

June 30, 2021

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

Dear Kevin Walby:

**Re: Access to Information Request CP 086-21G**

An access to information request was received in this office on June 2, 2021, requesting access to:

Information Distributed

I am requesting all documents and electronic materials distributed to people on probation and other individuals currently on community release, staff and visitors concerning COVID-19 measures taken in probation offices.

Timeframe October 1 2020 to December 20 2020

This is to inform you that your access request has been fully granted.

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

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

Yours truly,



Aaron Orban  
Executive Director, Access and Privacy Branch



**From:** [Loverick, Sylvia CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Subject:** **\*\*IMPORTANT\*\*** Cloth Masks distributed to Community Corrections employees  
**Date:** Wednesday, October 21, 2020 7:50:36 AM  
**Importance:** High

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Good Morning,

This is to advise that all employees have been provided 3 cloth masks. The masks have been distributed and all locations should have received them. These masks are for your use in the office.

For any questions, please reference the below link (and click into "Masks"). Ensure to reference the link often as it may be updated periodically.

<https://taskroom.sp.saskatchewan.ca/Pages/covid19faq.aspx#>

If you do not have a mask with you, employees are encouraged to take the stairs or wait for an empty elevator in order to maintain two metres of distance from other people.

Employees are also encouraged to wear non-medical masks at times when PPE is not required, but two metres of physical distancing cannot be maintained.

Please contact your Supervisor if you have further questions.

Thanks,

Sylvia Loverick

Government of Saskatchewan  
Director of Administration and Personnel, Community Corrections - South  
Custody, Supervision and Rehabilitation Services, Ministry of Corrections and Policing

1942 Hamilton Street  
Regina, Canada S4P 2C5

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**From:** [Tolley, Cassie CPPS](#)  
**To:** [CP-JU CSRS CC North Region](#); [CP-JU CSRS CC Central Region](#); [CP-JU CSRS CC South Region](#)  
**Subject:** Cohort Rotations and self isolation  
**Date:** Thursday, December 3, 2020 8:24:12 AM

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Good morning all,

***On behalf of Cassie, Tracy and Anita,***

We are now well into our second week of the Cohort model which was implemented on November 24; so far things have been running smoothly, in large part due to the work that was done in the spring of 2020 by staff, Supervisors, admin and Directors to adapt many of our processes to a work from home environment. As we move through the weeks ahead, we can expect many processes to be fluid, flexible and subject to change.

To this point, we have seen the COVID positive case numbers continue to rise over the last week, leading to new guidelines issued by the SHA on Wednesday November 25. Restaurants, retailers, schools and daycares continue to operate, and there have been a number of COVID positive cases identified arising from these environments. There may be increased instances where employees are required by the SHA to self-isolate. Specific to our new Cohort/work from home rotation instruction, employees should discuss their unique situations with Supervisors as they arise, and Supervisors will consult with Directors in order to determine how each self-isolation situation is to be managed in terms of an employee's ability to continue working from home or in the office while maintaining operational requirements.

Do not hesitate to reach out to your Directors for conversation and clarification.

Thank you, and take good care.

**Cassie Tolley**

**Government of Saskatchewan**

Director Community Corrections, North Region  
Ministry of Corrections, Policing and Public Safety  
Box 3003, 12th Floor McIntosh Mall, 800 Central Avenue  
Prince Albert, Canada S6V 6G1

Bus: 306-953-3192

Fax: 306-953-2649

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Thank you.

**From:** [Graves, Caroline CP-JU](#)  
**To:** [CP-JU CSRS Community Corrections](#)  
**Cc:** [Scriver, Heather CP-JU](#); [Gerger, Bonny CP-JU](#)  
**Subject:** Community Corrections Transition to Working From Home  
**Date:** Friday, March 20, 2020 2:53:25 PM

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Good afternoon,

Effective immediately, we are transitioning to all Community Corrections employees working from home.

You will receive further information from your director about such things as the details of how we will manage our workload responsibilities while working remotely.

As you are leaving the office today or as soon as you are able to over the next few days, please give thought to what items (e.g., laptop, paper, pens, passwords, etc.) you will need to take with you to be able to perform your job effectively from home. It will be important to take the time to gather all of these things before you leave the workplace.

As the current situation is fluid and continually evolving, we will keep you apprised as to any changes.

These are challenging times, so please look after yourself and your families.

Kind Regards,

Caroline

**Caroline Graves**

Executive Director, Community Corrections

Ministry of Corrections and Policing

710 – 1874 Scarth Street Regina, SK S4P 4B3

Telephone: 306-798-1409

[caroline.graves@gov.sk.ca](mailto:caroline.graves@gov.sk.ca)

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**From:** [Graves, Caroline CP-JU](#)  
**To:** [CP-JU CSRS Community Corrections](#)  
**Subject:** COVID - 19: Community Corrections Offices & Travel  
**Date:** Friday, March 13, 2020 2:44:23 PM

---

Good afternoon,

This e-mail is to provide an update about changes we will be making within Community Corrections to continue to support the well-being of our employees and clients.

Effective immediately, and until further notice, clients are no longer to be reporting within our offices, nor are Community Corrections employees to be attending at other locations to meet with clients. I'd ask that all contact with clients be managed without any direct contact. This will mean utilizing reporting by telephone as our primary method of maintaining contact.

A communication will follow early next week from the Directors about how to manage situations that we are likely to experience (e.g., clients not having a telephone).

Notification will need to be placed on all office doors advising clients of how to contact the office.

Directors will work with each office to ensure that this occurs timely.

Kind Regards,

Caroline

**Caroline Graves**

Executive Director, Community Corrections

Ministry of Corrections and Policing

710 – 1874 Scarth Street Regina, SK S4P 4B3

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**From:** [Ingram, Anita CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Cc:** [Gulka, Tracy CPPS](#); [Tolley, Cassie CPPS](#)  
**Subject:** Employee Rotation to work from Home  
**Date:** Friday, November 20, 2020 3:52:31 PM

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Good afternoon all,

On behalf of the South Region Directors and Supervisors, I'd like to provide you an update on the rotational work from home/cohort planning so far, which is on track for implementation beginning Tuesday, November 24, 2020 and is scheduled to rotate in blocks of two weeks - Monday to Friday - thereafter until further notice. Directors and Supervisors have been meeting this date to discuss operations and divide the cohort groups. Decisions were informed by operational and program need and physical space, to meet the need of reducing the number of employees in our offices.

Over the course of the pandemic we have brainstormed and implemented many efficiencies - in terms of support and processes - that we have maintained since our return to our offices, and these continue to work well. This has made the planning for implementation of rotational shifts next week much easier!

As the office cohort plans are finalized, you will receive a communication regarding your assigned cohort, along with information you will require to manage your assigned government inventory, network connectivity and other work from home considerations.

Your Supervisors and Directors will be available to respond to your questions should you have any going forward in this process.

