

January 15, 2021

Dear [REDACTED]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [JPS/2/2021]

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

Entry and Exit Screening Procedures I am requesting memorandums, briefing notes, information notes, statistics and powerpoint decks documenting parole office entry and exit COVID-19 screening procedures for parolees and other individuals currently on community release, prison staff, oversight body officials, lawyers, volunteers, and other parties. Timeframe – January 1, 2020 – August, 2020.

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

Please be advised that as decision has been made by the Deputy Minister of JPS to provide access to the records it has in relation to your request.

Please note:

- Some information within one of the documents, has been removed as non-responsive as it does not relate to this request.
- During the timeframe of your request, individuals subject to probation or conditional sentencing were not seen in Adult Probation Offices – appointments/check-ins, etc. were conducted remotely. The only in-person services to recommence during the timeframe of your request were in relation to the Electronic Monitoring Pilot Project, which required in person visits. Safe Work Practices (SWP) in relation to Electronic Monitoring are attached.
- Staff – On March 16, 2020, where possible, government employees began working remotely due to Covid-19. This included Adult Probation staff (with the exception of visits required for Electronic Monitoring). In June, 2020, Government began transitioning staff back to work in person. Government-wide training materials and procedures for staff to follow, including Adult Probation staff, were developed by departments other than JPS (which are not under JPS' custody or control) and not specific to Adult Probation. Therefore, these materials have not been included. However, one SWP was developed for Adult Probation specifically regarding on-site visitors. This is attached.

Additional information regarding Public Health directives can be found on the government website at <https://www.gov.nl.ca/covid-19/>.

The Access to Information and Protection of Privacy Act, 2015 (the "Act") requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request as set out in section 42 of the Act (a copy of this section has been enclosed for your reference). A request to the Commissioner must be made in writing not later than 15 business days of the date of this letter or a longer period that may be allowed by the Commissioner. The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that this request will be published three business days after the response is sent electronically to you or five business days in the case where records are mailed to you. The goal is to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any questions please contact me by telephone at 709-729-7128, or by email at sonjaelgohary@gov.nl.ca.

Sincerely,



Sonja El-Gohary
ATIPP Coordinator

Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42 , the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).



Temporary Safe Work Practice

Covid-19 Electronic Monitoring Alteration Practice

Hazards Identified	Covid-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=guwzg7Vixsw Provide diagrams for donning and doffing of PPE
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of Covid-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive; access to the St. John's Regional Probation Office is limited at this time, therefore the APO is to arrange a specific appointment date and time with the offender to report to the office.

The APO is to arrange to have a second APO on-site as a means of ensuring their safety. The second APO is there as an observer only, and will not be required to make contact with the offender, or assist in the alteration process. The second APO will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the alteration is taking place and will maintain appropriate social distancing at all times.

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

- The APO is to don mask, eye protection, and gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor, and an open garbage bin as it is necessary for the alteration.
 - Place a mask and pair of gloves and hand sanitizer on the counter of the waiting room just inside the main door.

- Place a Rubbermaid container with the EM release tool and the needed equipment (either a new smart tag itself, tamper plates and/or strap (one size smaller or one size bigger) on the front counter, inside of the waiting room *Only bring the supplies/equipment that is necessary for the alteration.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Office Space:

- The office door will remain locked until offender is physically at the door.
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room via the remote lock. Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The main door will be locked using the remote lock behind him/her.
- While standing on the staff side of the front wicket, the APO will direct the offender to use the hand sanitizer first and then proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. *At this point the second APO will enter the CTIII area for viewing purposes.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff/CTIII side of the front wicket. The APO's are to maintain appropriate social distancing while both are present in the CTIII area.
- The APO will then instruct the offender to doff gloves and mask and place them in the open garbage bin in the waiting room and again use the hand sanitizer before exiting the office.

When the Offender Leaves the Office:

- The APO will doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the waiting room however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces. *When entering the waiting room to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.

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

Signed,

Temporary SWP



Chief Adult Probation Officer

Date: April 23rd, 2020



Temporary Safe Work Practice

Covid-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the St. John's Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of Covid-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the St. John's Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to arrange to have a second APO on-site as a means of ensuring their safety. The second APO is there as an observer only, and will not be required to make contact with the offender, or assist in the application process. The second APO will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the application is to take place and will maintain appropriate social distancing at all times.

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

- The APO is to don mask, eye protection and gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor and an open garbage bin as it is necessary for the application.

- Place a mask and pair of gloves and hand sanitizer on the counter of the waiting room just inside the main door.
- The APO will also place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the counter of the waiting room just inside the main door.
- The APO will place a second copy of the EM agreement (filled in) on the counter with a pen for the offender to sign and leave in the waiting room. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates in a Rubbermaid container and place the Rubbermaid container on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the application.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Office Space:

- The office door will remain locked until offender is physically at the door.
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room via the remote lock. Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The main door will be locked using the remote lock behind him/her.
- While standing on the staff side of the front wicket, the APO will direct the offender to use the hand sanitizer first and then proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will enter the waiting room. *At this point the second APO will enter the CTIII area for viewing purposes.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.

- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second APO leaves the CTIII area.
- The APO will then instruct the offender to doff gloves and mask and place them in the open garbage bin in the waiting room and again use the hand sanitizer.
- The APO will then indicate to the offender that he/she must take home the Ziploc bag filled with EM equipment before they exit the office.

