- 4.43 Staff shall not communicate with the media in any way unless approval has been granted by the Director. All media inquiries shall be referred to the Department of Justice Communication Advisor.

EFFECTIVE DATE: MARCH 30, 2010
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JOHN NAHANNI

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NORTH SLAVE CORRECTIONAL COMPLEX

Chapter:	7 – Contingency Planning
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5.0 RELATED POLICIES & DIRECTIVES

- 7.02 – Contingency Planning & Response Model
- 9.01 – Admission
- 9.05 – Discharge
- Contingency Manual

6.0 ATTACHMENTS

Appendices Document Title

- A Major Incident – Location Responsibility Chart
- B Health Screening Questionnaire

EFFECTIVE DATE: MARCH 30, 2010
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JOHN NAHANNI

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NORTH SLAVE CORRECTIONAL COMPLEX

Chapter: 7 – Contingency Planning
 Standing Order: 7.02.03
 Subject: Epidemics and Outbreaks
 Authority: Directive 7.02 – Contingency Planning & Response Model
 Units: Adult & Youth

APPENDIX A Major Incident – Location Responsibility Chart

Location of Major Incident	Immediate Reporting Structure	Role of Shift Supervisor
Adult Unit	<ul style="list-style-type: none"> ➤ Staff report to Adult Unit Shift Supervisor; ➤ Adult Unit Shift Supervisor will notify appropriate parties (including, Youth Unit Shift Supervisor of incident and potential effect on the Youth Unit operations); ➤ Youth Unit Shift Supervisor will notify staff <ul style="list-style-type: none"> ➤ on shift in the Youth Unit area; ➤ Youth Unit staff shall limit movements as <ul style="list-style-type: none"> ➤ much as possible and may be required to lockdown inmates (pending the type of incident). 	Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate
Youth Unit (0000-0800hrs)	<ul style="list-style-type: none"> ➤ Staff report to Adult Unit Shift Supervisor; ➤ Adult Unit Shift Supervisor will direct Youth Unit staff on response required. 	Adult Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate
Youth Unit (0800-0000hrs)	<ul style="list-style-type: none"> ➤ Staff report to Youth Unit Shift Supervisor; ➤ Youth Unit Shift Supervisor will notify Adult Unit Shift Supervisor of incident and potential effect on the Adult Unit operations; ➤ Youth Unit Shift Supervisor will notify staff on shift in the Youth Unit area; ➤ Youth Unit staff shall lockdown inmates and ensure that everyone is accounted for ➤ Adult Unit staff may be required to lockdown inmates (pending the type of incident), as per direction from Adult Unit Shift Supervisor. 	Youth Unit Shift Supervisor = Crisis Manager until relieved by Warden or designate

Note: Should a major incident occur that affects the entire complex (e.g. bomb threat, evacuation) the **Adult Unit Shift Supervisor** shall manage the incident until the Warden or designate has assumed the role of **Crisis Manager**.

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NORTH SLAVE CORRECTIONAL COMPLEX

Chapter: 7 – Contingency Planning
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Units: Adult & Youth

APPENDIX B Health Screening Questionnaire

To assist with ensuring the health, safety and security of the facility, each corrections officer delegated to process new inmates shall complete the following screening procedures immediately when admitting an inmate. All newly admitted inmates must remain separate from all medically cleared inmates until cleared by medical staff.

The following questions must be answered by each inmate upon admission. Once completed this form must be signed by the staff and the inmate. The form is to immediately be forwarded to Medical staff for further assessment.

Inmate Name: _____ **Date of Birth:** _____

		Circle One
1.	Are you experiencing any flu-like symptoms? (e.g. fever, vomiting, bone or joint aches, muscle aches, shortness of breath, sweating, sore throat, coughing or fatigue)	Yes No
2.	Do you know or have you been in contact with anyone with flu-like symptoms? Symptoms described in question #1.	Yes No
3.	Have you recently travelled domestically or internationally or come into contact with someone who has? If so where did you/they travel?	Yes No
4.	Have you had close contact with a confirmed case or case under investigation of COVID-19?	Yes No
5.	Are you taking any medications that we should be immediately aware of?	Yes No
6.	Do you have any allergies that you are aware of?	Yes No

Admitting Staff Signature: _____ **Date:** _____

Inmate Signature: _____ **Date:** _____

Medical Staff Signature: _____ **Date:** _____

EFFECTIVE DATE: MARCH 30, 2010
PREVIOUS ISSUE: MARCH 11, 2020
REVISED DATE: MARCH 25, 2020

APPROVED BY: _____


JOHN NAHANNI

Greg Paul

From: Sharon Lambert
Sent: March 12, 2020 9:53 AM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: FW: ALL STAFF - Coronavirus (COVID-19) Concerns
Attachments: coronavirus-disease-information-mar-3-2020.pdf; handwashinginfographicbig-web.pdf; NSCC - 7 02 03 - Epidemics and Outbreaks - March 11 2020.pdf

FYI

From: John Nahanni
Sent: Thursday, March 12, 2020 9:51 AM
To: Sharon Lambert
Cc: Addy Loney
Subject: ALL STAFF - Coronavirus (COVID-19) Concerns

Please circulate to all NSCC staff;

Good Morning,

Please review the attached documents related to Coronavirus (COVID-19) Concerns. There is much publication on the subject and we will continue to do everything we can to mitigate the risks associated. To update staff on our progress; the attached Standing Order has been updated and we have ordered additional Personal Protection Equipment. We are in continual contact with medical professionals and will continue to adjust our processes as necessary. We will continue to share information as it comes in.

The below guidance is being provided to assist with managing the risks. Please note that no extraordinary steps need to be taken with respect to disinfecting office spaces. Strategies for limiting exposure to respiratory illnesses such as the coronavirus are largely similar to what you do for other seasonal illnesses. Good hygiene practices are everyone's responsibility and include:

- Stay home if you are sick
- Use a tissue when coughing or sneezing and dispose of it. If a tissue isn't available, cough or sneeze into your upper sleeve, not your hands.
- Wash your hands often, especially after coughing or sneezing.

We have purchased Alcohol based hand sanitizers as well that can be distributed to the units if necessary. Under no circumstances shall these items be given to inmates in a cup/container. All issue is to be placed on the hands and spread throughout the hand areas. This will assist with managing the possibility of ingesting the hand sanitizer.

Thanks, John

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





VISITORS GET INSTRUCTIONS FROM STAFF BEFORE ENTERING

CONTACT PRECAUTIONS

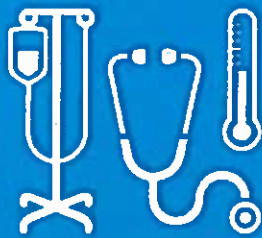
IN ADDITION TO ROUTINE PRACTICES
LONG-TERM CARE



Wear gloves for direct care



Wear long-sleeved gown for direct care



Dedicate equipment to resident or
disinfect before use with another



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

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





Coronavirus Disease (COVID-19)

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

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

What is coronavirus disease (COVID-19)?

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

What are the symptoms of COVID-19?

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

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

What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks such as this, and officials are reviewing these specifically with COVID-19 in mind. Health officials are working with their federal and provincial / territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents.

What can you do?

Just like preparing for weather, ferry and ice road closures, you should have a plan in place that includes keeping 2 weeks of household supplies such as food, water, cleaning supplies, and medication plus requirements for childcare or elder support.

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



Stay home if you are sick

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



If you are sick, avoid close contact with others



Turn and cover

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



Throw used tissues in the garbage

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



Wash your hands

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



Clean/Disinfect

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

For more information and for updates on COVID-19, please visit www.hss.gov.nt.ca/coronavirus.



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 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

Greg Paul

From: Greg Paul
Sent: March 27, 2020 9:13 AM
To: Adam Scarf; Alan Kopec; Alastair Gamble; Alexander Jordan; Andrew Bucknor; Aneesh Prabhakaran; Angela Chandler; Anna O'Neill; Avery Parle; Bernard Bennett; Billie-Jean Smith; Brad Dusome; Brandi Sneath; Brenda Colbourne; Brent Horn; Brett Scarf; Bridget O'Keefe; Chris Parsons; Clayton Bell; Clayton Broadbent; Cory Langer; Curtis Gibeau; Curtis Jones; Dafydd Bellis; Daniel Duval; Daniel Risk; Darrel Ouellette; Darren Bilinski; Darren Cochrane; Dawn Radix; Dean DaCorte; Dean Lushman; Debra Rosse; Derek Bran; Dezeræe Pidborochynski; Diane Wiseman; Don Cameron; Edward Patten; Eliezer Asombrado; Elvisi Hwata; Ernest Chassie; Geno Holick; Geoff Green; Greg Krivda; Gregory Brandford; Isaac Embodo; James Dall; James McKay; James Millar; Jason Winsor; Jean-Claude Ouellette-Landry; Jean-Philippe Talbot; Jenny Thompson; Jeremy Stannard; Jimmy-Lee Scott; John Dzurka; Jon Seeton; Jonathon Menton; Jordan Evans; Kenneth Harrison; Kenneth Stewart; Kevin Stevens; Kim Bergman; Kyra Powder; Leonard Brotherston; Les J. Walters; Lidya Mcleod; Lindsey Mailloux; Lisa Hann; Louise Boutilier; Margaret Edwards; Martin James; Matthew Simms; Megan Stevens; Michael Bourque; Michelle Richards; Mike Desjarlais; M-Maher Tabbaa; Nelson Muchekeni; Nicholas Walker; Nick Macintosh; Nicole Normandin; Omar E Ehtesham; Paul Hann; Paul M. Jones; Paulina Lambert; Shawna Lafond; Sibongile Lusinga; Stephanie Van Dyke; Stephen Purcell; Steven Bounds; Stuart Mawby; Ted Hughson; Trevor Lizotte; Tyler Pond; Wes Jones; William Doug Wiseman; William Rintoul; Wonderful Ndhlovu
Cc: John Nahanni; Scott Mills; Chris Comeau
Subject: Control Post staffing to support social distance requirement
Expires: September 23, 2020 12:00 AM

Good Day,

Please be advised to ensure all staff are practicing and supporting the requirement to social distance we will be working with one control officer in main control post during this period.