Thanks to all, for your patience and flexibility as we move through this planning.

Have a good weekend, and take care,

**Anita Ingram**

Government of Saskatchewan  
Director, Community Corrections, South  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections, Policing and Public Safety

1942 Hamilton Street  
Regina, Canada S4P 2C5

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**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Central Region](#)  
**Cc:** [Tolley, Cassie CPPS](#); [Ingram, Anita CPPS](#)  
**Subject:** FW: Additional public health measures  
**Date:** Friday, November 13, 2020 1:26:24 PM

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Good Afternoon

Additional public health measures were announced today in relation to mandatory masking for indoor common spaces in 59 communities. The communities listed include all the Community Corrections offices within Central Region. Mandatory masking within our offices takes effect Monday November 16, 2020. All employees will be expected to follow this public health order.

Please take some time to review the information provided in this link which also includes other restrictions.

**COVID-19: Additional Public Health Measures Announced**

<https://www.saskatchewan.ca/government/news-and-media/2020/november/13/covid-19-additional-public-health-measures-announced>

Stay safe

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
Fax: 306-786-1397  
Cell: 306- 621-2399

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Thank you.

**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Central Region Supervisors](#)  
**Subject:** FW: Continuous Masking - ITP/ C3T  
**Date:** Monday, October 19, 2020 8:12:19 AM

---

Good Morning

See below communication.

Effective today all participants in C3T will need to be continuous masking when participating in training. Please ensure you communicate this to any employees participating.

Thanks

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
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Cell: 306- 621-2399

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Thank you.

---

**From:** Bereti, Rick CP-JU <Rick.Bereti@gov.sk.ca>  
**Sent:** Friday, October 16, 2020 9:09 AM  
**To:** Ingram, Anita CP-JU <Anita.Ingram@gov.sk.ca>; Gulka, Tracy CP-JU <Tracy.Gulka@gov.sk.ca>; Tolley, Cassie CP-JU <cassie.tolley@gov.sk.ca>; Gerger, Bonny CP-JU <Bonny.Gerger@gov.sk.ca>; Kreklewetz, Kim CP-JU <kim.kreklewetz@gov.sk.ca>  
**Cc:** Burkholder, Pamela CP-JU <Pamela.Burkholder@gov.sk.ca>  
**Subject:** FW: Continuous Masking - ITP

Rick D. Bereti  
Government of Saskatchewan  
Director, Community Corrections and Policing  
Custody, Supervision and Rehabilitation Services  
[rick.bereti@gov.sk.ca](mailto:rick.bereti@gov.sk.ca)

7th floor-1874 Scarth Street  
Regina,Canada S4P 4B3  
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---

**From:** Renauld, Ed CP-JU <[ed.renauld@gov.sk.ca](mailto:ed.renauld@gov.sk.ca)>  
**Sent:** Friday, October 16, 2020 9:05 AM  
**To:** McFadyen, Mark CP-JU <[Mark.McFadyen@gov.sk.ca](mailto:Mark.McFadyen@gov.sk.ca)>; Schnell, Doris CP-JU <[Doris.Schnell@gov.sk.ca](mailto:Doris.Schnell@gov.sk.ca)>; Graves, Caroline CP-JU <[Caroline.Graves@gov.sk.ca](mailto:Caroline.Graves@gov.sk.ca)>; Wilde, Kathleen CP-JU <[kathleen.wilde@gov.sk.ca](mailto:kathleen.wilde@gov.sk.ca)>  
**Cc:** Scriver, Heather CP-JU <[heather.scriver@gov.sk.ca](mailto:heather.scriver@gov.sk.ca)>  
**Subject:** FW: Continuous Masking - ITP

FYI - continuous masking will be in place for ITP/C3T beginning on Monday. I have asked our teams to ensure all staff and guest are aware prior to attending.

Thanks,

Ed Renauld  
Government of Saskatchewan  
Director, Learning and Development  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections and Policing  
700-1874 Scarth Street  
Regina, Canada S4P 4B3  
Bus: 306-787-1150  
Cell: 306-519-0250

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Thank you.

---

**From:** Renauld, Ed CP-JU  
**Sent:** Thursday, October 15, 2020 3:50 PM  
**To:** Bossenberry, Joe CP-JU <[Joe.Bossenberry@gov.sk.ca](mailto:Joe.Bossenberry@gov.sk.ca)>; Gaudet, Michelle CP-JU

<[Michelle.Gaudet@gov.sk.ca](mailto:Michelle.Gaudet@gov.sk.ca)>; Sorsdahl, Nicole CP-JU <[Nicole.Sorsdahl@gov.sk.ca](mailto:Nicole.Sorsdahl@gov.sk.ca)>;  
Woolsey, Rhonda CP-JU <[Rhonda.Woolsey@gov.sk.ca](mailto:Rhonda.Woolsey@gov.sk.ca)>  
**Cc:** Dufour, Dylan CP-JU <[dylan.dufour@gov.sk.ca](mailto:dylan.dufour@gov.sk.ca)>; Stewart, Tannis CP-JU  
<[tannis.stewart@gov.sk.ca](mailto:tannis.stewart@gov.sk.ca)>

**Subject:** Continuous Masking - ITP

As COVID cases across the province continue to climb, we must actively assess and adapt our risk mitigation strategies to provide a safer environment for our staff. Our ability to develop and adhere to these strategies will greatly impact our success in safely transitioning recruits through the induction training program (ITP) and into their new careers as corrections professionals.

**Effective October 19<sup>th</sup>, all staff (facilitators, SME's, recruits etc.) and guests will be required to continuously mask throughout the administration of ITP.**

Cloth masks have been mailed out to our L&D team, however recruits will be required to obtain their own personal cloth mask(s) and [launder accordingly](#). Please maintain a small supply of surgical masks on site.

A non-medical mask does not replace public health measures that are proven to be effective. The best way to prevent the spread of COVID-19 is to continue to:

- Practice proper cough and sneezing etiquette (into the bend of your elbow);
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer;
- Avoid touching your eyes, nose and mouth with unwashed hands;
- Clean and disinfect regularly;
- Maintain safe food practices;
- Avoid close contact with people who are sick;
- Avoid large crowds and practice social distancing (do not shake hands, hug or kiss); and
- Self-monitoring for early signs or symptoms.

Wearing a non-medical mask will not prevent you from getting sick. It is another way of covering your mouth and nose to prevent your respiratory droplets from contaminating others or landing on surfaces.

Information and guidance on the use of non-medical masks and face coverings can be found [here](#).

**\*Please ensure everyone involved with the administration of ITP (SME's, guests, etc.) are aware of this directive prior to attending.**

\*\*Rhonda – Community staff have already been masking, however please ensure C3T participants and facilitators are also reminded.