When the Offender Leaves the Office:

- The APO can also doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the waiting room however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces. *When entering the waiting room to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.
- Prior to the APO entering the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning the APO is to place the offender's hard file open on the staff side of the counter directly below the opening in the wicket so that once the APO enters the waiting room they may slide the signed EM agreement onto the open file through the opening in the wicket.

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



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the St. John’s Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of Covid-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the St. John's Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the St. John's Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive; access to the St. John's Regional Probation Office is limited at this time, therefore the APO is to arrange a specific appointment date and time with the offender to report to the office.

The APO is to arrange to have a second APO on-site as a means of ensuring their safety. The second APO is there as an observer only, and will not be required to make contact with the offender, or assist in the removal process. The second APO will be present in the secure office (staff side), but will maintain appropriate social distancing at all times.

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

- The APO is to don gloves and will:
 - Clear any loose items from the waiting room with the exception of the chairs as they are bolted to the floor and an open garbage bin as it is necessary for the removal.
 - Place a pair of gloves, mask and hand sanitizer on the counter of the waiting room just inside the main door.

- Place a Rubbermaid container with the EM release tool on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the removal.

Prior to Permitting the Offender into the Office Space:

- The office door will remain locked until offender is physically at the door.
- No one else is permitted into the office with the offender.
- When the offender presents to the door, the APO will grant access to the waiting room via the remote lock. Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The main door will be locked using the remote lock behind him/her.
- The APO will remain on the staff side of the front wicket and maintain appropriate distance from the Lexan-glass divider as an added precaution.
- While standing on the staff side of the front wicket, the APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container (beacon, on body charger and on body charging dock).
- The APO will then direct the offender to use the hand sanitizer and then don gloves and mask.
- When the offender is wearing gloves and mask, the APO will provide direction to the offender into how to use the release tool to remove the bracelet. The offender will proceed to remove the smart tag (ankle bracelet) from their ankle.
- When removal is complete, the APO will instruct the offender to place smart tag (ankle bracelet), strap, and the release tool in the Rubbermaid container.

After Removal of the Smart Tag:

- The APO will instruct the offender to doff the gloves and mask and place them in the open garbage bin in the waiting room, and to use hand sanitizer before exiting the office.

When the Offender Leaves the Office:

- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This

includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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

Signed,

Temporary SWP



Chief Adult Probation Officer

Date: April 23rd, 2020



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=guzzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
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Post Contact Information:

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Electronic Monitoring:

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- On Body Charging Dock
- Release Tool

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the alteration process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the alteration is to take place and will maintain appropriate social distancing at all times.

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

- The APO is to clear any loose items from the waiting room with the exception of a chair and an open garbage bin as it is necessary for the alteration.

- Place a Rubbermaid container with the EM release tool and the needed equipment (either a new smart tag itself, tamper plates and/or strap (one size smaller or one size bigger) on the front counter, inside of the waiting room *Only bring the supplies/equipment that is necessary for the alteration.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
 - Unlock the waiting room door to the Goose Bay Regional Probation Office.
 - Place a pair of gloves, mask and hand sanitizer on a chair in the building foyer, just inside the door to the building.
 - Place an open garbage bin on the floor next to the chair.
- The building door will remain locked until the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building while the door is unlocked they will immediately be directed to leave and contact the person they wish to speak with by telephone.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- The APO will then lock the building door before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.

After Alteration is Complete:

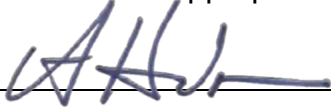
- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive (the waiting room door should remain unlocked).
- The APO will leave the main office space through the staff door and attend to the building foyer.
- Once in the building foyer the APO will unlock the building door.
- The APO will then step back from the offender at minimum six feet and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will lock the building door and bring the supplies (chair, garbage bin and hand sanitizer) back to the waiting room of the Goose Bay Regional Probation Office. * The APO should place the supplies just inside the door and lock the door before exiting.
- The APO can then enter the main office space through the staff door. The APO will then doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin just inside the main office space next to the front wicket however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.

- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the Goose Bay Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the application process. The second staff person will be present in the CTIII area of the main office (so as to have a clear view of the waiting room) when the application is to take place and will maintain appropriate social distancing at all times.

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

- The APO is to clear any loose items from the waiting room with the exception of a chair and an open garbage bin as it is necessary for the application.
- The APO will place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the counter of the waiting room just inside the main door.
- The APO will place a second copy of the EM agreement (filled in) on the counter with a pen for the offender to sign and leave in the waiting room. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates in a Rubbermaid container and place the Rubbermaid container on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the application.
- Just inside the main office, next to the staff side of the front wicket, place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
 - Unlock the waiting room door to the Goose Bay Regional Probation Office.
 - Place a pair of gloves, mask and hand sanitizer on a chair in the building foyer, just inside the door to the building.
 - Place an open garbage bin on the floor next to the chair.
- The building door will remain locked until the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building while the door is unlocked they will immediately be directed to leave and contact the person they wish to speak with by telephone.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- The APO will then lock the building door before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO will enter the waiting room. *At this point the second staff person will enter the CTIII area for viewing purposes.
- The APO will direct the offender to sign the EM agreement with the available pen and leave on the counter.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will then leave the waiting room area and return to the staff side of the front wicket once the second staff person leaves the CTIII area.

After Application of the Smart Tag is Complete:

- The APO will indicate to the offender that he/she must take home the Ziploc bag filled with EM equipment before they exit the office.
- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive (the waiting room door should remain unlocked).
- The APO will leave the main office space through the staff door and attend to the building foyer.
- Once in the building foyer the APO will unlock the building door.