Should we have the staff we can post one in control and one in remote control to support the main control post. However if we are going to be challenged with our staffing we can operate with one control officer in main control on day shifts.

If you have any questions or concerns please advise your supervisor.

Thanks

Greg Paul
Assistant Warden-Operations
Department of Justice/Corrections
Government of the Northwest Territories | Gouvernement des Territoires du Nord-Ouest

North Slave Correctional Complex
71 Kam Lake Rd
P.O. Box 278
Yellowknife NT X1A 2N2
Phone | Tél. : 867-669-8652

www.gov.nt.ca

Greg Paul

From: John Nahanni
Sent: March 30, 2020 7:19 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: NSCC Staff Screening and Risk Assessment
Attachments: covid-19-self-monitoring-handout.pdf; Procedure DOJ Staff Screening Procedure NSCC.docx; Process DOJ Staff Screening Process Correctional Facilities NSCC.docx; STABLE Essential Services Attending WorkEmployee Assessment.docx; Tracking Form DOJ Staff REFUSED ENTRY Tracking Form.docx; Decision Chart DOJ Staff Screening Decision Chart.docx

Importance: High

All staff:

Please find attached direction to be used for Staff Screening and Risk Assessment at NSCC. This is to be completed by all staff prior to any entry into the NSCC. It is imperative that we continue to make our work environment as safe as possible and this is another change we need to implement to promote health and safety for all occupants of NSCC. If you have any questions or concerns please do not hesitate to advise.

ON the interim:

- Assessments will be completed by the elevator before the stairs leading to the secure envelope in Adult Services. A table has been set up for safety barrier and a secondary table with distance is set up for the assessor. DWO's or Relief DWO's shall be delegated to complete the assessments at the following times:
 - 7 AM to 9 AM
 - Security shift change and all administration/program staff
 - 3 PM to 4 PM
 - Security staff
 - 11:15 PM to 12 PM
 - Security staff
- Youth Services
 - Afternoons and Nights
 - SYO going off shift attends screening area prior to anybody entering the security envelope
 - Completes assessment on all staff including oncoming SYO and unit staff
- Days Shift
 - SYO reports to Adult Services for assessment PRIOR to reporting to Youth Services
 - Following clearance they will report to Youth Services to conduct screening on their staff
 - SYO meets with their staff prior to their entry into the facility

- No staff are permitted entry into security envelope until assessment is completed.
- Nights shift to remain at post until relieved
- Control
 - To ensure that staff do not enter the building without going through the assessment process, no side doors, back door, etc. Staff shall complete the assessment and verify with the control officer if other entrances are being used following assessments

Signage has been posted in the relevant areas (attached) for reference and so all staff can identify where the screening is occur. All staff are expected to maintain safe distance, please respect each other's space and allow the assessor's to complete the assessments as quick as possible.

Thank you for your cooperation.

Thanks, John



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

Greg Paul

From: Greg Paul
Sent: March 31, 2020 4:58 PM
To: Adam Scarf; Addy Loney; Alan Kopec; Alastair Gamble; Alexander Jordan; Andrew Bucknor; Aneesh Prabhakaran; Angela Chandler; Anila Aisha; Anna O'Neill; Avery Parle; Barbara Deakin; Bernard Bennett; Bernie Ritchie; Billie-Jean Smith; Brad Dusome; Brandi Sneath; Brenda Colbourne; Brent Horn; Brett Scarf; Bridget O'Keefe; Bryan Briones; Chris Comeau; Chris Parsons; Clayton Bell; Clayton Broadbent; Cole Cameron; Collin Sheppard; Cory Langer; Curtis Gibeau; Curtis Jones; Dafydd Bellis; Daniel Duval; Daniel Risk; Darrel Mack; Darren Bilinski; Darren Cochrane; Dawn Radix; Dean DaCorte; Dean Lushman; Debra Rosse; Derek Bran; Derek Falk; Dezerae Pidborochynski; Diane Wiseman; Don Cameron; Drake Snook; Edward Patten; Eliezer Asombrado; Elvisi Hwata; Ernest Chassie; Garrett Ashlie; Geno Holick; Geoff Green; Ginny Paul; Greg Krivda; Gregory Brandford; Gwen Charlton; Isaac Embodo; Jacob Parsons; James Dall; James McKay; James Millar; Jaret Moshenko; Jason Winsor; Jean-Claude Ouellette-Landry; Jean-Philippe Talbot; Jennifer Grant; Jenny Thompson; Jeremy Stannard; Jessica Jonasson; Jimmy-Lee Scott; Jody Brandford; Joe Campeau; John Dzurka; Jon Seeton; Jonathon Menton; Jordan Evans; Joshua W Osmond; Justin J. Bailey; Kelly Stevens; Kelsi R. Taylor; Kenneth Harrison; Kenneth Stewart; Kevin Stevens; Kim Bergman; Kristin Tarrant; Kyra Powder; Lauri CH. Leppanen; Leanne Niziol; Leonard Brotherston; Les J. Walters; Lesley Muires; Lidya Mcleod; Lindsey Mailloux; Lisa Hann; Louise Boutilier; Magnus A Palsson; Margaret Edwards; Martin James; Matthew Simms; Megan Stevens; Michael Bourque; Michael Ross; Michelle Richards; Mike Best; Mike Desjarlais; M-Maher Tabbaa; Molly Pilgrim; Natalie Decker; Nelson Muchekeni; Nicholas Walker; Nick Macintosh; Nicole Normandin; Nineta Carp; Omar Ehtesham; Patrick J Crozier; Paul Hann; Paul M. Jones; Paulina Lambert; Pratheesh Saratchandran; Ricardo Drover; Richard Deutschmann; Richard Keppel; Rielle Nakehk'o; Rob Cook; Robert Beaulieu; Robert George; Robert Purcka; Robert Warburton; Rodney Gallant; Roland Meadus; Ron Leonardis; Ronald Lafond; Rosalie Blair; Roxanne Farrell; Russell Spear; Ryan Hughson; Sam Hicks; Scott Galusha; Scott Mills; Scott Smith; Sean Dalton; Sean Purcell; Sharon Lambert; Shawna Lafond; Sherayah Clark; Stephanie Bauhaus; Stephanie Van Dyke; Stephen Purcell; Steven Bounds; Stuart Mawby; Ted Hughson; Terry Wallis; Trevor Lizotte; Tristan A. Hynes; Tyler Pond; Veronica Kelsey; Vincent Casey; Wes Jones; William Doug Wiseman; William Rintoul; Wonderful Ndhlovu; Yosuke Fukushima

Cc: John Nahanni; Scott Mills
Subject: Terminal Cleaning of isolation cells for suspected illnesses
Attachments: HSA Terminal Cell Cleaning Checklist.pdf

Importance: High

Expires: September 27, 2020 12:00 AM

Good Day,
The NSCC has long standing direction for all cells to have cell check forms completed in the living units to ensure they are cleaned when an inmate moves out, this requirement is essential to prevent spread of germs or viruses. With the current health concerns regarding COVID-19 staff must ensure that inmates are completing the required cleaning within the living units.

For all inmates that were isolated for Contact/Droplet precautions because of symptoms or suspected illnesses they are required to “terminally clean” the cell and or areas that they have come into contact with using a **virox solution** prior to moving out, this is essential for Health and Safety. Two sprayers (see pic below) have been placed into the HSA cleaning supply room for inmates to “terminally clean” their cells prior to any movement out of isolation cells, staff will retrieve required PPE in coordination with DWO (gloves, goggles and masks in vault labelled for cell cleaning) for the inmate(s) and staff **must supervise** them to ensure the entire area is **thoroughly sprayed** (all walls, floors, ceilings, beds and doors) and allowed to air dry prior to the cell area being used again.