Thanks,

Ed Renauld  
Government of Saskatchewan  
Director, Learning and Development  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections and Policing  
700-1874 Scarth Street  
Regina, Canada S4P 4B3  
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Cell: 306-519-0250

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Thank you.

**From:** [Gerger, Bonny CPPS](#)  
**To:** [Simon, Terri CPPS](#)  
**Subject:** FW: COVID-19 - Changes to Office Operations  
**Date:** Friday, June 11, 2021 11:27:11 AM

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Bonny Gerger, BHJ, MA

Government of Saskatchewan  
Director, Operational Services, Community Corrections  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections, Policing and Public Safety  
155-122 3<sup>rd</sup> Avenue N.  
Saskatoon, Sask. S7K 2H6  
Cell/Bus: (306) 529-8063

---

**From:** Graves, Caroline CP-JU <Caroline.Graves@gov.sk.ca>  
**Sent:** Thursday, November 19, 2020 4:13 PM  
**To:** Kelly, Ken PSC <ken.kelly@gov.sk.ca>; Kuntz, Linda PSC <linda.kuntz@gov.sk.ca>  
**Cc:** Bereti, Rick CP-JU <Rick.Bereti@gov.sk.ca>; Burkholder, Pamela CP-JU <Pamela.Burkholder@gov.sk.ca>; Gerger, Bonny CP-JU <Bonny.Gerger@gov.sk.ca>  
**Subject:** FW: COVID-19 - Changes to Office Operations

fyi

---

**From:** Graves, Caroline CP-JU  
**Sent:** Thursday, November 19, 2020 3:58 PM  
**To:** CP-JU CSRS Community Corrections <[CP-JUCSRSCommunityCorrections@gov.sk.ca](mailto:CP-JUCSRSCommunityCorrections@gov.sk.ca)>  
**Subject:** COVID-19 - Changes to Office Operations

Good afternoon,

Due to the recent high numbers of individuals testing positive for COVID-19, effective Tuesday, Nov. 24, Community Corrections will be making some adjustments to how we conduct our operations. We will be reducing the density of the numbers of employees within our offices. This will occur as a result of working in rotations. Approximately 50% of employees will be in our offices at any given time. Your directors will provide you detailed information about which rotation you will be in, when you will be working remotely from home, and when you will be required to work within the office.

We must all work together to ensure that we continue to provide effective client service. As we have appropriate measures in place - such as barriers, physical distancing, handwashing, hand sanitizer, and more - we will continue to provide direct service to the client groups we have been over the last few months.

The changes being made today are not the same as what occurred back in March. At that point in time, we were still learning what we needed to do to prevent the spread of COVID-19. At present day, we know what we need to do, and we have put appropriate measures in place. The focus of what is happening now is about reducing the numbers of people in our offices.

As planning moves forward, your director will be in contact with you.

Kind Regards,

Caroline

**Caroline Graves**  
Executive Director, Community Corrections  
Ministry of Corrections, Policing and Public Safety  
710 – 1874 Scarth Street Regina, SK S4P 4B3  
Telephone: 306-798-1409  
[caroline.graves@gov.sk.ca](mailto:caroline.graves@gov.sk.ca)

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**From:** [Ingram, Anita CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Cc:** [Tolley, Cassie CPPS](#); [Gulka, Tracy CPPS](#)  
**Subject:** FW: COVID-19 - Changes to Office Operations  
**Date:** Thursday, November 19, 2020 5:06:30 PM

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Hello all,

I hope you have had some time to read the message below from Caroline Graves; here is some additional information for you.

Your Director team and Supervisors will be involved in meetings on Friday and Monday to determine and finalize details of the rotational plan as explained below; this will be ready for implementation on Tuesday, November 24.

As mentioned below, these details will be communicated to you as soon as planning is concluded.

Have a good evening, and take care.

### **Anita Ingram**

Government of Saskatchewan  
Director, Community Corrections, South  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections, Policing and Public Safety

1942 Hamilton Street  
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---

**From:** Graves, Caroline CP-JU <[Caroline.Graeves@gov.sk.ca](mailto:Caroline.Graeves@gov.sk.ca)>  
**Sent:** Thursday, November 19, 2020 3:58 PM  
**To:** CP-JU CSRS Community Corrections <[CP-JUCSRSCCommunityCorrections@gov.sk.ca](mailto:CP-JUCSRSCCommunityCorrections@gov.sk.ca)>  
**Subject:** COVID-19 - Changes to Office Operations

Good afternoon,

Due to the recent high numbers of individuals testing positive for COVID-19, effective Tuesday, Nov.

**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Central Region](#)  
**Cc:** [Tolley, Cassie CPPS](#); [Ingram, Anita CPPS](#)  
**Subject:** FW: COVID-19 Workplace Controls  
**Date:** Wednesday, October 21, 2020 2:37:04 PM

---

Good afternoon,

Please review the message below as a reminder about COVID-19 workplace controls,

Thanks

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
Fax: 306-786-1397  
Cell: 306- 621-2399

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Thank you.

---

**From:** DMs of CP and Justice <[DMsofCPandJustice@gov.sk.ca](mailto:DMsofCPandJustice@gov.sk.ca)>  
**Sent:** Wednesday, October 21, 2020 1:46 PM  
**To:** Scriver, Heather CP-JU <[heather.scriver@gov.sk.ca](mailto:heather.scriver@gov.sk.ca)>; Wilby, Drew CP-JU <[Drew.Wilby@gov.sk.ca](mailto:Drew.Wilby@gov.sk.ca)>; Cameron, Rob CP-JU <[rob.cameron@gov.sk.ca](mailto:rob.cameron@gov.sk.ca)>; Tulloch, Dave JU <[Dave.Tulloch@gov.sk.ca](mailto:Dave.Tulloch@gov.sk.ca)>; Field, Monica CP-JU <[monica.field@gov.sk.ca](mailto:monica.field@gov.sk.ca)>; Gudmundson, Mindy JU <[mindy.gudmundson@gov.sk.ca](mailto:mindy.gudmundson@gov.sk.ca)>; Busse, Noel JU <[Noel.busse@gov.sk.ca](mailto:Noel.busse@gov.sk.ca)>; Csada, Brittany PSC <[brittany.csada@gov.sk.ca](mailto:brittany.csada@gov.sk.ca)>; Zarzeczny, Linda JU <[Linda.Zarzeczny@gov.sk.ca](mailto:Linda.Zarzeczny@gov.sk.ca)>; Gerein, Tony JU <[Tony.Gerein@gov.sk.ca](mailto:Tony.Gerein@gov.sk.ca)>; Head, Kylie JU <[kylie.head@gov.sk.ca](mailto:kylie.head@gov.sk.ca)>; Turner, Jan JU <[Jan.Turner@gov.sk.ca](mailto:Jan.Turner@gov.sk.ca)>  
**Cc:** Larsen, Dale CP-JU <[dale.larsen@gov.sk.ca](mailto:dale.larsen@gov.sk.ca)>; Gardner, Glen JU <[Glen.Gardner@gov.sk.ca](mailto:Glen.Gardner@gov.sk.ca)>; Williams, Shannon JU <[shannon.williams@gov.sk.ca](mailto:shannon.williams@gov.sk.ca)>; Kostick, Monique JU <[monique.kostick@gov.sk.ca](mailto:monique.kostick@gov.sk.ca)>; Heglin, Nadine JU <[nadine.heglin@gov.sk.ca](mailto:nadine.heglin@gov.sk.ca)>; McCashin, Anna JU <[anna.mccashin@gov.sk.ca](mailto:anna.mccashin@gov.sk.ca)>; Graham, Cassie CP-JU <[cassie.graham2@gov.sk.ca](mailto:cassie.graham2@gov.sk.ca)>; Kambeitz, Deserae CP-JU <[deserae.kambeitz2@gov.sk.ca](mailto:deserae.kambeitz2@gov.sk.ca)>; Meng, Theary CP-JU <[theary.meng@gov.sk.ca](mailto:theary.meng@gov.sk.ca)>; Ursu, Penny CP-JU <[penny.ursu@gov.sk.ca](mailto:penny.ursu@gov.sk.ca)>  
**Subject:** COVID-19 Workplace Controls