- The APO will then step back from the offender at minimum six feet and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will lock the building door and bring the supplies (chair, garbage bin and hand sanitizer) back to the waiting room of the Goose Bay Regional Probation Office. * The APO should place the supplies just inside the door and lock the door before exiting.
- The APO can then enter the main office space through the staff door. The APO will then doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin just inside the main office space next to the front wicket however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.
- Prior to the APO entering the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning the APO is to place the offender's hard file open on the staff side of the counter directly below the opening in the wicket so that once the APO enters the waiting room they may slide the signed EM agreement onto the open file through the opening in the wicket.

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



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Goose Bay Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Goose Bay Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Goose Bay Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Goose Bay Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The Building in which the Goose Bay Regional Probation Office is located is locked to the general public and access to the building must be pre-arranged.

The APO is to arrange to have a second staff person on-site as a means of ensuring their safety. The second staff person is there as an observer only, and will not be required to make contact with the offender, or assist in the removal process. The second staff person will be present in the main office space but will maintain appropriate social distancing at all times.

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

- The APO is to clear any loose items from the waiting room with the exception of a chair as it is necessary for the removal.

- The APO will also place a Rubbermaid container with the EM release tool on the front counter, inside of the waiting room. *Only bring the supplies/equipment that is necessary for the removal.
- Just inside the main office space, next to the staff side of the front wicket, the APO will place an open garbage bin and place an open kitchen bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
 - Unlock the waiting room door to the Goose Bay Regional Probation Office.
 - Place a pair of gloves, mask and hand sanitizer on a chair in the building foyer, just inside the door to the building.
 - Place an open garbage bin on the floor next to the chair.
- The building door will remain locked until the offender presents to the door for their scheduled appointment time. *The offender will not be permitted to enter until the APO is at minimum six feet back from the door.
- Should anyone other than the offender attempt to enter the building while the door is unlocked they will immediately be directed to leave and contact the person they wish to speak with by telephone.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO, standing at minimum six feet away, will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to go upstairs and let himself/herself into the waiting room of the Goose Bay Regional Probation Office.
- The APO will then lock the building door before attending to the Goose Bay Regional Probation Office and entering the main office space through the staff door.
- Offenders are not permitted access to the office space beyond the waiting room.

When the Offender Enters the Waiting Room:

- The APO, while standing on the staff side of the front wicket, will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container (beacon, on body charger and on body charging dock).
- The APO will then provide direction to the offender on how to use the release tool to remove the smart tag (ankle bracelet).
- The offender will then be instructed to use the release tool to remove the smart tag (ankle bracelet) from their ankle.
- When removal is complete, the APO will instruct the offender to place the smart tag (ankle bracelet), strap, and the release tool in the Rubbermaid container.

After Removal of the Smart Tag:

- The APO will instruct the offender to return to the building foyer and wait for the APO to arrive (the waiting room door should remain unlocked).
- The APO will leave the main office space through the staff door and attend to the building foyer.
- Once in the building foyer the APO will unlock the building door.
- The APO will then step back from the offender at minimum six feet and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

After Offender Leaves the Building:

- Once the offender has left the building the APO will lock the building door and bring the supplies (chair, garbage bin and hand sanitizer) back to the waiting room of the Goose Bay Regional Probation Office. * The APO should place the supplies just inside the door and lock the door before exiting.
- The APO can then enter the main office space through the staff door. The APO will then doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin just inside the main office space next to the front wicket however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected (don't go back into contaminated area to take off PPE). As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.

- The APO is to wait 30 minutes after the conclusion of the visit, before they enter the waiting room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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

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

Temporary SWP

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



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice

Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=guzzg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO is to clear any loose items from the porch area of the building with the exception of a chair and an open garbage bin as it is necessary for the alteration.
- The APO is to hand sanitize and don gloves and place a Rubbermaid container with the EM release tool and the needed equipment (either a new smart tag itself, tamper plates and/or strap (one size smaller or one size bigger) on the APO's office desk.
*Only bring the supplies/equipment that is necessary for the alteration.
- Just inside the APO's office place an open garbage bin.
- The APO is to doff gloves and hand sanitize.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
 - Place a pair of gloves, mask and hand sanitizer on a chair in the porch area of the building.
 - Place an open garbage bin on the floor next to the chair.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO and the offender should remain 6 feet apart.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container that is on the desk.

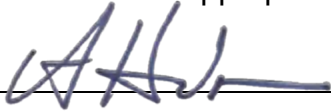
After Alteration is Complete:

- The APO will escort the offender to the building porch area.
- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the goggles will be placed in the Rubbermaid container on the APO's desk as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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



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

Temporary SWP



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the Nain Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO is to clear any loose items from the porch area of the building with the exception of a chair and an open garbage bin as it is necessary for the application.
- The APO is to hand sanitize and don gloves and place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM

agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the APO's office desk.

- The APO will place a second copy of the EM agreement (filled in) on the office desk with a pen for the offender to sign and leave on the desk. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates in a Rubbermaid container and place the Rubbermaid container on the APO's office desk. *Only bring the supplies/equipment that is necessary for the application.
- Just inside the APO's office place an open garbage bin.
- The APO is to doff gloves and hand sanitize.