Areas that require “terminal cleaning” with **Virox solution** and sprayer would include:

- Med iso/Secure isolation cell(s) including (walls, ceiling, beds, toilets and showers if med iso)
- Secure shower stall when used by any inmate on precautions

***For all cell cleaning staff must complete the attached HSA Cell Cleaning Checklist and have it signed off by the DWO and forwarded to the Assistant Warden for Review.**

Example of sprayer



Greg Paul
Assistant Warden-Operations
Department of Justice/Corrections
Government of the Northwest Territories | Gouvernement des Territoires du Nord-Ouest

North Slave Correctional Complex
71 Kam Lake Rd
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Greg Paul

From: John Nahanni
Sent: April 3, 2020 11:31 AM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: RE: NSCC Staff Screening and Risk Assessment
Attachments: NSCC Essential Services Occupational Questionnaire Log.docx

Please note an additional update:

- The DWO may delegate screening to a Correctional Officer as needed
 - Anybody that is symptomatic or observed to be symptomatic must be reported to the DWO
- Attached is a log that will need to be filled out by the staff completing the assessment
- Anytime there is an answer to questions 1-4 on the assessment that is yes the DWO must attend the screening area and review the risk assessment for decision.

Please remember that if a staff is showing any symptoms to please call in and advise the DWO that you are showing symptoms and will not be able to report for duty. Contact Public health and share with the supervisor the results of your discussion with Public Health.

Thanks, John

From: John Nahanni
Sent: Monday, March 30, 2020 7:19 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: NSCC Staff Screening and Risk Assessment
Importance: High

All staff:

Please find attached direction to be used for Staff Screening and Risk Assessment at NSCC. This is to be completed by all staff prior to any entry into the NSCC. It is imperative that we continue to make our work environment as safe as possible and this is another change we need to implement to promote health and safety for all occupants of NSCC. If you have any questions or concerns please do not hesitate to advise.

ON the interim:

- Assessments will be completed by the elevator before the stairs leading to the secure envelope in Adult Services. A table has been set up for safety barrier and a secondary table with distance is set up for the assessor. DWO's or Relief DWO's shall be delegated to complete the assessments at the following times:
 - 7 AM to 9 AM
 - Security shift change and all administration/program staff
 - 3 PM to 4 PM
 - Security staff

- 1115 PM to 12 PM
 - Security staff
- Youth Services
 - Afternoons and Nights
 - SYO going off shift attends screening area prior to anybody entering the security envelope
 - Completes assessment on all staff including oncoming SYO and unit staff
- Days Shift
 - SYO reports to Adult Services for assessment PRIOR to reporting to Youth Services
 - Following clearance they will report to Youth Services to conduct screening on their staff
 - SYO meets with their staff prior to their entry into the facility
 - No staff are permitted entry into security envelope until assessment is completed.
 - Nights shift to remain at post until relieved
- Control
 - To ensure that staff do not enter the building without going through the assessment process, no side doors, back door, etc. Staff shall complete the assessment and verify with the control officer if other entrances are being used following assessments

Signage has been posted in the relevant areas (attached) for reference and so all staff can identify where the screening is occur. All staff are expected to maintain safe distance, please respect each other's space and allow the assessor's to complete the assessments as quick as possible.

Thank you for your cooperation.

Thanks, John



April 3, 2020

MEMO

ALL NORTH SLAVE CORRECTIONAL COMPLEX STAFF

COVID-19 Response - NSCC

Given the ongoing concerns related to COVID-19 I would like to share some updates on our operation. As communicated prior there will be ongoing changes from time to time with short notice. Changes will continue to occur as we are continually focusing on best practices, receiving new information and receiving ongoing feedback from staff and inmates. Staying healthy is a collective effort and we all have vested interest in meeting Health, Safety and Security requirements.

I would like to thank everyone for being able to adjust as needed and appreciate everyone's hard work in making all occupants of NSCC as safe as they can be. This is very stressful to all staff and our clients and is not unnoticed. Our ongoing empathy will continue to be very important in managing our clients. Please continue to educate and take the time to work through any conflict.

The following measures have been implemented or are under review:

1. Volunteers

Use of volunteers at NSCC will continue to be suspended.

2. Work Crews/Appointments

The activities of any facility off grounds work crews will continue to be suspended. Work crews have been working internally to sanitize the facility and will continue until further notice. Essential appointments will continue as scheduled (e.g. medical).

3. Temporary Absences (TA's)

All temporary absences to/from the NSCC will continue to be suspended. Our case management team is routinely screening offenders for release T/A's provided we can manage the offender without undue risk to the public.



4. **Visitors (personal)**
All personal visits for inmates/offenders will continue to be suspended.
5. **Legal Counsel/Spiritual Advisors/Elders**
Confidential in-person meetings with official visitors (such as lawyers, spiritual advisors, Elders) will continue to be accommodated as much as possible in exceptional circumstance, without permitting direct personal contact. The Visitor and Contractor Questionnaire must be completed prior to any entry to NSCC.
6. **Contractors**
Contractors providing essential services within NSCC will continue to be permitted: however, the Visitor and Contractor Questionnaire must be completed prior to any entry.
7. **Corrections Northern Recruit Training Program (CNRTP)**
CNRTP at the NSCC has been suspended until further notice.
8. **Leave**
Staff leave will continue to be suspended until further notice. This was put into effect for NSCC operational requirements related to the pandemic before us. Once we are able to return to routine operations we will explore leave requests that were previously approved.
9. **Inmate Transfers**
NWT Corrections road transfers remain suspended. All other transfers are being considered on a case by case basis.
10. **Training**
Training has been suspended until further notice with the exception of Intake. This was required for NSCC operational requirements and to respect safe social distancing as much as possible.
11. **Screening Protocol**
Any person that attends NSCC must be screened prior to any access to the facility. This is being completed on all staff, inmates, visitors/contractors, etc. This is a requirement to support the safety of all occupants. Please ensure that any observations of illness are reported immediately so we can manage the concerns as quick as possible.



12. Extra Cleaners

Extra inmate cleaners were hired to clean all of the commonly touched areas throughout the building. i.e door handles, buttons, etc.

13. Gymnasium changes

The gym has been limited to weights and walking only. No sports activities are to take place. Stations have been set up in the gym for ease of use. Virox and paper towels have been placed at every station so inmates can sanitize the stations after use.

14. Video Court

Court Video stations are operation at NSCC in both the Adult and Youth Services. This has been very helpful with managing movement to the courts. Ongoing commitment to minimize all movement will continue.

15. Inmate meals

Inmates are now permitted to in their cells; the purpose is to support safe social distancing while meals are being served and when inmates are returning trays.

17. Visitor Drop offs and Money

We have limited the drop of money to Monday through Friday at 130 to 430 pm. This is to limit exposure of visitors to security staff. Administration staff is donning PPE to accept all cash until further notice. Unfortunately we will not be able to accept any magazines or traditional meat for safety purposes. Will remain suspend until further notice.

18. Control Post

Control posts will be limited to 1 person per area – Remote Control and Master Control. This is to ensure safe social distances.

19. Inmate Programs

Inmate programs are ongoing with safe social distancing being practiced. Class groups are limited to a safe number to ensure that we are protecting both staff and inmates.



Government of Northwest Territories
Gouvernement des Territoires du Nord-Ouest

As we work through the pandemic crisis we are continually consulting with public health officials, other correctional jurisdictions and best practices so we can make the best decisions possible. The GNWT is continually monitoring the status of COVID-19 in the NWT. As information is shared we will continue to communicate the new information as it becomes available.

The GNWT has supports in place through the Employee Family Assistance Program. For immediate and confidential assistance 24 hours a day, 7 days a week, call 1-844-880-9142 or visit www.workhealthlife.com.

If you have any questions please do not hesitate to contact your Supervisor/Deputy Warden, Assistant Warden or Warden.

Thank you for your cooperation,

John Nahanni
Warden
North Slave Correctional Complex



April 6, 2020

MEMO

ALL NORTH SLAVE CORRECTIONAL COMPLEX STAFF

COVID-19 Mask Protocol - NSCC

In consultation with NWT specialists in communicable diseases and DOJ's OHS Specialist, we have been advised that when escorting an inmate who is exhibiting flu-like symptoms, the inmate is to wear a procedural/medical ear loop mask, not an N95 mask.

To be clear, if an inmate is exhibiting symptoms, he/she should be wearing an ear loop procedural/medical mask in all circumstances, not an N95.

At this time, N95 masks are only recommended for doctors/nurses conducting tests/procedures (ie: intubation or nasopharyngeal tests) with an unmasked symptomatic patient. Nurses at NSCC may be required to conduct these tests and are to follow established infection prevention guidelines.

Of course the above information is as it relates to Covid-19 applications only. Any previous use of N95's as identified in our directives and SO's would still apply within the facility. If you have not been fit tested please make arrangements with your supervisor.

When staff are escorting an inmate to the hospital they are required to wear ear loop procedural/medical masks as well as the inmate being escorted. Please ensure gloves are worn as well when attending the hospital.