Good afternoon,

***Please cascade the email below within your areas of responsibility as you deem necessary.***

In an attempt to help reduce the risk of bringing the COVID-19 virus into the workplace and spreading it to others, we are reminding staff of the following workplace controls that are known to be effective in helping reduce transmission of the virus.

- It is **strongly recommended** non-medical or cloth masks be worn when physical distancing is not possible or unpredictable. It is considered a best practice to wear a non-medical or cloth mask while travelling through all public/commons areas or while working in shared office spaces; examples include, when going to and from the washroom, or photocopier or getting coffee from the coffee room. When staff are in their office without staff contact, they can remove the non-medical or cloth mask. When employees leave their office, or have interaction with staff, they should then wear a mask.
  - A non-medical or cloth mask does not replace public health measures, and workplace controls that have proven to be effective in preventing the transmission of COVID-19, such as:
    - self-monitoring of personal health - staying at home and away from others when ill,
    - practicing physical distancing of 2 meters, where possible,
    - washing your hands for at least 20 seconds with soap and water, and avoid touching your face,
    - when managing seasonal allergies, exercising proper cough and sneeze etiquette, and
    - regular sanitizing of common surfaces and equipment.
- When possible it is **strongly recommended** to conduct business remotely (ie. conference calls, emails, Microsoft Teams meetings, phone call, etc.) to help limit the movement between floors/buildings.
- Communal meals (eating in groups) should not occur where physical distancing cannot be maintained.

It is also important that you know how to properly use, care for, clean and/or dispose of your non-medical or cloth mask. Click on the hyperlinks to learn how to properly [remove and apply](#) a non-medical or cloth mask. You can find additional information on non-medical masks located on [Taskroom](#).

While each of us has a personal responsibility to follow these recommendations it is also appropriate to respectfully remind others of these recommendations.

If you have questions about COVID-19 controls, please contact your manager.

Thank you and stay safe.

J. Glen Gardner, Q.C.  
Deputy Minister of Justice  
and Deputy Attorney General

Dale Larsen  
Deputy Minister of Corrections and Policing

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**From:** [Ingram, Anita CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Cc:** [Tolley, Cassie CPPS](#); [Gulka, Tracy CPPS](#)  
**Subject:** FW: COVID-19 Workplace Controls  
**Date:** Wednesday, October 21, 2020 2:55:00 PM

---

Good afternoon,

Please review the message below as a reminder about COVID-19 workplace controls,

Thanks all,

**Anita Ingram**

Government of Saskatchewan  
Director, Community Corrections, South  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections and Policing

1942 Hamilton Street  
Regina, Canada S4P 2C5

Bus: 306-787-3695

Cell: 306-536-8705

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---

**From:** DMs of CP and Justice <[DMsofCPandJustice@gov.sk.ca](mailto:DMsofCPandJustice@gov.sk.ca)>

**Sent:** Wednesday, October 21, 2020 1:46 PM

**To:** Scriver, Heather CP-JU <[heather.scriver@gov.sk.ca](mailto:heather.scriver@gov.sk.ca)>; Wilby, Drew CP-JU <[Drew.Wilby@gov.sk.ca](mailto:Drew.Wilby@gov.sk.ca)>; Cameron, Rob CP-JU <[rob.cameron@gov.sk.ca](mailto:rob.cameron@gov.sk.ca)>; Tulloch, Dave JU <[Dave.Tulloch@gov.sk.ca](mailto:Dave.Tulloch@gov.sk.ca)>; Field, Monica CP-JU <[monica.field@gov.sk.ca](mailto:monica.field@gov.sk.ca)>; Gudmundson, Mindy JU <[mindy.gudmundson@gov.sk.ca](mailto:mindy.gudmundson@gov.sk.ca)>; Busse, Noel JU <[Noel.busse@gov.sk.ca](mailto:Noel.busse@gov.sk.ca)>; Csada, Brittany PSC <[brittany.csada@gov.sk.ca](mailto:brittany.csada@gov.sk.ca)>; Zarzeczny, Linda JU <[Linda.Zarzeczny@gov.sk.ca](mailto:Linda.Zarzeczny@gov.sk.ca)>; Gerein, Tony JU <[Tony.Gerein@gov.sk.ca](mailto:Tony.Gerein@gov.sk.ca)>; Head, Kylie JU <[kylie.head@gov.sk.ca](mailto:kylie.head@gov.sk.ca)>; Turner, Jan JU <[Jan.Turner@gov.sk.ca](mailto:Jan.Turner@gov.sk.ca)>

**Cc:** Larsen, Dale CP-JU <[dale.larsen@gov.sk.ca](mailto:dale.larsen@gov.sk.ca)>; Gardner, Glen JU <[Glen.Gardner@gov.sk.ca](mailto:Glen.Gardner@gov.sk.ca)>; Williams, Shannon JU <[shannon.williams@gov.sk.ca](mailto:shannon.williams@gov.sk.ca)>; Kostick, Monique JU <[monique.kostick@gov.sk.ca](mailto:monique.kostick@gov.sk.ca)>; Heglin, Nadine JU <[nadine.heglin@gov.sk.ca](mailto:nadine.heglin@gov.sk.ca)>; McCashin, Anna JU <[anna.mccashin@gov.sk.ca](mailto:anna.mccashin@gov.sk.ca)>; Graham, Cassie CP-JU <[cassie.graham2@gov.sk.ca](mailto:cassie.graham2@gov.sk.ca)>; Kambeitz, Deserae CP-JU <[deserae.kambeitz2@gov.sk.ca](mailto:deserae.kambeitz2@gov.sk.ca)>; Meng, Theary CP-JU <[theary.meng@gov.sk.ca](mailto:theary.meng@gov.sk.ca)>; Ursu, Penny CP-JU <[penny.ursu@gov.sk.ca](mailto:penny.ursu@gov.sk.ca)>

**Subject:** COVID-19 Workplace Controls

Good afternoon,

***Please cascade the email below within your areas of responsibility as you deem necessary.***

In an attempt to help reduce the risk of bringing the COVID-19 virus into the workplace and spreading it to others, we are reminding staff of the following workplace controls that are known to be effective in helping reduce transmission of the virus.