Prior to Permitting the Offender into the Building:

- The APO is to don a clean pair of gloves, mask and goggles and will:
 - Place a pair of gloves, mask and hand sanitizer on a chair in the porch area of the building.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO and the offender should remain 6 feet apart.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office.

- The APO will ask the offender to sign the EM agreement that is on the desk with the available pen.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container that is on the desk.

After Application of the Smart Tag is Complete:

- The APO will provide the offender with the Ziploc bag filled with EM equipment that must be taken home before they exit the office.
- The APO will escort the offender to the building porch area.
- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to duff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

When the Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin, if the property of the Probation Office, and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the goggles will be placed in the Rubbermaid container on the APO's desk as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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

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

Temporary SWP

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



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Nain Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

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To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Nain Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Nain Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Nain Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

Upon APO's Arrival to the Nain Regional Probation Office:

- The APO is to clear any loose items from the porch area of the building with the exception of a chair and an open garbage bin as it is necessary for the removal.
- The APO will hand sanitize, don gloves and place a Rubbermaid container with the EM release tool on the APO's office desk. *Only bring the supplies/equipment that is necessary for the removal.
- Just inside the APO's office place an open garbage bin.
- The APO can doff gloves and hand sanitize.

Prior to Permitting the Offender into the Building:

- The APO is to don gloves, mask and goggles and will:
 - Place a pair of gloves, mask and hand sanitizer on a chair in the porch area of the building.
- Should anyone other than the offender attempt to enter the building porch area they will immediately be directed to leave and wait outside until there is no one else in the porch area.
- No one else is permitted into the building with the offender.

When the Offender Enters the Building:

- The APO (wearing PPE), standing on the secure side of the porch area will direct the offender to use the hand sanitizer and then don gloves and mask.
- Once offender is wearing PPE, the APO will direct the offender to come through the secure door to attend to the Nain Regional Probation Office.
- Whenever possible the APO and the offender should remain 6 feet apart.

When the Offender Enters the Nain Regional Probation Office:

- The APO and the offender will enter the APO's office.
- The APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container (beacon, on body charger and on body charging dock).
- The APO will then provide direction to the offender on how to use the release tool to remove the smart tag (ankle bracelet).
- The offender will then be instructed to use the release tool to remove the smart tag (ankle bracelet) from their ankle.
- When removal is complete, the APO will instruct the offender to place the smart tag (ankle bracelet), strap, and the release tool in the Rubbermaid container.

After Removal of the Smart Tag:

- The APO will escort the offender to the building porch area.

- The APO will then speak to the offender through the glass partition in the porch area and instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use the hand sanitizer located on the chair before exiting the building.

After Offender Leaves the Building:

- Once the offender has left the building the APO will bring the supplies (garbage bin, if property of the probation office, and hand sanitizer) back to the Nain Regional Probation Office.
- The APO can then enter their office and doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin however the goggles will be placed in the Rubbermaid container on the APO's desk as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed use hand sanitizer or wash hands thoroughly with soap and water.
- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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



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

Temporary SWP



Temporary Safe Work Practice

COVID-19 Electronic Monitoring Alteration Practice at the Wabush Regional Probation Office	
Hazards Identified	COVID-19 exposure
PPE Required	Nitrile gloves (single use) Mask (N95 or surgical grade) Eye protection Hand sanitizer
Training	Review procedure with staff Provide staff with refresher training video for donning and doffing of PPE https://www.youtube.com/watch?v=guzwg7Vixsw Provide diagrams for donning and doffing of PPE PSAccess Training: COVID-19 Recovery Modules (4) and WHMIS 2015
Potentially Exposed Persons	Adult Probation Staff and Offenders
Safe Work Practice	
<p>Respiratory illnesses like COVID-19 are transmitted through:</p> <ul style="list-style-type: none"> • Respiratory droplets generated when you cough or sneeze • Close, personal contact, such as touching or shaking hands • Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands <p>To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.</p> <p>Post Contact Information:</p> <p>The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:</p> <ul style="list-style-type: none"> • You should return home and contact 811. • If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website. 	

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Alteration of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Alteration of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the alteration of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO is to don mask, eye protection and gloves and will:
 - Clear all items from the offender-side of the interview room (with plexiglass partition) with the exception of an open garbage bin.
 - Place a mask and pair of gloves and hand sanitizer on the desk of the staff-side of the interview room (with plexiglass partition).
 - Place a Rubbermaid container with the EM release tool and the needed equipment (either a new smart tag itself, tamper plates and/or strap (one size smaller or one

size bigger) on the desk in the APO's personal office *Only have the supplies/equipment that is necessary for the alteration on the desk.

- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, place an open kitchen bag and hand sanitizer on the floor next to the garbage bin.

Prior to Permitting the Offender into the Main Office Space:

- The main office door will remain locked.
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room, the APO will first provide hand sanitizer to the offender through the opening in the plexiglass partition and direct the offender to use the hand sanitizer. The APO will then provide the offender with a mask and gloves and direct the offender to proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will direct the offender to leave the interview room (with plexiglass partition) and go to the secure door to be permitted entry into the main office space.

When the Offender (Wearing PPE) Enters the Main Office Space:

- The APO (wearing PPE) will open the secure door to allow the offender (wearing PPE) entry into the main office space.
- The APO will escort offender into the APO's personal office and direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the alteration.
- When alteration is complete, the APO is to place all used equipment/supplies in the Rubbermaid container.
- The APO will close their personal office door when escorting the offender out of the main office space.