Thank you for your cooperation,

John Nahanni
Warden
North Slave Correctional Complex

April 6, 2020

MEMO

ALL INMATES

COVID-19 Response - NSCC

COVID-19 is impacting everyone from all walks of life in many different ways. At NSCC we are fully aware how stressful this can be on the residents. Stress that is related to restricted family contact, maintaining health and safety standards, news media, changes in procedures, etc.

As communicated prior there will be ongoing changes from time to time with short notice, this is required for maintaining the health and safety of all occupants of NSCC. Changes will continue to occur as we are continually focusing on best practices, receiving new information and receiving ongoing feedback from inmates and staff. Staying healthy is a collective effort and we remain active in doing the best we can for everyone inside these walls. I would like to thank everyone for their cooperation while we continue to work through this difficult time.

The following measures have been implemented or are under review:

1. NSCC Screening

NSCC has a process in place that will ensure that every person that enters NSCC is assessed prior to entry of the complex. Under no circumstances shall any inmate, staff, visitor/contractor be permitted to enter NSCC without being screened. Please ensure that any observations of illness are reported immediately so we can manage the concerns as quick as possible.

2. Phone Calls

We are currently reviewing phone access. Inmates that do not have sufficient funds to make phone calls will be provided phone call access so they can check in with their families. This will change from a DWO request to allowing phone calls to be completed on the phone system. If any inmate does not have a phone list it must be completed and sent to your Case Manager for approval and entry.

This is required to minimize the lawyer room phone access so that the phone is available for lawyer calls.

Any inmate that has less than \$50 in their account on Mondays will have funds added to their phone account to bring their phone balance up to \$5.00. This is to promote contact with family. Inmates are encouraged to budget their time as this will allow for approximately 40 minutes to contact their loved ones and check in. Urgent calls can be requested by request through the DWO and will only be approved in extenuating circumstances as phone access has been arranged. Under no circumstance shall the staff desk phone be used. The phones have been set up to allow for additional calls as needed, this will allow all residents to contact their family and keep updated on any community concerns, and to let their families know that they are fine.

3. Illness concerns

Any staff member that is sick is not permitted to attend the NSCC. Any inmate that is sick must move into confinement for assessment of illness. These measures are necessary to protect everyone. I strongly encourage every person that is experiencing illness to report it immediately to the staff so we can continue to take appropriate action in the ongoing protection of other.

4. Facility Cleanliness

We have had a work crew go through the units and the building. Further we have hired additional cleaners for the hallways, door handles and general cleaning of the facility. It is imperative that all residents work together on the cleanliness of the NSCC. Staff have been advised to ensure that all residents assigned work follow thru with their assigned duties. If there are any concerns with cleanliness please see the Deputy Warden of Operations and they will assist with address.

5. Extra Cleaners

Extra inmate cleaner positions have been created to clean all of the commonly touched areas throughout the building. i.e door handles, buttons, etc.

6. Visitor Drop offs and Money

Until further notice we will not be accepting any magazines, traditional foods, any items from outside of NSCC. This is for the protection of all



occupants of NSCC. We will accept money from 12 PM to 3 PM Monday through Friday. Recommend that all residents make arrangements for money to be mailed in in the event that these times do not work.

7. Inmate newspapers

We will be printing off the newspapers as they are published by News North. News North is continuing to provide copies on the internet and we will have access for printing off.

8. Visitors (personal)

All personal visits for inmates/offenders will continue to be suspended. This is necessary to protect all occupants of NSCC

9. Inmate meals

Inmates are now permitted to eat in their cells; the purpose is to support safe social distancing while meals are being served and when inmates are returning trays. This is necessary to control the inmate movement and ensure that we are compliant with safe social distancing that is in place to protect all occupants.

10. Gymnasium Access

Effective immediately additional gym access is approved. A schedule has been approved and will be circulated for all staff and inmates.

11. Gymnasium changes

The gym has been limited to weights and walking the perimeter only. No sports activities will be permitted until further notice. Stations have been set up in the gym for ease of use. Virox and paper towels have been placed at every station so inmates can sanitize the stations after use. If inmates are not cleaning the exercise equipment after every use the gymnasium will not be permitted access. The changes have been deemed necessary for Health and Safety purposes.

12. Large Yard Access

We will explore access to the large yard once the snow melts. We will review the requirement of safe social distancing at that time. Extra Gym is approved as the alternative to this request.

13. Movies

On the interim the Inmate Advisory Committee will be permitted to purchase 2 movies per week and the NSCC will purchase 2 movies per week for a total of 4 movies per week that can be circulated amongst the units. This will be reviewed from week to week while we work through the current health challenge.

14. Radios

Additional radio access has been approved for each cell. Radio access has been arranged from 7 AM to 1 AM daily. Radio stations are all voted on by the inmate population, the IAC complete votes 2 times a year and are coordinated with the Assistant Warden. There are only a few radio channels that are able to be placed on the system; this is why we must have a vote to change stations.

15. Inmate access to masks

The use of masks is currently being reviewed. Consultation with Public Health and Health officials is included in this review.

16. Case Management

We currently have 3 Case Managers in the facility. The case files have been distributed and every inmate in the NSCC has an assigned Case Manager. If there are concerns with your case file please submit a request to the Case Management Supervisor, Ginny Paul, and she will assist with resolving the concern.

17. Staff Gloves during Meal Times

Staff have been directed to change their gloves prior to serving meals.

18. Legal Counsel/Spiritual Advisors/Elders

Confidential in-person meetings with official visitors (such as lawyers, spiritual advisors, Elders) will continue to be accommodated as much as possible in exceptional circumstances, without permitting direct personal contact. Majority of contact will be completed via phone. The Visitor and Contractor Questionnaire must be completed prior to any entry to NSCC.

19. Inmate Transfers

NWT Corrections road transfers remain suspended.



20. Friday Afternoon Lock Downs

Friday afternoon lock downs have been suspended until further notice. Should this change a memo will be circulated to all inmates.

21. Inmate Programs

Inmate programs are ongoing with safe social distancing being practiced. Class groups are limited to a safe number to ensure that we are protecting both staff and inmates.

22. Volunteers

Use of volunteers at NSCC will continue to be suspended.

23. Work Crews/Appointments

The activities of any facility off grounds work crews will continue to be suspended. Work crews have been working internally to sanitize the facility and will continue until further notice. Essential appointments will continue as scheduled (e.g. medical).

As we work through the pandemic crisis we are continually consulting with public health officials, other correctional jurisdictions and best practices so we can make the best decisions possible. The GNWT is continually monitoring the status of COVID-19 in the NWT. As information is shared we will continue to communicate the new information as it becomes available.

NSCC will continue to review all processes to ensure that any increase of risk is managed should it be presented present

If you have any questions please do not hesitate to contact staff and they will assist with your questions.

Thank you for your cooperation,


John Nahanni
Warden
North Slave Correctional Complex



Memo

To: **All Staff**
From: Greg Paul, Assistant Warden-Operations
CC: All DWOS, Warden
Date: April 15, 2020
File #: 04-2020
Re: NSCC COVID-19 processes/updates

Hand Sanitizing

Alcohol based hand sanitizer will not be placed in areas that inmates can potentially access.

- The NSCC has placed hand sanitizer (alcohol based) for staff in the following locations.
 - staff room
 - control
 - administration
- All living units have dispensers with non-alcohol based sanitizer and plenty of soap bars are available for hand washing, there are two staff bathrooms located on the main corridor for staff to wash their hands anytime on duty.
- Gloves are provided for all tasks as needed, if an area requires more gloves please make arrangements with the Deputy Warden of Operations for additional stock.

Health screening for inmates and staff

- The current process is all new inmates are screened with a Health Screening Questionnaire prior to being escorted to the NSCC then screened by the Medical department prior to any inmate being placed into general population.
- All staff is screened with an Occupational questionnaire when reporting for duty. (The above processes have been communicated with Public Health). The NSCC is continually reviewing contingency plans that can be easily implemented should our current situation change. Considerations include using smaller living units to isolate new intakes if the COVID-19 pandemic worsens within the Territory.



Living Unit Cell searches

- For daily routine or operational cell searches the staff performing the search will be required to wear a mask and gloves when searching an inmate's cell. This requirement is being implemented to ensure that both the inmate and staff are protected also ensure that social distancing continues to occur. The Dayshift DWO will issue PPE to **one staff** in each unit to complete the cell searches.

Unit rounds

- The Staff member completing unit rounds must verbally advise any inmates that are on the upper tier to provide the required minimum safe distance to allow staff the ability to complete required rounds while maintaining a safe distance. (This has been posted in the living units advising the inmates).

Unit Snacks

- Staff will issue snacks individually by calling the inmate name while ensuring that no gathering occurs. When a name is called the staff will be required to place the snack on the table closest to the staff desk to allow for Safe Social Distance. Once the snack is placed on the table the staff can step away from the table. This is manageable with the lower counts in the units. (This has been posted in the living units advising the inmates).