- It is **strongly recommended** non-medical or cloth masks be worn when physical distancing is not possible or unpredictable. It is considered a best practice to wear a non-medical or cloth mask while travelling through all public/commons areas or while working in shared office spaces; examples include, when going to and from the washroom, or photocopier or getting coffee from the coffee room. When staff are in their office without staff contact, they can remove the non-medical or cloth mask. When employees leave their office, or have interaction with staff, they should then wear a mask.
  - A non-medical or cloth mask does not replace public health measures, and workplace controls that have proven to be effective in preventing the transmission of COVID-19, such as:
    - self-monitoring of personal health - staying at home and away from others when ill,
    - practicing physical distancing of 2 meters, where possible,
    - washing your hands for at least 20 seconds with soap and water, and avoid touching your face,
    - when managing seasonal allergies, exercising proper cough and sneeze etiquette, and
    - regular sanitizing of common surfaces and equipment.
- When possible it is **strongly recommended** to conduct business remotely (ie. conference calls, emails, Microsoft Teams meetings, phone call, etc.) to help limit the movement between floors/buildings.
- Communal meals (eating in groups) should not occur where physical distancing cannot be maintained.

It is also important that you know how to properly use, care for, clean and/or dispose of your non-medical or cloth mask. Click on the hyperlinks to learn how to properly [remove and apply](#) a non-medical or cloth mask. You can find additional information on non-medical masks located on [Taskroom](#).

While each of us has a personal responsibility to follow these recommendations it is also appropriate to respectfully remind others of these recommendations.

If you have questions about COVID-19 controls, please contact your manager.

Thank you and stay safe.

J. Glen Gardner, Q.C.  
Deputy Minister of Justice  
and Deputy Attorney General

Dale Larsen  
Deputy Minister of Corrections and Policing

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**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Central Region](#)  
**Cc:** [Tolley, Cassie CPPS](#); [Ingram, Anita CPPS](#)  
**Subject:** FW: Mandatory Wearing of Non-Medical Masks  
**Date:** Thursday, November 5, 2020 3:18:44 PM

---

Please review the new information on Task room by accessing the below link.

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
Fax: 306-786-1397  
Cell: 306- 621-2399

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Thank you.

---

**From:** Graves, Caroline CP-JU <Caroline.Graves@gov.sk.ca>  
**Sent:** Thursday, November 5, 2020 2:26 PM  
**To:** Gulka, Tracy CP-JU <Tracy.Gulka@gov.sk.ca>; Tolley, Cassie CP-JU <cassie.tolley@gov.sk.ca>; Ingram, Anita CP-JU <Anita.Ingram@gov.sk.ca>; Gerger, Bonny CP-JU <Bonny.Gerger@gov.sk.ca>  
**Cc:** Burkholder, Pamela CP-JU <Pamela.Burkholder@gov.sk.ca>; Bereti, Rick CP-JU <Rick.Bereti@gov.sk.ca>; Kreklewetz, Kim CP-JU <kim.kreklewetz@gov.sk.ca>; Listrom, Carissa JU <carissa.listrom@gov.sk.ca>  
**Subject:** Mandatory Wearing of Non-Medical Masks

Good afternoon,

Attached is a link to Taskroom that provides information about the wearing of non-medical masks becoming mandatory tomorrow, Nov. 6. There are a number of Q & As.

<https://taskroom.sp.saskatchewan.ca/Pages/covid19faq.aspx#masks>

I'd kindly request that you share this information.

Thank you.

Caroline

**Caroline Graves**

Executive Director, Community Corrections

Ministry of Corrections and Policing

710 – 1874 Scarth Street Regina, SK S4P 4B3

Telephone: 306-798-1409

[caroline.graves@gov.sk.ca](mailto:caroline.graves@gov.sk.ca)

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**From:** [Ingram, Anita CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Subject:** FW: Mandatory Wearing of Non-Medical Masks  
**Date:** Thursday, November 5, 2020 3:36:22 PM

---

Good afternoon,

Please review the information that has been updated on Taskroom by accessing the link in the communication below,

Thank you

**Anita Ingram**

Director, Community Corrections, South  
Bus: 306-787-3695  
Cell: 306-536-8705

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---

**From:** Graves, Caroline CP-JU <[Caroline.Graves@gov.sk.ca](mailto:Caroline.Graves@gov.sk.ca)>  
**Sent:** Thursday, November 5, 2020 2:26 PM  
**To:** Gulka, Tracy CP-JU <[Tracy.Gulka@gov.sk.ca](mailto:Tracy.Gulka@gov.sk.ca)>; Tolley, Cassie CP-JU <[cassie.tolley@gov.sk.ca](mailto:cassie.tolley@gov.sk.ca)>; Ingram, Anita CP-JU <[Anita.Ingram@gov.sk.ca](mailto:Anita.Ingram@gov.sk.ca)>; Gerger, Bonny CP-JU <[Bonny.Gerger@gov.sk.ca](mailto:Bonny.Gerger@gov.sk.ca)>  
**Cc:** Burkholder, Pamela CP-JU <[Pamela.Burkholder@gov.sk.ca](mailto:Pamela.Burkholder@gov.sk.ca)>; Bereti, Rick CP-JU <[Rick.Bereti@gov.sk.ca](mailto:Rick.Bereti@gov.sk.ca)>; Kreklewetz, Kim CP-JU <[kim.kreklewetz@gov.sk.ca](mailto:kim.kreklewetz@gov.sk.ca)>; Listrom, Carissa JU <[carissa.listrom@gov.sk.ca](mailto:carissa.listrom@gov.sk.ca)>  
**Subject:** Mandatory Wearing of Non-Medical Masks

Good afternoon,

Attached is a link to Taskroom that provides information about the wearing of non-medical masks becoming mandatory tomorrow, Nov. 6. There are a number of Q & As.

<https://taskroom.sp.saskatchewan.ca/Pages/covid19faq.aspx#masks>

I'd kindly request that you share this information.

Thank you.