- The APO will direct the offender to return to the offender-side of the interview room (with plexiglass partition) and wait there until the APO arrives on the staff-side of the interview room (with plexiglass partition).
- The APO can doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the staff-side of the interview room (with plexiglass partition) however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use hand sanitizer.
- The APO will re-enter the staff-side of the interview room (with plexiglass partition) and will then instruct the offender to doff gloves and mask and place them in the open garbage bin on the offender-side of the interview room and again use the hand sanitizer before exiting.
- The APO will ask the offender to lock the door as they exit to ensure no one else enters the space before it is cleaned and disinfected.

When the Offender Leaves the Office:

- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces (especially doorknobs).
- When entering the APO's personal office to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.
- The APO should wait 30 minutes before entering the offender-side of the interview room (with plexiglass partition) to clean and disinfect that area.

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



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID-19 Application of Electronic Monitoring Smart Tags (Ankle Bracelets) at the Wabush Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.

- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Application of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Application of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the application of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO is to don mask, eye protection and gloves and will:
 - Clear all items from the offender-side of the interview room (with plexiglass partition) with the exception of an open garbage bin.

- Place a mask, pair of gloves and hand sanitizer on the desk of the staff-side of the interview room (with plexiglass partition).
- The APO will also place the beacon, on body charger, on body charging dock, copy of wearer guide and copy of EM agreement -filled in (no signatures necessary on this copy) in a Ziploc bag and place this bag on the desk of the staff-side of the interview room (with plexiglass partition).
- The APO will place a second copy of the EM agreement (filled in) on the desk of their personal office with a pen for the offender to sign and leave in the APO's personal office. This copy is to be placed in the offender's file after the application procedure is completed, please see Cleaning SWP.
- The APO will place the smart tag, measuring tape, release tool, one strap of each size and two sets of tamper plates in a Rubbermaid container and place the Rubbermaid container on the desk in the APO's personal office. *Only bring the supplies/equipment that is necessary for the application.
- Just outside the staff-side of the interview room (with plexiglass partition) place an open garbage bin, place an open kitchen bag, hand sanitizer and a clean pair of gloves in a small Ziploc bag on the floor next to the garbage bin.

Prior to Permitting the Offender into the Main Office Space:

- The main office door will remain locked.
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room, the APO will first provide hand sanitizer to the offender through the opening in the plexiglass partition and direct the offender to use the hand sanitizer. The APO will then provide the offender with a mask and gloves and direct the offender to proceed with donning of mask and gloves.
- When the offender is wearing PPE, the APO will direct the offender to leave the interview room and go to the secure door to be permitted entry into the main office space.

When the Offender (Wearing PPE) Enters the Main Office Space:

- The APO (wearing PPE) will open the secure door to allow the offender (wearing PPE) entry into the main office space.
- The APO will escort offender into the APO's personal office and direct the offender to sign the EM agreement with the pen that is on the desk. The APO should place the signed EM agreement into the offender's file away from the desk area and close the file folder.
- The APO will then direct the offender to face the back of a chair away from the APO with their knee bent on the chair so that their ankle is exposed. The APO will then proceed with the application.
- When application is complete, the APO is to place all used equipment/supplies in the Rubbermaid container (as well as the pen that the offender used to sign the EM agreement).
- The APO will close their personal office door when escorting the offender out of the main office space.
- The APO will direct the offender to return to the offender-side of the interview room (with plexiglass partition) and wait there until the APO arrives on the staff-side of the interview room (with plexiglass partition).
- The APO can doff gloves, eye protection and mask. The gloves and mask will be placed directly into the open garbage bin outside of the staff-side of the interview room (with plexiglass partition) however the goggles will be placed in a kitchen bag that is next to the open garbage bin as they are reusable and will need to be cleaned and disinfected. As soon as PPE is removed the APO will use the hand sanitizer and don a clean pair of gloves.
- The APO will then enter the staff-side of the interview room (with plexiglass partition) and will then instruct the offender to doff gloves and mask and place them in the open garbage bin on the offender-side of the interview room and again use the hand sanitizer.
- The APO will then provide the offender with the Ziploc bag filled with EM equipment to take home before they exit the office.
- The APO will ask the offender to lock the door as they exit to ensure no one else enters the space before it is cleaned and disinfected.

When the Offender Leaves the Office:

- The APO is to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), the pen, any other equipment/supplies that may have been touched or used, and any high touch surfaces (especially doorknobs).
- When entering the APO's personal office to begin the cleaning and disinfecting process bring the kitchen bag with the goggles as they will also need to be cleaned/disinfected.
- The APO should wait 30 minutes before entering the offender-side of the interview room (with plexiglass partition) to clean and disinfect that area.

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



**Chief Adult Probation
Officer**

Temporary SWP



Temporary Safe Work Practice

COVID – 19 Removal of Electronic Monitoring Smart Tags (Ankle Bracelets) and Retrieval of EM Equipment at the Wabush Regional Probation Office

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

Safe Work Practice

Respiratory illnesses like COVID-19 are transmitted through:

- Respiratory droplets generated when you cough or sneeze
- Close, personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

To help control the spread of COVID-19, all employees have a shared responsibility to help ensure the cleanliness of shared resources.

Post Contact Information:

The following information should help guide you if, through the course of your duties, you encounter a suspected or confirmed COVID-19 patient:

- You should return home and contact 811.
- If at any time you develop symptoms consistent with COVID-19 you should immediately take steps to self-isolate yourself and contact 811 for further advice. Information regarding self-isolation is available on Government of NL website.

