



June 25, 2021

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

Final Response ATIPP Access Request 21-074

Decision

The Department of Justice searched the Corrections Branch and has identified records responsive to Access Request #21-074. Our final response on the responsive information is as follows:

Access Granted in Full

The Department of Justice has provided access in full to the information relating to the request noted below:

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

Timeframe 01 October 2020 - 20 December 2020

Yukon Community Corrections (YCC) had the enclosed posters on display throughout the public space and in staff workspace including men's and women's washrooms. It should be noted that to support prevention of the spread of the Coronavirus, the public washroom was closed throughout the pandemic to discourage members of the public to access our workspace unnecessarily and congregate in the public foyer. Please note that the Department of Highways and Public Works manages cleaning services to promote the health and safety of staff, clients and the public as YCC was deemed an essential service and remained open throughout the pandemic.

There will be no charge for this request.

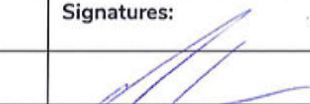
Right to Complain

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

Yukon Information and Privacy Commissioner
3162 3rd Ave.
Whitehorse, YK Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; toll free (in Yukon) 1-800-661-0408 (ext. 8468)

Contact Person in Department

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

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

Updated: June 9, 2020

Returning to the Workplace

Building Cleaning

Highways and Public Works manages cleaning services to promote the health and safety of staff, clients and the public as government services re-open and employees return to work.

Our cleaning teams and sub contractors are cleaning with approved disinfectants and we follow all current guidance issued by Health and Social Services, Environmental Health and the Chief Medical Office of Health.

We focus our efforts on areas that experience use by multiple people like public spaces and common areas in office environments space including reception areas, entrances, meeting rooms, kitchens, lunch and staff rooms, washrooms, hallways, doorways and elevators.

Leased buildings have the same cleaning standards.

We clean and disinfect surfaces and objects that are commonly touched on a daily scheduled basis. These surfaces include:

- hand rails
- doors and door handles
- light switches
- desk and table tops
- arm rests on chairs
- counter tops
- bathroom stall latches
- toilet paper dispensers and toilet flush handles
- soap and paper towel dispensers

In some high traffic buildings, we are cleaning and disinfecting these surfaces multiple times throughout the day.

Less commonly touched surfaces such as floors, walls and closets are cleaned and disinfected weekly.

We have a specialized company under contract to perform deep cleaning and disinfection in a building if we are notified that someone who tests positive for COVID-19 has used it.

What is my role in keeping our workplace safe?

Workstation

You are responsible for disinfecting your own workstation during the day. At minimum, you must do this when you start and finish work, especially if you share a workstation or office. This includes:

- Computer keyboard, mouse, printer and any other accessories.
- Phone
- Armrest of chairs
- Desktop

Shared spaces

Keep kitchens, shared spaces, and boardrooms clean and disinfected throughout the day as you use them. Cleaning teams clean these spaces but extra cleaning is recommended due to their high use. This includes kitchen appliances and any shared office equipment.

Cleaning supplies

Your department is responsible for providing your personal cleaning supplies including disinfectant wipes, hand sanitizer and tissues for you to use.

Our cleaning teams re-stock soap and sanitizer in bathrooms regularly.

For questions or concerns about your workplace reach out to your departmental health and safety representative or the PSC Health, Safety and Wellbeing Branch at safety@gov.yk.ca

FOR MORE INFORMATION, PLEASE CONTACT:

Facilities Management Cleaning Unit at 667-3175 or 334-3491

MASK REQUIRED



Protect each other when you're in shared indoor spaces.

Wear a mask that covers your nose, mouth and chin.

And remember to keep your distance.

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

A mask or face covering can be cloth or disposable.

MASQUE OBLIGATOIRE



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

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

Et rappelez-vous de respecter la distance physique.

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

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

Putting on



Wash hands or use hand sanitizer.



Make sure mask is clean and dry.



Hold by the **ties** or **loops**.



Cover the **bridge of your nose** to **your chin**.



Avoid touching the mask or your face under the mask.



Change it if **wet** or **dirty**.

Taking off



Wash hands or use hand sanitizer.



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



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



Wash hands or use hand sanitizer again.

How to wear a non-medical mask.

Face masks in Yukon



Face masks are **mandatory** for all Yukoners

- Masks are required in all **shared indoor spaces**.
- Your mask needs to **cover your nose, mouth and chin**.
- A mask or face covering can be cloth or disposable.

The most effective way to keep yourself and others healthy is to wear a mask and follow the Safe 6:



1 Physical distancing of 2 metres



4 Not gathering in groups of more than 10 indoors or 50 outdoors



2 Frequent hand washing



5 Limit travel to rural communities



3 Staying home if sick



6 Self-isolating when required by orders and directions

December 1, 2020

If you are sick:

Self-isolate, seek medical advice or call 811, and wear a mask if you must be near people.

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

WASH YOUR HANDS

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

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

TOUJOURS VOUS LAVER LES MAINS

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




Yukon

REDUCE THE SPREAD OF VIRUSES

WASH YOUR HANDS



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off taps using paper towel



palm and back of each hand



between fingers



under nails



thumbs

One way traffic flow



To enable physical distancing, please follow directional arrows. Always keep at least 2 meters apart.

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

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Exit only Do not enter



To enable physical distancing, please
use the building entrance located at:

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Closed

Do not enter



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

Public Bathroom

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

**Yukon**

**Do you feel like you
have a **fever** or **chills**?**

Do you have a **cough?**

**Are you having
difficulty breathing?**

**If yes, wash your hands or use
hand sanitizer, then put on a mask.**



In the 14 days before your symptoms started, have you:

- been travelling in countries outside of Canada?
- been living with or providing direct care to someone investigated for **novel coronavirus** (2019-nCoV)?

If yes, please speak with reception immediately.

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