Caroline

**Caroline Graves**  
Executive Director, Community Corrections  
Ministry of Corrections and Policing

**From:** [Graves, Caroline CPPS](#)  
**To:** [Burkholder, Pamela CPPS](#); [Bereti, Rick CPPS](#); [Gerger, Bonny CPPS](#); [Gulka, Tracy CPPS](#); [Tolley, Cassie CPPS](#); [Ingram, Anita CPPS](#)  
**Subject:** FW: Mask messaging - supplementary material  
**Date:** Friday, November 6, 2020 11:20:33 AM  
**Attachments:** [Key Messages.docx](#)  
[Staffroom Article post from Cam.docx](#)  
[Email template for managers.docx](#)

---

Hi,  
For your review and sharing as appropriate.  
Thank you.  
Caroline

---

**From:** Kambeitz, Deserae CP-JU <[deserae.kambeitz2@gov.sk.ca](mailto:deserae.kambeitz2@gov.sk.ca)>  
**Sent:** Friday, November 06, 2020 11:14 AM  
**To:** Walter, Kerry CP-JU <[kerry.walter@gov.sk.ca](mailto:kerry.walter@gov.sk.ca)>; McFadyen, Mark CP-JU <[Mark.McFadyen@gov.sk.ca](mailto:Mark.McFadyen@gov.sk.ca)>; Schnell, Doris CP-JU <[Doris.Schnell@gov.sk.ca](mailto:Doris.Schnell@gov.sk.ca)>; Graves, Caroline CP-JU <[Caroline.Graves@gov.sk.ca](mailto:Caroline.Graves@gov.sk.ca)>; Renauld, Ed CP-JU <[ed.renauld@gov.sk.ca](mailto:ed.renauld@gov.sk.ca)>; Wilde, Kathleen CP-JU <[kathleen.wilde@gov.sk.ca](mailto:kathleen.wilde@gov.sk.ca)>  
**Cc:** Scriver, Heather CP-JU <[heather.scriver@gov.sk.ca](mailto:heather.scriver@gov.sk.ca)>  
**Subject:** FW: Mask messaging - supplementary material  
Here is some further information in regards to masking.

*Deserae Kambeitz*

**Executive Coordinator**  
**Custody, Supervision and Rehabilitation Services**  
**Ministry of Corrections and Policing**  
**1200-1874 Scarth Street**  
**REGINA SK S4P 4B3**  
**Phone: 306-787-0493**  
**Fax: 306-798-0270**  
**Email: [deserae.kambeitz2@gov.sk.ca](mailto:deserae.kambeitz2@gov.sk.ca)**

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---

**From:** Rowden, Jill CP-JU <[jill.rowden@gov.sk.ca](mailto:jill.rowden@gov.sk.ca)>  
**Sent:** Friday, November 6, 2020 11:13 AM  
**To:** Scriver, Heather CP-JU <[heather.scriver@gov.sk.ca](mailto:heather.scriver@gov.sk.ca)>; Wilby, Drew CP-JU <[Drew.Wilby@gov.sk.ca](mailto:Drew.Wilby@gov.sk.ca)>; Cameron, Rob CP-JU <[rob.cameron@gov.sk.ca](mailto:rob.cameron@gov.sk.ca)>; Tulloch, Dave JU <[Dave.Tulloch@gov.sk.ca](mailto:Dave.Tulloch@gov.sk.ca)>; Field, Monica CP-JU <[monica.field@gov.sk.ca](mailto:monica.field@gov.sk.ca)>; Gudmundson, Mindy JU <[mindy.gudmundson@gov.sk.ca](mailto:mindy.gudmundson@gov.sk.ca)>  
**Cc:** Busse, Noel JU <[Noel.busse@gov.sk.ca](mailto:Noel.busse@gov.sk.ca)>; Csada, Brittany PSC <[brittany.csada@gov.sk.ca](mailto:brittany.csada@gov.sk.ca)>; Kambeitz, Deserae CP-JU <[deserae.kambeitz2@gov.sk.ca](mailto:deserae.kambeitz2@gov.sk.ca)>; Graham, Cassie CP-JU <[cassie.graham2@gov.sk.ca](mailto:cassie.graham2@gov.sk.ca)>; Ursu, Penny CP-JU <[penny.ursu@gov.sk.ca](mailto:penny.ursu@gov.sk.ca)>; Meng, Theary CP-JU <[theary.meng@gov.sk.ca](mailto:theary.meng@gov.sk.ca)>; Larsen, Dale CP-JU <[dale.larsen@gov.sk.ca](mailto:dale.larsen@gov.sk.ca)>  
**Subject:** FW: Mask messaging - supplementary material

Good morning,  
In addition to the communication on mandatory masking that was provided yesterday's DM update,

forwarding on some additional corporate messaging for reference. Please cascade this within your respective areas as you see fit.

Thanks

Jill

---

**From:** Csada, Brittany PSC <[brittany.csada@gov.sk.ca](mailto:brittany.csada@gov.sk.ca)>

**Sent:** Friday, November 6, 2020 10:59 AM

**To:** Rowden, Jill CP-JU <[jill.rowden@gov.sk.ca](mailto:jill.rowden@gov.sk.ca)>; Busse, Noel JU <[Noel.busse@gov.sk.ca](mailto:Noel.busse@gov.sk.ca)>

**Subject:** Mask messaging - supplementary material

Good Morning,

I am providing you with some additional corporate messaging to help you communicate the new Public Health Order for mandatory masks in indoor public places in Saskatoon, Regina and Prince Albert, effective Nov. 6.

Noel, I am including you as well, as you may want to include some of this on JACK.

Resources

- Attached Staffroom message to be posted today from Cam.
- Attached key messages to help with employee communication
- Attached email template that you can adjust and send to managers (with the key messages).
- Full [Questions and Answers](#) on masks available on Taskroom.
- New [posters](#) are available for workplaces to post at their entrances (mandatory for Saskatoon, Regina and PA and strongly recommended for other locations).
- Poster to put with disposable masks available for people entering a building who don't have a mask.

If you have any questions, please let me know.

Thank you.

**Brittany Csada**

Executive Director

HR Business Partner Team, Public Service Commission

400-1874 Scarth Street

Regina, SK S4P 4B3

**Cell:** 306-519-5911

**From:** [Tolley, Cassie CPPS](#)  
**To:** [Graves, Caroline CPPS](#)  
**Cc:** [Ingram, Anita CPPS](#); [Gulka, Tracy CPPS](#); [Bereti, Rick CPPS](#); [Burkholder, Pamela CPPS](#); [Arrowsmith, Patricia CPPS](#)  
**Subject:** FW: Postage for Community Correction Offices  
**Date:** Tuesday, March 17, 2020 4:05:02 PM

---

Hi Caroline,

As requested, here is the final version of the amended signage, with Rick's suggested revisions: (and the original signage, below)

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

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

*For Electronic Monitoring inquires please call (306) \_\_\_\_\_.*

*For Fine Option and Community Service Inquires please call (306) \_\_\_\_\_.*

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

*Thank you*

Thanks Caroline,

**Cassie Tolley**

**Government of Saskatchewan**

Director Community Corrections, North Region

Custody, Supervision and Rehabilitation Services

Ministry of Corrections and Policing

Box 3003, 12th Floor MacIntosh Mall, 800 Central Avenue

Prince Albert, Canada S6V 6G1

Bus: 306-953-3192

Fax: 306-953-2649

Cel: 306-930-8962

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Thank you.