Meal Service

- To assist with the requirement to social distance during meal service staff will utilize 4 separate tables (first 4 table's next to main kitchenette) to place the meals on for the inmates to retrieve from each table.
- When the 4 inmates come out of their cell for meals they must wait for the person in front of them to get their entire meal, beverages, etc.
- The purpose is to promote Safe Social Distancing for all staff and inmates.

Unit traffic

- To assist with social distancing the stair cases in A, B and C pods will be designated to one going up and the other going down. Signage will be placed on each stair case along with floor tape similar to businesses in the community showing the direction of traffic flow. (This has been posted in the living units advising the inmates).
 - **Stair case closest to main door will be designated to traffic going up**
 - **Stair case at the far end of the unit will be designated to traffic going down**



- **Inmates are not permitted to sit on the stair while waiting for the phone.**
- **Inmates must vacate the top tier hallway while rounds are occurring, either enter their cell or go down the stairs.**

Greg Paul
Assistant Warden

Greg Paul

From: John Nahanni
Sent: May 7, 2020 5:42 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: Cloth Masks - NSCC
Attachments: COVID-19 Cloth Mask Protocol - Facility May 6 2020.docx; Donning and Doffing Cloth Masks May 6 2020.docx

Please review the attached memos and govern yourselves accordingly. Masks are being issued in our administration area and can be picked up anytime between 8 AM and 5 PM. Staff are encouraged to wear the masks anytime that you cannot maintain 6 feet safe social distancing. Inmates are also expected to maintain the same practice. As staff are role models we need to ensure we are investing the time to demonstrate the appropriate use. The more we invest in appropriate application the more we will minimize potential conflict.

Some examples of when staff/inmates should be wearing the cloth masks:

- Both staff behind the desk
- Inmates playing games at tables
- Inmates coming up to games, both should be wearing
- Inmates on the top tier when completing rounds

Please ensure that we still use PPE (Gloves/Procedural masks) for events that are already identified such as:

- Cell Searches (Gloves/ Procedural masks)
- Droplet/Contact Precautions (Gloves/Procedural Masks/Gown and Goggles)
 - Inclusive of transport to secure cells when moving initially after recognizing symptomatic clients until assessed by medical
- Transporting from court after negative assessment (Gloves/Procedural Masks/Gown and Goggles)
- Escorts (Procedural Masks/Gloves)

Thank you for your ongoing cooperation.

Thanks, John



May 7, 2020

MEMO

ALL STAFF AND INMATES

NWT Corrections Cloth Masking Guidelines during COVID-19 Pandemic - NSCC

Recommendations have been publicized by the NWT Chief Public Health Officer (CPHO) on April 7, 2020 on the importance of individuals using homemade masks to help prevent exposing others to the COVID-19 virus. Cloth masks are not considered Personal Protection Equipment (PPE) and are not intended to replace the use of any PPE.

The Corrections Service supports the recommendations and will permit staff (who wish to do so) to wear non-medical cloth masks or face coverings when in the workplace. This same direction will apply to inmates. These masks will be distributed.

This advice does not, in any way, replace or supersede PPE Guidelines for the management of COVID-19 patients or fundamental infection prevention and control measures.

Regular PPE related protocols remain in effect and cloth masks are not permitted to replace the use of PPE in any circumstance, inclusive of cell searches, mail searches and Droplet/Contact Precautions. As indicated, if any staff requires PPE for any task please consult with your supervisor and they will help ensure the equipment is available as required.

If using cloth masks, staff must apply and remove it carefully, to avoid contaminating themselves or their surroundings. They should also store the non-medical mask in a secure place (e.g. a closed container) when not in use. Please refer to the memo (Donning and Doffing) dated May 7, 2020, for further information.

There is increasing scientific certainty of symptomless transmission of COVID-19. Cloth face coverings prevent exit of respiratory droplets so that they do not contact other people or surfaces and, as such, are deemed an effective way of preventing transmission to others. In addition to NWT's public health advisory, Dr. Teresa Tam, The Chief Public Health Officer of Canada, also advises the public to wear facial coverings if they cannot maintain 2m of physical distancing with others.

Cloth masks will not interfere with using the phone or radio, both have been used with a cloth mask and no concerns were noted.



Until further notice the following guidelines have been implemented:

Staff Issue of cloth masks:

- Three (3) cloth masks will be issued to every staff member.
- Cloth Masks do not replace PPE and are issued as additional protection for all occupants of the NSCC.
- Ziploc bags will be provided to all staff for safe storage of the cloth mask when the mask is not in use, including transport to and from work.
- Paper bags are also a viable option and will be provided to staff for safe storage, and transport ensuring that the top of the paper bag is folded over.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.

Staff are expected to wash the mask at the end of the day along with their uniform. These should be hand or machine washed after every shift, using warm-hot water and regular detergent, rinsed and hung to dry (this will prolong life).

Inmate Issue of cloth masks:

- Two (2) cloth masks will be issued to every inmate.
- Inmates will be able to wash the masks with their clothing.
- All inmates will be advised that it is recommended that they wear the masks when out of their cells.
- Non-sealable sandwich bags will be provided to all inmates for safe storage of the cloth mask when not in use.
- Dispose of the ziploc or paper bag after the soiled cloth mask has been removed for washing.
- Cloth masks should be retained by the inmates for further use but will be laundered daily, or when damaged, wet, or visibly soiled.
- Inmates can wash their masks in their sink or can wash the mask with their laundry using warm water and laundry detergent.

Thank you for your cooperation,

John Nahanni
Warden
North Slave Correctional Complex

INFORMATION AND DIRECTION FOR WEARING, DONNING, DOFFING, STORING AND CLEANING OF CLOTH MASKS

Cloth Face Coverings

The use of simple cloth face coverings is a preventative measure to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings can be used as an additional, voluntary public health measure. Cloth face coverings do not replace the use of personal protective equipment as outlined in policy.

How to Wear Cloth Face Coverings (Donning)

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape
- be handled after performing hand hygiene
- allow the wearer to grasp the mask by the elastic ear loops
- allow the wearer to use the ear loops to put it on and tuck under your chin
- only be handled with clean hands

Storage

Zip lock bags will be provided to all staff and inmates for safe storage of cloth masks, when not in use they are to be stored in the zip Lock bag at all times.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

Cloth face coverings can be washed properly by either hand or by machine using warm water and detergent

How does one safely remove a used cloth face covering? (Doffing)

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

- Clean hands
- Remove the mask by grabbing the ear loops
- The front may be contaminated so remove slowly and carefully
- Secure until washed



Memo

To: **All Staff**
From: Greg Paul, Assistant Warden-Operations
CC: All DWOS, Assistant Warden, Warden
Date: May 13, 2020
File #: 05-2020
Re: **Updated Unit Procedures for COVID-19 safety requirements**

The NSCC has issued all staff and inmates cloth masks to use when safe social distancing cannot be maintained. The ongoing supervision of these requirements must be enforced with the inmates and all staff **must lead by example** in this direction.

Staff should be wearing issued cloth masks when:

- Both staff behind the desk
- Completing unit rounds and safe distancing cannot be maintained

Inmates should be wearing issued cloth masks when:

- If more than (01) inmate at a table **all inmates must be wearing masks**
- Inmates coming up to watch table games or socialize must be wearing masks
- Inmates on the top tier when staff are completing rounds must be wearing mask
- Inmate phones currently do not meet the safe social distancing requirements therefore the use of plastic chairs on the outside of the pedestal seats facing opposite each other will be put in place. These chairs are not to be removed or moved from their placement.

If you have any concerns or are having difficulties addressing the inmates for these requirements please see you supervisor for assistance.

Greg Paul
Assistant Warden

Greg Paul

From: John Nahanni
Sent: May 19, 2020 5:59 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: Memo to all Inmates - Youth and Adult Service
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Please note the attached memo that is being circulated to all inmates this evening. This is to help educate everyone with ongoing changes, the rationale behind some of the changes and hopefully help resolve some of the conflict that comes with changes. Thank you for your ongoing support during these difficult times and stay well.

May 19, 2020

MEMO

ALL INMATES:

NSCC Operation Update – COVID-19

There have been some letters submitted recently on the NSCC response to COVID-19. Questions were raised with the requirement of ongoing changes that have been implemented, and the timeliness of the changes. There have also been concerns on the accountability for inmates and staff wearing masks, and that there are double standards on the requirement. This communication is intended to provide clarification and to hopefully answer any questions that may be outstanding.

Some background includes that the Government of the Northwest Territories declared a territory-wide Public Health Emergency under the Northwest Territories Public Health Act; we are required to meet the requirements of the Public Health Order as it pertains to the NSCC. Our overall objective is to protect all residents of the NSCC and all attendees to the NSCC such as staff, lawyers, contractors, etc. We are continuously consulting with Protect NWT, NWT Public Health, established individuals that are on COVID-19 working groups, reviewing recommendations from Medical Professionals, the CDC, the WHO, anybody that will help us make the best decisions possible. In our environment, when changes are implemented, it is with the best interests in mind knowing that we all need to work together to make sure that we are as safe as can be. This process has been a fluid one as we have been provided multiple directions almost daily from the organizations mentioned above. As indicated on prior communication this requires ongoing dedication to cleaning & sanitizing, respecting each other's space (social distancing) and communicating any concerns.