Electronic Monitoring:

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

Electronic Monitoring Equipment/Supplies:

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

Removal of EM smart tags (ankle bracelets) in relation to the EM program is the responsibility of Corrections and Community Services (Adult Probation) Division of Justice and Public Safety.

Removal of Electronic Monitoring Smart Tags (Ankle Bracelets):

In an effort to reduce the likelihood of the COVID-19 virus exposure, management has actioned several protocols to restrict access to the Wabush Regional Probation Office. Arrangements have been made to conduct most services via telephone or email, however the removal of EM Smart Tags (ankle bracelets) by Adult Probation Officers (APOs) will require access to the Wabush Regional Probation Office by staff and offenders.

The following procedure has been developed for this task:

As per divisional directive - access to the Wabush Regional Probation Office is limited at this time, the APO is to arrange a specific appointment date and time with the offender to come to the office.

The APO is to notify the offender to report to the interview room (with plexiglass partition) rather than to the main office door.

Upon APO's Arrival to the Wabush Regional Probation Office:

- The APO is to don gloves and will:
 - Clear any loose items from the offender-side of the interview room (with plexiglass partition) with the exception of a chair, an open garbage bin and an empty Rubbermaid container, as these items are necessary for the removal.
 - Place a pair of gloves, mask, hand sanitizer and a release tool on the desk of the staff-side of the interview room (with plexiglass partition).

Prior to Permitting the Offender into the Office Space:

- The main office door will remain locked.
- No one else is permitted into the office with the offender.
- Offenders are not permitted access to the main office space without wearing the required PPE.

When the Offender Enters the Offender-side of the Interview Room (with plexiglass partition):

- While standing on the staff-side of the interview room (with plexiglass partition), the APO will direct the offender to place the EM equipment that they have brought with them in the Rubbermaid container (beacon, on body charger and on body charging dock).
- The APO will then direct the offender to use the hand sanitizer and then don gloves and mask.
- When the offender is wearing gloves and mask, the APO will provide the offender with direction into how to use the release tool to remove the smart tag (ankle bracelet).
- The offender will then be provided the release tool and instructed to use it to remove the smart tag (ankle bracelet) from their ankle.
- When removal is complete, the APO will instruct the offender to place smart tag (ankle bracelet), strap, and the release tool in the Rubbermaid container.

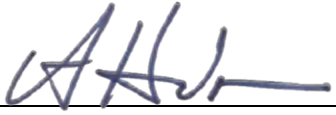
After Removal of the Smart Tag (Ankle Bracelet):

- The APO will instruct the offender to doff the gloves and mask and place them in the open garbage bin and to use hand sanitizer before exiting the office.
- The APO will ask the offender to lock the door as they exit to ensure no one else enters the space before it is cleaned and disinfected.

When the Offender Leaves the Office:

- The APO is to wait 30 minutes after the conclusion of the visit before they enter the offender-side of the interview room to disinfect in accordance with the COVID – 19 Safe Work Practice: Cleaning. This includes the physical space, the EM equipment, the Rubbermaid container (inside and out), any other equipment/supplies that may have been touched or used, and any high touch surfaces.

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

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

**Chief Adult Probation
Officer**

Temporary SWP

Update to General Probation Practices

Working from Home:

- As of Monday, June 29th staff are no longer permitted to work from home.
 - The only exception to the above are in the areas where PPE have not yet arrived. Staff in those areas will continue to work from home until PPE is available.
 - When PPE has arrived, the office is to contact their RM for direction on when/how to return to the office.
- Should anyone not be able to return to the workplace as a result of childcare, personal, or other matters, they are to advise their RM or CAPO immediately as anyone requiring an accommodation will have to be engaged with IDM, and the referral process started.

Working from the Office:

- As per email directives, there is various training to be completed and information requiring review prior to, or immediately upon, returning to the workplace. The required training and information for review is as follows:
 - PAccess Modules (4 separate modules): *Returning to Work; Preparing the Workplace; Distancing and Hygiene; and Controlling Access.*
 - WHIMIS 2015
 - Pandemic Recovery Plan information and video. This can be found at: [REDACTED]
- The information on the Pandemic Recovery Plan site is to be reviewed regularly as information is continuously changing.
- Information circulated by the Human Resource Secretariat on June 19th states that online and telephone access to services by the general public is still preferred with urgent in-person matters by appointment only.
 - As such, the Regional Probation Offices are currently not open to the general public, and the main door will remain locked.
 - A sign will be placed on the office door indicating that Service Providers are to call the main line and speak with the CTIII to determine if access is required. Those reporting to the office for supervision purposes will be directed to call their APO. (the sign for the office door is attached).
- Safe Work Procedures (SWP's) were circulated on June 24th. All staff are to remain familiar with the SWP's and are to be diligent in ensuring the health and safety of themselves and others.
- Staff are to update their voicemails to ensure the COVID based message is removed. The message to use until further notice is as follows:
 - *You have reached (APO/Front Desk) of (location) Regional Probation Office. Please be advised that (I/we) are currently on-site, however for precautionary measures, our office remains closed to the general public, and services will continue to be provided by phone and/or email. This voicemail will be updated to indicate when the office is open to the public when the information is available.*

non-responsive

If you are calling for reporting purposes, please note that voicemails will no longer be accepted as phone reports, and you must speak directly with your Probation Officer.