---

**From:** Gulka, Tracy CP-JU <Tracy.Gulka@gov.sk.ca>

**Sent:** Tuesday, March 17, 2020 11:29 AM

**To:** CP-JU CSRS CC Central Region Supervisors <cpjucsrsccentralregionsupervisors@gov.sk.ca>; CP-JU CSRS CC South Region Supervisors <cpjucsrscsouthregionsupervisors@gov.sk.ca>; CP-JU CSRS CC North Region Supervisors <cpjucsrscnorthregionsupervisors@gov.sk.ca>

**Subject:** FW: Postage for Community Correction Offices

***Sent on Behalf of Cassie, Trish and Tracy***

There were some concerns with the signs on our office doors. Please replace with the following information.

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

*Please contact your Probation Officer or Community Youth worker by telephone or call the*

office phone number (306) -----.

For Electronic Monitoring inquires please call (306) \_\_\_\_\_.

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

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

Thank you

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
Fax: 306-786-1397  
Cell: 306- 621-2399

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Thank you.

---

**From:** Gulka, Tracy CP-JU

**Sent:** Friday, March 13, 2020 3:03 PM

**To:** CP-JU CSRS CC Central Region Supervisors <[cpjucsrsccentralregionsupervisors@gov.sk.ca](mailto:cpjucsrsccentralregionsupervisors@gov.sk.ca)>; CP-JU CSRS CC South Region Supervisors <[cpjucsrscsouthregionsupervisors@gov.sk.ca](mailto:cpjucsrscsouthregionsupervisors@gov.sk.ca)>; CP-JU CSRS CC North Region Supervisors <[cpjucsrscnorthregionsupervisors@gov.sk.ca](mailto:cpjucsrscnorthregionsupervisors@gov.sk.ca)>

**Cc:** Tolley, Cassie CP-JU <[cassie.tolley@gov.sk.ca](mailto:cassie.tolley@gov.sk.ca)>; Ingram, Anita CP-JU ([Anita.Ingram@gov.sk.ca](mailto:Anita.Ingram@gov.sk.ca)) <[Anita.Ingram@gov.sk.ca](mailto:Anita.Ingram@gov.sk.ca)>; Walbourne, Christiane CP-JU <[Christiane.Walbourne@gov.sk.ca](mailto:Christiane.Walbourne@gov.sk.ca)>; Jaspar, Annette CP-JU ([Annette.Jaspar@gov.sk.ca](mailto:Annette.Jaspar@gov.sk.ca)) <[Annette.Jaspar@gov.sk.ca](mailto:Annette.Jaspar@gov.sk.ca)>; Loverick, Sylvia CP-JU ([Sylvia.Loverick@gov.sk.ca](mailto:Sylvia.Loverick@gov.sk.ca)) <[Sylvia.Loverick@gov.sk.ca](mailto:Sylvia.Loverick@gov.sk.ca)>

**Subject:** Postage for Community Correction Offices

**Sent on Behalf of Cassie, Anita, and Tracy**

Please print off the following handouts that are on J-Ville under Corona Virus and post on the office door:

- Protect yourself and others
- Know the facts about Coronavirus Disease (COVID-19)
- COVID 19- Be Prepared

**Please have the Admin Supervisors create a sign for office closure and post in your client reception doors with the following information:**

*Due to the Coronavirus Community Corrections is taking proactive measures to limit contact and reduce your chance of getting sick. Our office is closed for in person contact however staff are working and available to you through phone contact.*

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

This information can also be posted on any day office spaces so clients are aware PO/CYW will not be attending those offices.

Directors will be part of daily phone call with Central Office and will be providing updates to all staff as required.

Thanks

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
72 Smith Street East  
Yorkton, Canada S3N 2Y4  
Bus: 306 786-1457  
Fax: 306-786-1397  
Cell: 306- 621-2399

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Thank you.

**From:** [Graves, Caroline CP-JU](#)  
**To:** [CP-JU CSRS Community Corrections](#)  
**Subject:** Information - Influenza- Coronavirus, COVID-19  
**Date:** Thursday, March 12, 2020 4:57:28 PM  
**Attachments:** [Influenza Slides for General Use FINAL 2020.ppt](#)  
**Importance:** High

---

Good afternoon,

Attached is a PowerPoint presentation that provides general information about influenza, and specifically COVID-19. Please take the time to review it.

If you have any clients indicating that they are ill, please ask them to refrain from coming to our offices or reporting to you at another prescribed location (e.g., Band Offices). If clients indicate anything that gives you the sense that they have similar symptoms to COVID-19, please ask them to be in touch with medical health professionals to seek advice. If this should occur, please advise your Director as well.

I would ask that you be accommodating in regards to how to maintain contact with clients in these situations. We do not want clients who are feeling ill thinking that they must attend at our offices or there will be negative consequences. In these instances, please consider alternatives, such as telephone reporting in order to maintain contact.

If you have any questions or concerns regarding how to manage any situations, please be in touch with your Director.

Regards,

Caroline

**Caroline Graves**

Executive Director, Community Corrections

Ministry of Corrections and Policing

710 – 1874 Scarth Street Regina, SK S4P 4B3

Telephone: 306-798-1409

[caroline.graves@gov.sk.ca](mailto:caroline.graves@gov.sk.ca)

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**From:** [Tolley, Cassie CPPS](#)  
**To:** [CP-JU CSRS CC Prince Albert](#)  
**Cc:** [Dohm, Lisa CPPS](#); [Smidt, Trina CPPS](#)  
**Subject:** Mandatory Masking at McIntosh Mall effective Friday November 6, 2020  
**Date:** Thursday, November 5, 2020 9:15:00 AM

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Good morning,

Yesterday the Government of Saskatchewan announced a new indoor Mandatory Masking requirement for the residents of Saskatoon, Regina and Prince Albert.

Effective Friday November 6, 2020 citizens are requested to wear non-medical masks in all indoor public spaces to reduce the risk of COVID-19 transmission. All employees will be expected to follow this public health order which will be in effect for 28 days.

Central Services has advised that access to the building will be denied if you are not wearing a mask. Please ensure that you are communicating with your clients when you are setting up appointments that they will not be able to enter the McIntosh Mall unless they have a mask. In the event a client shows up to the building without a mask the Commissionaires will provide them a mask so they can attend our office. They will not be turned away.

For further information please follow the below link.