The most recent change at the NSCC was the implementation of cloth masks; the use of cloth masks was determined to be best practice for use in situations that we cannot meet safe social distancing (6 feet). The messaging that was communicated was to all inmates and staff with the expectation that everyone would wear their mask in all situations where we cannot

maintain the 6 feet. The rationale of the requirement is that individuals may still be able to spread the virus to others even though they are not showing any symptoms. This may help explain why staff is required to wear surgical masks and gloves when entering cells for searches, among other related duties. The commitment by all staff and inmates to wear the cloth masks will help manage the spread of infection by any person unknowingly. If a person is to sneeze or cough this should be into their elbow, if unable to remove themselves from the area prior to the sneeze or cough. Sneezing or coughing can extend droplets beyond the 6 feet radius. The purpose of the 6 feet is to allow the droplets from saliva that come out of your mouths to drop to the floor before it reaches anybody else.

Why are we concerned with everyone wearing masks now? We recently were able to get the masks from our supplier and in the interest of maintaining safety and prevention for each other we have implemented the requirement to use the masks in situations where 6 feet distancing is not possible. Some examples on why this is important include:

- Staff do come and go daily
- We are continuously getting new intakes that are integrated into general population
- We have had intakes from other jurisdictions
- We are continuously doing required escorts
 - For example to and from the hospital
- We have inmates that change units

Some other things that have been implemented for everyone's safety are as follows:

- Single cell bunks for all inmates
- Risk assessment screening for all staff and inmates
- Sanitizing bottles for use by all inmates and staff for equipment in the units and the gymnasium
- Suspension of outside visitors
- Virtual Visits have started for ongoing contact with family
- Any inmate who is experiencing symptoms is assessed by medical staff

With everything that has been implemented at the NSCC over the last 2 months, it is apparent that the most effective way to limit spreading the virus is to practice safe social distancing, washing your hands and not touching your face. We are a community and we need to ensure that we collectively keep our community as safe as possible. The changes made are not because there are no active cases in the NWT, it is because we want to ensure that we do everything we can to limit the spread of any potential virus

Everyone can manage their space with commitment and creativity. We have permitted some changes to support distancing including sitting on a chair on the top tier for watching television, allowing for chairs to be used on the phones, wearing masks while playing games, etc. Situations that will allow everyone to be safer if everyone is maintaining the safe social distance.

Please know that everyone in the NWT is impacted by the safe requirements that have been implemented in the NWT. Safe distancing is expected in all stores, special rules have been implemented in specific outdoor activities should organizations wish to open, sporting activities have introduced special rules to manage safety. Essentially the challenge we have

with COVID-19 is that it is a way of life for the foreseeable future; requirements have been imposed so that we can be as safe as possible. We take no pleasure in stepping up safety measures as this is restricting and uncomfortable, but is necessary given the pandemic that is before us.

Deputy Wardens of Operations attend the units on a daily basis (3 times per day), please feel free to discuss any questions or concerns with them, they will provide clarification or will make arrangements to get the answers to the questions being posed. When other managers attend the units they will also answer any questions or concerns as well. Thank you for your ongoing understanding and cooperation – stay safe.

John Nahanni
Warden
North Slave Correctional Complex

c. All staff

Thanks, John

Greg Paul

From: John Nahanni
Sent: May 27, 2020 4:31 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Subject: Update - NSCC Staff screening and risk assessments
Attachments: Appendix B SOP 7 02 03 Inmate Screening May 27 2020.pdf; STABLE Essential Services Attending WorkEmployee Assessment Updated May 26 2020.pdf; COVID 19 Questionnaire Visitors and Contractors May 26 2020.pdf; Chapter 7 Epidemics and Outbreaks 7.02.03 Updated May 27 2020.pdf

Another Form update as well as an update on Policy 7.02.03 – this update is required for clarification on our implementation of temperature taking at the NSCC and our processes.

Key points:

- Temperature testing screening has been implemented for all new intakes from the RCMP/Courts, staff, visitors/contractors – required for any individual entering the NSCC. To use the device please point towards the forehead on the right temporal region of the individual and press the button. Once the temperature has been taken please document in the appropriate location on the assessment forms.
- Every person that enters the NSCC must be screened and all safety measures put in place must be strictly adhered to. The SOP 7.02.03 has been updated.
- Everyone entering the facility will be aware that getting their temperature taken means they will be unable to maintain 6 feet social distancing. Due to this every person coming in for their shift must wear a cloth mask to protect the screeners taking the temperatures. If you have not received cloth mask issue please see your supervisor as soon as possible to receive issue. The screener must wear cloth mask while screening all entrants.
- The temperature device for intake is stored in the court driver locker and a device for staff has been allocated to the DWO.
- If any inmate that is being taken into custody has a temperature of 38 degrees Celsius or higher they will be required to place PPE on as well as the staff and to follow the contact and droplet precaution protocol that is in place for the inmate assessment screening – please ensure signage is used on all cells that are used to maintain confinement of the individual.
- If any staff or visitor/contractor temperature screening has a temperature of 38 degrees Celsius or higher they are to be directed to leave the premises and to contact public health. The direction provided can be placed on the assessment form in the comment section.
- Any concerns identified during assessment will require a manager to contact the employee at home to gather additional information as anybody that is assessed is

directed to leave the premises. Staff are not required to provide private personal information during the assessment process.

For additional clarification, staff are permitted to wear personal cloth masks as well as long as they are appropriate for the workplace. Examples of inappropriate masks would include something that can be used for strangulation (like a neck warmer), has symbols with negative influences, etc. If in doubt seek direction from a supervisor, as with all questions or clarification.

Please replace all forms with the attached approved forms for use on all of the following:

- Stable Staffing Essential Services Occupational Questionnaire (Completed on all staff prior to entry to NSCC)
- Visitor and Contractor Questionnaire (Completed on all visitors and contractors prior to entry to NSCC)
- Inmate Screening Questionnaire (Completed on all intakes prior to arrival at NSCC)

Thank you for your ongoing diligence in making our work environment as safe as possible. There will be ongoing changes as we learn more information and learn better how we manage our way through the pandemic. If you have any questions or concerns please ensure you see your supervisor.

Thanks, John

Greg Paul

From: John Nahanni ~
Sent: June 9, 2020 5:13 PM
To: DST_JUS_NSYOF; DST_JUS_NSCC
Cc: Michelle Pond
Subject: Hospital Escort Requirements - PPE

Please review the following information, this direction is required by all staff when managing anybody that has COVID-19 related symptoms:

- Staff escorting to the hospital are required to don a procedural mask, gloves, protective eyewear and gown at all times
 - Upon return the disposable PPE is to be discarded in a safe manner and disposed of in contamination container
 - All other items must be sanitized prior to any additional use
- Staff returning from the hospital from escort are not required to wear a procedural mask upon return
 - Cloth masks are provided for all staff and inmates – safe social distancing perimeter to be maintained, if not possible masks to be worn by all parties in the 6 foot radius
 - Staff are permitted to return to work as appropriate PPE has been worn

The safety of all staff is not to be compromised, there are protocols that are in place and are to be exercised in all instances.

The use of COVID-19 leave is solely for the purpose of personal leave (Sick, special, etc) that is required due COVID-19.

This is not to be confused with the completion operational requirement duties, with the exception of travel south. This is where we will involve additional risk assessments, consultation with Public Health and ProtectNWT.

Thanks, John



Memo

To: ALL INMATES, STAFF
From: Greg Paul, Assistant Warden-Operations
CC: All DWOS, Warden
Date: June 19, 2020
File #: 06-2020
Re: Unit Basketballs

Please be advised that basketballs will be reissued to the living units this evening for use during yard times.

To assist with stopping the spread of germs the basketballs must be sterilized with virox wipes before and after being used by the inmates; if this requirement is not adhered to the basketballs may be removed.

Thank you for your continued cooperation with the health and safety of NSCC.

Greg Paul
Assistant Warden



October 21, 2020

NORTH SLAVE CORRECTIONAL CENTRE INMATES

Visits and Drop offs

Please be advised that with the identification of one confirmed and two other presumptive cases of Covid - 19 in the NWT the NSCC is further extending the cancellation of in person visits. Virtual visits are still available and will be utilized to maintain contact with loved ones.

As of Noon today the NSCC stopped accepting books/magazines and dry meat.

People are still able to come in to drop off cash or cheques between the hours of 1PM and 3 PM Monday to Friday.

Thank you for your patience during this time.

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



Memo

To: All Staff
From: Greg Paul, Assistant Warden-Operations
CC: Warden, Assistant Warden
Date: January 15, 2021
File #: 01-2021
Re: COVID-19 Communication

Good Day,

As many are aware there is a case of COVID-19 in the community with no known source and no travel history. Please remain diligent in using safety precautions like social distancing, hand washing and wearing masks when required at work and in the community. Please ensure that the inmates are also practicing safety precautions and facility cleaning is being completed to ensure we are doing everything we can to remain safe.