Note: This page, which relates to your request, came from a staff update relating to Covid-19 issued on June 29, 2021. The full be included in the records responsive to JPS/8/2021.

In case of police or medical emergency please dial 911. The Mental Health Crisis Line is also available at 1-888-737-4668. For other health related concerns please call 811. Thank you.

- Staff are to update their email out of office replies to ensure the COVID based reply is removed;
- All staff will check email, answer/return calls, and check voicemails as per pre-COVID practices.

Working from the Office: Visitors

- If it is determined that access for an individual is required (i.e. for the delivery of mail), it is recommended that access be granted into a waiting room only, wherever possible. Where possible, the visitor will remain in the waiting area and the staff person behind the front wicket plexi-glass divider.
- Whenever a person is required to enter a Regional Probation Office, the office is responsible for communicating what SWP's are in place for social distancing and personal hygiene;
- Should it be necessary for a person to enter the office space beyond the waiting room (i.e. OCIO) the following will occur:
 - Staff will advise what SWP's are in place for social distancing and hygiene;
 - The bottle of hand sanitizer labeled "shared" will be placed in the waiting room for visitor use;
 - The visitor will be instructed to use the hand sanitizer, and then don a mask, if they are not already wearing one;
 - If the person does not have a mask, one will be provided to them;
 - The staff and the visitor will maintain social distancing measures as outlined in the SWP at all times while the visitor is within the staff areas;
 - At the conclusion of the visit, staff will escort the visitor to the waiting room where they will exit.

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

Note: This page, which relates to your request, came from a staff update relating to Covid-19 issued on June 29, 2021. The full be included in the records responsive to JPS/8/2021.

General Health and Safety Requirements	
Visitors to Government Buildings - Screening for Entry	
Hazards Identified	COVID-19 Exposure
PPE Required	None identified
Training	None specifically identified
Potentially Exposed Employees	Visitors and Employees
Safe Work Practice	
<p>COVID-19 is a respiratory illness that is transmitted through:</p> <ul style="list-style-type: none"> • Respiratory droplets generated when you cough or sneeze • Close, personal contact such as touching or shaking hands • Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands <p>To help control the spread of COVID-19 in the workplace, employees must do their part to prevent the transmission of the virus. This includes following all Safe Work Practices (SWP) and Protocols with respect to COVID-19 to ensure your safety and the safety of your co-workers and any visitors to the building. It is important that visitors adhere to the safety practices and protocols to ensure safety for all.</p> <p>Efforts should be made to arrange for alternatives to in-person meetings such as teleconferences, video conferences or phone conversations, however, there are instances where visitors will need to attend government buildings.</p> <p>Section A: Appointment Booking</p> <p>Individuals who have to attend government buildings will be contacted by the designated employee to schedule an appointment. The designate will advise visitors:</p> <ul style="list-style-type: none"> • they will be screened for entry using a 7 question Visitor Self-Assessment Tool. • the Visitor Self-Assessment Tool will be emailed in advance of the meeting. • they will not be permitted to enter the building if they answer 'yes' to any question or refuse to answer the questions and will be advised of alternate options for meeting (i.e. skype or phone) • they will be expected to answer the self-assessment questions at the time of their scheduled appointment. <p>Other pertinent information required for arrival at the building should be communicated including:</p> <ul style="list-style-type: none"> • the entrance where the visitor should arrive. • who will meet the visitor upon arrival and contact information for the designated person. • if the visitor will be using an elevator, they must be advised of the requirement for wearing a mask when more than one person is in the elevator. <p>Visitors should be advised that if they are required to use Personal Protective Equipment during their visit based on a risk assessment, it will be provided to them. They should also be advised that, at this time, the use of a cloth mask is not required but they are welcome to wear one at their own discretion.</p>	

For departments who use an online appointment booking system, the above information may not apply but the process below should be followed as visitors arrive.

Section B: Appointment Time

Visitors will arrive at their appointment time and meet with the designated employee at the agreed upon entrance. The Visitor Self-Assessment Tool will be posted, and if not, must be available for the visitor to review. If privacy can be maintained, the designated employee can read the questions to the visitor. If the designated employee is reading the questions, they must ensure they do not record information or ask additional questions beyond what is asked in the self-assessment tool. In any event, the designated employee must confirm with the visitor they have reviewed the questions and have answered no to all before proceeding to the meeting.

If the visitor answers 'yes' to any of the questions or objects to answering the questions, the visitor will not be permitted to enter the building and arrangements will be made via telephone or email for an alternative method of meeting and they will be encouraged to contact 811.

The visitor should be apprised of COVID-19 safety protocols including:

- physical distancing requirements of up to 2 meters at all times
- mask requirements where there is more than one rider in an elevator
- hygiene expectations
- any other specific protocol for the area they will be visiting.

As we learn more about COVID-19 symptoms, it may become necessary to update the questions to ensure they accurately screen individuals.

Regulations, Standards and References:

Guidance Document on Covid-19 screening by ATIPP Office, Department of Justice and Public Safety
 COVID-19 Visitor Self-Assessment Checklist
 SWP Covid-19 Hand Hygiene
 SPW Covid-19 Physical Distancing
<https://www.gov.nl.ca/covid-19/>

Health and Safety Review by: OTto Ryan/OHS Date: July 2020

Approved by: *[Signature]* Date: July 2020
[Signature] July 2020

Attention All Visitors

If the answer to any of the below questions is “yes”, please **do not enter the Adult Probation Office**. Return home and contact 811.