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/guidance-on-cloth-and-non-medical-cloth-masks>

**Cassie Tolley**

**Government of Saskatchewan**

Director Community Corrections, North Region  
Custody, Supervision and Rehabilitation Services  
Ministry of Corrections and Policing  
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Thank you.

**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Saskatoon](#)  
**Subject:** Mandatory Masking at Sturdy Stone effective Friday November 6, 2020  
**Date:** Wednesday, November 4, 2020 4:49:40 PM

---

Good afternoon,

Yesterday the Government of Saskatchewan announced a new indoor Mandatory Masking requirement for the residents of Saskatoon, Regina and Prince Albert.

Effective Friday November 6, 2020 citizens are requested to wear non-medical masks in all indoor public spaces to reduce the risk of COVID-19 transmission. All employees will be expected to follow this public health order which will be in effect for 28 days.

Central Services has advised that access to the building will be denied if you are not wearing a mask. Please ensure that you are communicating with your clients when you are setting up appointments that they will not be able to enter the Sturdy Stone unless they have a mask. In the event a client shows up to the building without a mask the Commissionaires will provide them a mask so they can attend our office. They will not be turned away.

For further information please follow the below link.

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/guidance-on-cloth-and-non-medical-cloth-masks>

Tracy Gulka, BSW  
Government of Saskatchewan  
Director Community Corrections, Central Region  
Ministry of Corrections and Policing  
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Thank you.

**From:** [Gulka, Tracy CPPS](#)  
**To:** [CP-JU CSRS CC Central Region](#)  
**Cc:** [Ingram, Anita CPPS](#); [Tolley, Cassie CPPS](#)  
**Subject:** Mandatory Masks for Saskatoon, Regina and Prince Albert Effective today  
**Date:** Friday, November 6, 2020 1:45:33 PM

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## **Public Health Order for Mandatory Masks in Indoor Public Spaces in Saskatoon, Regina and Prince Albert, effective Nov. 6, 2020**

### **Key Messages**

- The Government of Saskatchewan has issued a Public Health Order making non-medical masks mandatory.
- As of November 6, 2020, all people in Saskatoon, Regina and Prince Albert are required to wear a non-medical mask in indoor public spaces to reduce the risk of COVID-19 transmission.
- For government, this means that all employees in all government workplaces in Saskatoon, Regina and Prince Albert must wear a mask when they are away from their workstation (e.g. office, cubicle).
- This includes all common areas, such as hallways, elevators, shared spaces, bathrooms, etc.
- Employees in other locations are strongly encouraged to do the same.
- The safety of our employees and citizens continues to be our top priority as we manage through the pandemic.
- It is important for people to remain vigilant and continue to follow the safety procedures and processes that have been put in place in our workplaces.
- There are also a number of measures that we can each take to reduce the spread of COVID-19, such as practicing good hand hygiene, maintaining physical distancing and staying home when sick.
- Full [questions and answers](#) are available on Taskroom.

Tracy Gulka, BSW  
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Thank you.

**From:** [Ingram, Anita CPPS](#)  
**To:** [CP-JU CSRS CC South Region](#)  
**Subject:** Mandatory Masks for Saskatoon, Regina and Prince Albert Effective today  
**Date:** Friday, November 6, 2020 2:30:18 PM

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## **Public Health Order for Mandatory Masks in Indoor Public Spaces in Saskatoon, Regina and Prince Albert, effective Nov. 6, 2020**

### **Key Messages**

- The Government of Saskatchewan has issued a Public Health Order making non-medical masks mandatory.
- As of November 6, 2020, all people in Saskatoon, Regina and Prince Albert are required to wear a non-medical mask in indoor public spaces to reduce the risk of COVID-19 transmission.
- For government, this means that all employees in all government workplaces in Saskatoon, Regina and Prince Albert must wear a mask when they are away from their workstation (e.g. office, cubicle).
- This includes all common areas, such as hallways, elevators, shared spaces, bathrooms, etc.
- Employees in other locations are strongly encouraged to do the same.
- The safety of our employees and citizens continues to be our top priority as we manage through the pandemic.
- It is important for people to remain vigilant and continue to follow the safety procedures and processes that have been put in place in our workplaces.
- There are also a number of measures that we can each take to reduce the spread of COVID-19, such as practicing good hand hygiene, maintaining physical distancing and staying home when sick.
- Full [questions and answers](#) are available on Taskroom.

### **Anita Ingram**

Government of Saskatchewan  
Director, Community Corrections, South  
Custody, Supervision and Rehabilitation Services  
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**From:** [Tolley, Cassie CPPS](#)  
**To:** [CP-JU CSRS CC North Region](#)  
**Subject:** Rotational Cohort planning.....continued  
**Date:** Monday, November 23, 2020 11:41:00 AM

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Good morning everyone,

I hope your weekend was relaxing, or energizing – whichever you needed most.

Supervisors will be communicating with you shortly to provide confirmation regarding your Cohort rotations.

There is still work being done and information being gathered to ensure you have the information and tools you need to get settled and connected at home during your assigned rotation.

There will be more messages forthcoming as we work to organize the bits and pieces; the most important message is that you take good care of yourselves and move safely through your day and the days ahead.

Thanks all,

**Cassie Tolley**

**Government of Saskatchewan**

Director Community Corrections, North Region

Ministry of Corrections, Policing and Public Safety

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Thank you.

---

**From:** Tolley, Cassie CP-JU

**Sent:** Friday, November 20, 2020 3:29 PM

**To:** CP-JU CSRS CC North Region <CP-JUCSRCCNorthRegion@gov.sk.ca>

**Cc:** Gulka, Tracy CP-JU <Tracy.Gulka@gov.sk.ca>; Ingram, Anita CP-JU <Anita.Ingram@gov.sk.ca>

**Subject:** Rotational Cohort planning

Good afternoon all,

On behalf of the North Region Directors and Supervisors, I'd like to provide you an update on the rotational work from home/cohort planning so far, which is on track for implementation beginning Tuesday, November 24, 2020 and is scheduled to rotate in blocks of two weeks - Monday to Friday - thereafter until further notice. Directors and Supervisors have been meeting this date to discuss operations and divide the cohort groups. Decisions were informed by operational and program need and physical space (in some settings, ie. double offices), to meet the need of reducing the number of employees in our offices.

Over the course of the pandemic we have brainstormed and implemented many efficiencies - in terms of support and processes - that we have maintained since our return to our offices, and these continue to work well. This has made the planning for implementation of rotational shifts next week much easier!

On Monday morning, you will receive a communication regarding your assigned cohort, along with information you will require to manage your assigned government inventory, network connectivity and other work from home considerations.

Your Supervisors and Directors will be available to respond to your questions should you have any going forward in this process.

Thanks to all, for your patience and flexibility as we move through this planning.

Have a good weekend, and take care,

**Cassie Tolley**

**Government of Saskatchewan**

Director Community Corrections, North Region

Ministry of Corrections, Policing and Public Safety

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Thank you.