In accordance with Directive 7.02 Pandemic Contingency plan the NSCC has initiated inmate movements to clear out D pod to have an identified area ready for isolation of inmates when necessary.

Escorting staff picking up inmates from RCMP/Court cells will be required to wear full PPE and issue the inmates being picked up full PPE prior to entering the mobile. PPE must remain on until seen and cleared by NSCC medical staff.

Effective immediately the NSCC will not be accepting any items being dropped off for inmates, people can still use the kiosk in the front entrance (signage will be posted to clean after use).

As a reminder there is a lot of good information on the NSCC pandemic folder (G:\MSCtest\NSCC Pandemic Communications) for staff to refresh themselves.

Greg Paul
Assistant Warden



Memo

To: All Inmates
From: Greg Paul, Assistant Warden-Operations
CC: Warden, Assistant Warden
Date: January 15, 2021
File #: 01-2021
Re: COVID-19 Communication

It has been identified there is a case of COVID-19 in the community with no known source and no travel history. Please be reminded to use safety precautions like social distancing, hand washing and wearing masks when required. Please ensure that the facility cleaning is being completed to ensure we are doing everything we can to remain safe.

For safety NSCC will not be accepting any items being dropped off for inmates, people can still use the kiosk in the front entrance to deposit money for inmates and the person must clean the kiosk after each use.

If you have any questions or concerns please talk to the unit staff.

Greg Paul
Assistant Warden

Greg Paul

From: Greg Paul
Sent: January 18, 2021 4:58 PM
To: Adam Scarf; Addy Loney; Alan Kopec; Alastair Gamble; Alexander Jordan; Andrea Heron; Andrew Auger; Andrew Bucknor; Aneesh Prabhakaran; Angela Chandler; Anila Aisha; Anna O'Neill; Avery Parle; Barbara Deakin; Bethany Ross; Billie-Jean Smith; Brad Dusome; Brandi Sneath; Brenda Colbourne; Brent Horn; Brett Scarf; Brian A.B Eckersley; Bridget O'Keefe; Chris Comeau; Chris Parsons; Chris Pedersen; Christopher Gillis; Clayton Bell; Clayton Broadbent; Cole Cameron; Collin Sheppard; Cory Langer; Curtis Gibeau; Curtis Jones; Curtis M. Gibeau; Dafydd Bellis; Daniel Duval; Daniel Risk; Darrel Ouellette; Darren Bilinski; Darren Cochrane; Dawn Radix; Dawn Skinner; Dean DaCorte; Dean Lushman; Debra Rosse; Del Koros; Derek Bran; Derek Falk; Dezerae Pidborochynski; Diane Wiseman; Don Cameron; Drake Snook; Edward Patten; Eliezer Asombrado; Elvisi Hwata; Erik Couture; Ernest Chassie; Frank Hope; Garrett Ashlie; Geno Holick; Geoff Green; Ginny Paul; Greg Krivda; Gregory Brandford; Isaac Embodo; Jacob Parsons; James Dall; James McKay; James Millar; Jaret Moshenko; Jason Winsor; Jean-Claude Ouellette-Landry; Jean-Philippe Talbot; Jennifer Grant; Jenny Thompson; Jeremy Stannard; Jessica Jonasson; Jimmy-Lee Scott; Jody Brandford; Joe Campeau; Jon Seeton; Jonathon Menton; Jordan Evans; Joseph Jensen; Joseph MacIntosh; Joshua W Osmond; Justin J. Bailey; Justina Beaverho; Kelly Stevens; Kelsi R. Taylor; Kenneth Harrison; Kenneth Stewart; Kim Bergman; Kyle K. Lawrence; Kyra Powder; Leanne Niziol; Leonard Brotherston; Les J. Walters; Lesley Muyres; Lidya Mcleod; Lindsey Mailloux; Lisa Hann; Lorraine Gagnon; Louise Boutillier; Magnus A Palsson; Margaret Edwards; Martin James; Matthew Lodge; Matthew Simms; Megan Stevens; Michael Bourque; Michael Ross; Michaelis Harrison; Michelle Richards; Mike Best; Mike Desjarlais; M-Maher_Tabbaa; Molly Pilgrim; Natalie Decker; Natasha Jordan; Nelson Muchekeni; Nicholas Walker; Nick Macintosh; Nicole Normandin; Nikhil G Mathew; Nineta Carp; Omar Ehtesham; Patrick J Crozier; Patrick Osmond; Paul Hann; Paul M. Jones; Pratheesh S. Saratchandran; Ricardo Drover; Richard Deutschmann; Richard Keppel; Rob Cook; Robert Beaulieu; Robert George; Robert Purcka; Robert Warburton; Rodney Gallant; Roland Meadus; Ron Leonardis; Ronald Lafond; Rosalie Blair; Roxanne Farrell; Russell Spear; Ryan Hughson; Sam Hicks; Scott Galusha; Scott Mills; Scott Smith; Sean Dalton; Sean Purcell; Sharon Lambert; Shawn Vassallo; Shawna Lafond; Sheldon Keenan; Shelleen Branch; Sherayah Clark; Sibongile Lusinga; Stephanie Bauhaus; Stephanie Van Dyke; Stephen Purcell; Steven Bounds; Stuart Mawby; Terry Wallis; Theresa R. Lebrun; Tracy Raypold; Travis Kamitomo; Travis Rosborough; Trevor Lizotte; Tyler Pond; Veronica Kelsey; Wes Jones; William Doug Wiseman; William Rintoul; Wonderful Ndhlovu; Yosuke Fukushima; Alastair Gamble; Amanda Washburn; Andrew Bucknor; Anna O'Neill; Brenda Colbourne; Chris Comeau; Chris Pedersen; Curtis M. Gibeau; Del Koros; Don Cameron; Greg Krivda; Jonathon Menton; Justin J. Bailey; Kim Bergman; Margaret Edwards; Matthew Simms; Mike Best; Mike Desjarlais; Omar Ehtesham; Richard Deutschmann; Russell Spear; Sharon Lambert; Shawn Vassallo; Steven Bounds; Trevor Lizotte

Cc: John Nahanni
Subject: Information on D pod as a temporary isolation unit for new intakes

Importance: High

Good Day,

Due to the latest COVID-19 concerns in the community the NSCC has temporarily started housing new intakes in Delta pod on 14 day isolation. If the need arises for more inmates than this unit allows for isolation purposes the NSCC is exploring using B pod.

All new inmates are issued PPE at the first point of contact which would be in RCMP/Court cells by the escorting officer who is also required to wear full PPE. Inmates will remain in PPE until secured in their cell of D pod or other designated area with signage on the door for isolation protocols.

Hopefully this is temporary and once there is an updated from Public Health that supports clearing this requirement a return to regular operations for this area and inmates will be initiated.

Some key points;

- Ensure staff are wearing PPE for escorting new intakes to the facility
- Ensure staff are wearing PPE when working with inmates on isolation in D pod
- Ensure signage is posted for all new intakes that are placed in D pod under isolation protocols
- Contingency plan being explored for use of a larger unit(B pod) if needed for isolation of inmates
- DWO's to ensure that adequate PPE is available to staff and inmates
- Inmates on isolation protocols are secured to the identified cell. Only one inmate out at a time when required to exit the cell and full PPE must be worn and terminal cleaning completed for areas of contact i.e. showers, phones etc....

If there are any questions, suggestions or concerns please advise your supervisor.

Thanks

Greg Paul
Assistant Warden-Operations
Department of Justice/Corrections
Government of the Northwest Territories | Gouvernement des Territoires du Nord-Ouest