1. **Do you have a fever or signs of fever such as chills, sweats, and lightheadedness?**
2. **Do you have new or worsening respiratory symptoms such as cough, runny nose, sore throat, shortness of breath or difficulty breathing, that are not like your usual allergy symptoms?**
3. **Do you have any of the following symptoms that are new, worse, or unexplained?**
 - **Nausea and/or vomiting**
 - **Diarrhea**
 - **Muscle Aches**
 - **Headaches**
 - **Loss of or change to sense of smell or taste**
4. **Have you travelled outside the Atlantic Provinces (New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland Labrador) within the last 14 days?**
5. **Are you a resident of a community along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon) who has travelled outside of these areas in the last 14 days?**
6. **In the past 14 days, have you had close contact with a person with suspect or confirmed COVID-19?**
7. **In the past 14 days, have you had close contact with a person with acute respiratory illness who travelled anywhere outside of the Atlantic Provinces in the 14 days before their illness**

If you are a service provider or delivery person you may contact the front desk at (number).

If you are a client reporting for supervision purposes, contact your APO directly, by phone, for further reporting instructions.

Documents referenced in Safe work practices

General Health and Safety Requirements

Covid-19 Cleaning Practices

Hazards Identified	Covid-19 exposure from contaminated surfaces
PPE Required	As noted on the Safety Data Sheet
Training	Cleaning and Disinfection Products, Cleaning and disinfection schedule
Potentially Exposed Employees	All Employees

Safe Work Practice

As per your Risk Assessment Protocol, please consider the risks specific to your organization. Procedure noted is a baseline and is meant to be adapted and updated continually based on changes to alert levels and to changes in the workplace.

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

Cleaning of High touch surfaces

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

- Supervisors are encouraged to assess the risk associated with high touch surfaces specific to their workplace and determine an appropriate cleaning and disinfection schedule which is at least twice per day and when visibly dirty.
- Examples may include doorknobs, hand rails, elevator buttons, light switches, toilet handles, counters, photo copiers, scanners, printers, touch screen surfaces and keypads.

Cleaning of Shared equipment

Shared items such as copiers, fax machines, computers, laptops, telephones, are recommended to be cleaned by each employee before and after use. Shared cell phones are recommended to be cleaned by employees prior to handoff and then cleaned by the second employee prior to use.

*Please note that specific electronic equipment, such as photocopiers, may require different techniques for cleaning. Consult the user’s manual to ensure that you are not damaging equipment.

- Use a disinfecting wipe (non-reusable) to gently wipe the exterior surfaces.
- Avoid getting moisture in any openings, and don't submerge phone in any cleaning agents
- Avoid use of toasters and coffee pots
- Provide no-touch trash containers near common touch points

Cleaning Products

It is important to know that disinfectant cleaners break down grease and help remove organic material killing the germs. The most up to date list of disinfectants for use against Covid-19 can be found on the Government of Canada's website - <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

- Check the expiry date of products you use and follow manufacturer's instructions – see below.
- Where possible, use pre-mixed solutions. If you mix a product due so based on manufacturer's instructions.
- Allow adequate contact time for disinfectant to kill germs as directed.

Follow Manufacturer's Instructions & Personal Protective Equipment

- Consult product packaging and follow all manufacturer instructions prior to use.
- Where possible, use pre-mixed solutions.
- Follow manufacturer's instructions for application and proper ventilation.
- Employees must be familiar with first aid precautions for the specific products that they are using.
- Employees must use all necessary PPE, as prescribed by the manufacturer and the Safety Data Sheet

Scented product Considerations

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

- Supervisors shall inform workers of the cleaning products that are being used
- Provide an update if there is a change in cleaning products.
- Employees who have sensitivity to scented products shall inform the supervisor immediately.
- Supervisors shall try to accommodate such employees to the best of their ability.

Regulations, Standards and References:

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

Health and Safety Review by: _____ Date: _____

Approved by: _____ Date: _____

Protect Yourself - Protect Others

Personal Protective Equipment

Putting it on in 5 easy steps

1. Hands

- Clean your hands with sanitizer or soap and water.

2. Gown

- Tie at top.
- Then tie at waist.
- Ensure the opening is in back and it covers your skin and clothes.



3. Mask

- Put on a procedure or surgical mask.
- Mold the metal to fit your nose.
- A fit check must be performed with each use.



Alternate: N95 respirator if indicated.

4. Eye Protection

- Put on eye protection.



Alternate: Combo mask/eye shield.

5. Gloves

- Pull on gloves and ensure they cover the cuffs of your gown.



Protect Yourself - Protect Others

Personal Protective Equipment

Taking it off in 6 easy steps

1. Gloves

- Remove gloves.
- Clean your hands with sanitizer or soap and water.



2. Gown

- Untie neck. Untie waist.
- Hook fingers under opposite cuff. Pull over hand.
- Use gown-covered hand to pull gown over other hand.
- Pull gown off without touching outside of gown.
- Roll up inside out/discard.



3. Hands

- Clean your hands with sanitizer or soap and water.

4. Eye Protection

- Remove by handles and place in reprocessing bin or garbage.



5. Mask/N95 respirator

- Remove using loops or ties; do not touch mask.
- N95 should be removed outside of the room after the door has been closed. Place in garbage.



6. Hands

- Clean your hands immediately after removal of PPE or anytime you suspect your hands are contaminated during PPE removal.



***Remove all PPE, with the exception of N95, before leaving patient room.**