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Greg Paul

From: Greg Paul
Sent: January 19, 2021 4:15 PM
To: Adam Scarf; Addy Loney; Alan Kopec; Alastair Gamble; Alexander Jordan; Andrea Heron; Andrew Auger; Andrew Bucknor; Aneesh Prabhakaran; Angela Chandler; Anila Aisha; Anna O'Neill; Avery Parle; Barbara Deakin; Bethany Ross; Billie-Jean Smith; Brad Dusome; Brandi Sneath; Brenda Colbourne; Brent Horn; Brett Scarf; Brian A.B Eckersley; Bridget O'Keefe; Chris Comeau; Chris Parsons; Chris Pedersen; Christopher Gillis; Clayton Bell; Clayton Broadbent; Cole Cameron; Collin Sheppard; Cory Langer; Curtis Gibeau; Curtis Jones; Curtis M. Gibeau; Dafydd Bellis; Daniel Duval; Daniel Risk; Darrel Ouellette; Darren Bilinski; Darren Cochrane; Dawn Radix; Dawn Skinner; Dean DaCorte; Dean Lushman; Debra Rosse; Del Koros; Derek Bran; Derek Falk; Dezerae Pidborochynski; Diane Wiseman; Don Cameron; Drake Snook; Edward Patten; Eliezer Asombrado; Elvis Hwata; Erik Couture; Ernest Chassie; Frank Hope; Garrett Ashlie; Geno Holick; Geoff Green; Ginny Paul; Greg Krivda; Gregory Brandford; Isaac Embodo; Jacob Parsons; James Dall; James McKay; James Millar; Jason Winsor; Jean-Claude Ouellette-Landry; Jean-Philippe Talbot; Jennifer Grant; Jenny Thompson; Jeremy Stannard; Jessica Jonasson; Jimmy-Lee Scott; Jody Brandford; Joe Campeau; Jon Seeton; Jonathon Menton; Jordan Evans; Joseph Jensen; Joseph MacIntosh; Joshua W Osmond; Justin J. Bailey; Justina Beaverho; Kelly Stevens; Kelsi R. Taylor; Kenneth Harrison; Kenneth Stewart; Kim Bergman; Kyley K. Lawrence; Kyra Powder; Leanne Niziol; Leonard Brotherston; Les J. Walters; Lesley Muyres; Lidya Mcleod; Lindsey Mailloux; Lisa Hann; Lorraine Gagnon; Louise Boutilier; Magnus A Palsson; Margaret Edwards; Martin James; Matthew Lodge; Matthew Simms; Megan Stevens; Michael Bourque; Michael Ross; Michaelis Harrison; Michelle Richards; Mike Best; Mike Desjarlais; M-Maher_Tabbaa; Molly Pilgrim; Natalie Decker; Natasha Jordan; Nelson Muchekeni; Nicholas Walker; Nick Macintosh; Nicole Normandin; Nikhil G Mathew; Nineta Carp; Omar Ehtesham; Patrick J Crozier; Patrick Osmond; Paul Hann; Paul M. Jones; Pratheesh S. Saratchandran; Ricardo Drover; Richard Deutschmann; Richard Keppel; Rob Cook; Robert Beaulieu; Robert George; Robert Purcka; Robert Warburton; Rodney Gallant; Roland Meadus; Ron Leonardis; Ronald Lafond; Rosalie Blair; Roxanne Farrell; Russell Spear; Ryan Hughson; Sam Hicks; Scott Galusha; Scott Mills; Scott Smith; Sean Dalton; Sean Purcell; Sharon Lambert; Shawn Vassallo; Shawna Lafond; Sheldon Keenan; Shelleen Branch; Sherayah Clark; Sibongile Lusinga; Stephanie Bauhaus; Stephanie Van Dyke; Stephen Purcell; Steven Bounds; Stuart Mawby; Terry Wallis; Theresa R. Lebrun; Tracy Raypold; Travis Kamitomo; Travis Rosborough; Trevor Lizotte; Tyler Pond; Veronica Kelsey; Wes Jones; William Doug Wiseman; William Rintoul; Wonderful Ndhlovu; Yosuke Fukushima
Cc: 'Jaret Moshenko'; John Nahanni
Subject: D pod Biohazard bags

Good Day,

The inmates currently in D pod on precautionary isolation have been advised that the only items placed into the biohazard bags is used PPE (Masks, gloves, gowns) not regular garbage or food, please ensure that this is communicated to all new inmates placed in this area. All the disposable cutlery, plates, cups and food is to be discarded into the main facility garbage not into the biohazard bags.

All sealed biohazard bags will be placed into the identified bin in D pod for next day processing by medical who will arrange removal from the facility.

Thanks



Memo

To: All Staff
From: Greg Paul, Assistant Warden-Operations
CC: Warden, Assistant Warden
Date: January 21, 2021
File #: 01-2021
Re: Services and Procedures for inmates on 14 day isolation

Please follow the below direction for each identified item.

Inmate showers, phone calls and yard time

Each Inmate will be given 1 hour and 45 minutes to complete their shower, phone call, fresh air, this will be done individually with no more than 1 inmate out at a time. This cuts down on PPE use, and allows for single use PPE while doing these 3 things. Inmates are to wipe each area down with virox after they use an area (phone, chair or table). There is no requirement for an officer to be in full PPE as long as 6 feet social distancing is maintained and they do not require direct contact with the inmate.

- Inmates are not to be wandering the unit, touching items. They are to do the specific task that they are let out of their cell for.

Meal Service

Staff will prepare the meal using the disposable serving items and place the meal on a chair outside of the inmate's cell. Staff will have control open each cell door **individually** for the inmate to retrieve the meal and drinks and instruct the inmate to go back into cell and shut the door. Post meal service staff will announce meal pick up, have control open doors individually and instruct the inmate to place disposable meal items outside of the cell then go back into cell and shut door. Once all disposable items are outside of the cells staff will put on gloves, pick up all items and place them into a garbage bag. Staff will then wipe down the chair(s) used for meal service using gloves and virox. The disposable serving items are disposed of through the regular facility garbage. At no time should the inmates be



allowed to exit the cell to access the meal carts or any other serving items as all meals will be prepared for them.

Biohazard bags

Only PPE is to be placed into biohazard bags. PPE is single use only. There is no requirement to place food or disposable food items in biohazard bags.

Laundry

Laundry is being completed similar to HSA with the unit staff providing a clean set of clothes to the inmates for their daily shower times. Inmates will be supplied with melt away laundry bags in the cells and need to be reminded by staff to seal the bags only when they are full then placed into the laundry bin for delivery to the main laundry.

- Laundry workers are required to wear gloves while handling the melt away laundry bags. once the clothes have been laundered the clean clothing can be put back into regular inmate clothing stocks.

Portable DVD Players

Portable DVD players may be issued to inmates on isolation protocols between the hours of 0800 and 2330. Staff will ensure that all DVD players are signed out (all DVD players are numbered) when requested by an inmate using the shift summary for signing in/out. All DVD players must be sterilized (contact areas only) both before issuing and after return. All DVD players will require charging which will be done in the D pod lawyer office and the HSA office for E pod. DVD movie binders currently in Delta and Echo pod will not be rotated to other units; there are approximately 80 movies in these binders which are sufficient. All DVD discs require sterilization when being exchanged for another.

Greg Paul
Assistant Warden



Memo

To: All Staff
From: Greg Paul, Assistant Warden-Operations
CC: Warden, Assistant Warden
Date: January 26, 2021
File #: 01-2021
Re: NSCC Return to Normal Operations

Please be advised that the precautionary 14 day isolation for new intakes upon admission to the NSCC has been ended effective January 25th, 2021 and the facility has returned to normal operations.

The NSCC will again be accepting items dropped off for inmates as per admin schedule and approved items lists.

Items that remain in place;

- All new intakes require the Health Screening Questionnaire and temp reading at the first point of contact by corrections staff (RCMP/Court cells) ensuring that we follow the policy for all symptomatic inmates.
- Safety precautions like social distancing, hand washing and wearing masks and PPE when required.

This was an excellent opportunity for our operation to better prepare for contingencies due to pandemic concerns in the community. As the risk changes in the community we will continue to reassess our operation to make everyone as safe as possible. Thank you for all of your understanding, support and staff feedback which is always encouraged to better our processes.

Greg Paul
Assistant Warden

Memo

To: All Inmates
From: Greg Paul, Assistant Warden-Operations
CC: Warden, Assistant Warden
Date: January 26, 2021
File #: 01-2021
Re: Update-Items dropped for inmates

Please be advised that effective January 26, 2021 the NSCC will again be accepting items being dropped off for inmates between the hours of **1pm-3pm Mon-Fri** (no stats or weekends). This process will be reviewed anytime the risk in the community changes so that we can continue to make everyone as safe as possible.

Approved items include;

- Money;
- 2 reading materials (book, magazine, puzzle books) must be on the approved magazine list;
- Two small bags of dry meat;
- Family Pictures
- Only shoes or sandals delivered by the vendor will be accepted

If you have any questions or concerns please talk to the unit staff. Thank you for your cooperation.



Greg Paul
Assistant Warden



Staff Screening: Decision Chart

Staff Screening	Answers to Questions			
	<p>All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee should identify that they are essential and self-isolate</p>			
	Respiratory Symptoms?	International Travel in the past 14 days or told by a healthcare provider to self-isolate?	Travel outside of NWT in past 14 days?	No respiratory symptoms/no international travel or self –isolation requirements. Verbally confirm they have the ability to meet the uniform policy (proof of this is <u>not</u> necessary)
			All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form	Completed assessment supports entry into the facility – DOJ Essential Services Attending Work Employee Assessment
All Staff – Screening assessment to be completed on every staff member that enters the NSCC. DWO responsible to ensure forms are completed and forwarded to Warden.	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	Remind they need to self-monitor for symptoms. Self-monitoring does not meet the requirements for entry denial. If no symptoms employee may report for duty – assessment tool to be completed prior to access to NSCC.	Remind they need to rescreen each shift. If they are doing a double shift or are extended no need to rescreen.
Visitor / Contractor / Deliveries	Visitor & Contractor Screening to be completed on every person entering the NSCC			