

June 23, 2021

Dear X:

Re: You are entitled to the information you requested - 2021-00994-JUS

Justice received your application for access to information under the *Freedom of Information and Protection of Privacy Act* on May 17, 2021.

In your application, you requested a copy of the following records:

I am requesting standing orders and policy directives documenting correctional institution COVID-19 screening procedures for prisoners, prison staff, oversight body officials, lawyers, and volunteers. This is only for any new policies/procedures/directives and changes to existing policies/procedures/directives originating from head office or a superintendent from 09/30/2020-12/19/2020, not including emails. (revised June 2). (Date Range for Record Search: From 9/30/2020 To 12/19/2020)

Responsive records have been located and are attached.

You have the right to ask for a review of this decision by the Information Access and Privacy Commissioner (formerly the Review Officer). You have 60 days from the date of this letter to exercise this right. If you wish to ask for a review, you may do so on Form 7, a copy of which is attached. Send the completed form to the Information Access and Privacy Commissioner, P.O. Box 181, Halifax, Nova Scotia B3J 2M4.

Please be advised that a de-identified copy of this disclosure letter and the attached response to your FOIPOP application will be made public after 14 days. The package will be posted online at <https://openinformation.novascotia.ca/>. The letter will not include your name, address or any other personal information that you have supplied while making your application under FOIPOP.

Please contact me at 902-424-6572 or by e-mail at crystal.mcgraw@novascotia.ca, if you need further assistance regarding this application.

Yours truly,



Crystal McGraw
Manager, Access Program

Attach.

Our health matters, help us prevent COVID-19

Welcome to our building, please read the following information with instructions for your visit.



What to expect:

During the Covid-19 pandemic, Corrections Nova Scotia has created control protocols for staff, inmates, and visitors. These controls are essential to keep all of us safe.

We ask for your understanding and cooperation with the process to keep inmates, staff, and visitors safe. All visitors must have a pre-booked visit prior to arrival at the facility. No exceptions. **The visit is not approved until confirmed.** For booking a professional's visit, please contact:

- CNSCF (Dartmouth) 902 460-5825
- CBCF (Cape Breton) 902 563-2114
- NNSCF (Pictou) 902 755-8547
- SNSCF (Yarmouth) 902 742-3287

All visits will be booked on a first-come first-served basis.

- All visitors must enter through the staff entrance.
- All visitors will be required to wash their hands at the main staff entrance.
- A staff member will ask the screening questions provided, prior to authorizing your admission into the building.
- When you pass the screening questions a disposable mask will be provided to you. You must use the mask provided, not your own mask.
- The mask provided must always be worn upon entry, and continuously thereafter, until you exit the building. Throughout the duration of your visit, the mask must properly cover your nose and mouth.
- **Please keep in mind that you are not permitted to pass your client anything that has not been authorized or approved by the Superintendent, or the Security Risk Management Team. All other security and safety protocols are to be followed in addition to COVID-19 measures.**
- **Failing to comply with the above process will terminate your visit.**

Visitor Screening Questions:

Visitors entering will be asked the following questions:

Section 1: If yes, please do not book a visit until symptoms resolve and do not come to the facility.

Have you been in contact with anyone known or suspected to have COVID-19?

Section 2: If yes to TWO or more, please do not book a visit until symptoms resolve and do not come to the facility.

Do you have a fever? (38 degrees or more)

Do you have a new or worsening cough?

Do you have a new or worsening sore throat?

Do you have a new or worsening runny nose?

Do you have a new or worsening headache?

NOTE: Visits can only be completed with inmates who are NOT on droplet protocol which means they under the supervision of Nova Scotia Health Authority Health Care. Inmates must first be cleared by Healthcare to receive a visit and must comply to wearing a mask during their lawyer's visit.

Thank you for your cooperation!



Central Nova Scotia Correctional Facility

90 Gloria McCluskey Avenue,
Dartmouth, Nova Scotia,
B3B 2B9
902-460-5800

DIRECTIVE – 10 - 2020

TO: CNSCF STAFF
FROM: Superintendent Adam Smith.
DATE: 26/11/2020
RE: COVID-19 & RESTRICTIONS TO THE CNSCF

This directive is necessary due to restrictions in place under the provincial state of emergency relating directly to COVID-19 pandemic. (Severe acute respiratory syndrome coronavirus 2 SARS-CoV-2)

The intent of this directive is to limit, and therefore minimise any exposure of risk to the staff and inmates to COVID-19, by restricting any visitors or other persons from entering the Central Nova Scotia Correctional Facility (CNSCF), other than for the essential functionality and business continuity of daily facility operations.

With immediate effect, no persons other than staff who are either employed by the CNSCF, Hampton Leasing, Nova Scotia Health, or those persons whose normal place of work is the CNSCF, may enter any part of the CNSCF, without the express permission of either Superintendent Eileen Collett, or Superintendent Adam Smith.

This permission must be obtained in writing.

This directive will be reviewed and/or amended as is necessary in-line with Public Health guidelines.

Teamwork - Respect – Discipline



A handwritten signature in black ink, appearing to read "Adam Smith". The signature is written in a cursive style with a large initial "A".

Superintendent Adam Smith.

TEMPORARY CLOSING OF MONEY DROP-OFF

As the numbers of COVID-19 positive cases have been increasing within the province, along with community spread, the decision has been made to change the process for how money can be added to inmates' accounts. Effective Friday November 27th, temporarily money can no longer be added at the machine at the facility. However, money can be added in the following ways:

To add money to phone account:

- **By phone:** deposit funds with credit card by contacting Synergy Customer Service at **1-866-713-4761** – MUST have **inmate #** and **institution name** (Central Nova Scotia Correctional Facility)
- **Online:** deposit funds online with credit card at www.inmatephones.ca/deposit - MUST have **inmate #** and **institution name** (Central Nova Scotia Correctional Facility)

To add money to canteen account:

- **By Mail:** funds can be sent by money order made out to the inmate **NOT** the institution, cash or government cheque made out to the inmate **NOT** a third party (like a family member or business)
Address to: Central Nova Scotia Correctional Facility 90 Gloria McCluskey Ave. Dartmouth NS B3B 2B9
- **By MoneyGram:** **Step 1:** Send a MoneyGram with the following information which must be accurate, or funds will not go to your account. MoneyGram **MUST** be made out to "pay bill" **NOT** to a person. The receipt code is **12552**. The company is **'Synergy Trust and Prepaid' in Edmonton Alberta**. The account number on the MoneyGram is the customer's phone number with area code, no dashes (for example: 9024600000). This number **must** be for the person **sending** the money, not the person **receiving** the money. **Step 2:** Once the MoneyGram has been sent, the person sending the money must call Synergy (**1-866-713-4761**) to advise them of the deposit – **this is the only way the money will be connected to your account**. They must give the **MoneyGram # on their receipt**, and the **inmate #** they want the deposit to go to and the institution (Central Nova Scotia Correctional Facility).
Both steps must be completed for the money to be in your account.
 - To find the nearest MoneyGram agent, your friend or family member can call 1-800-MONEYGRAM (1-800-666-3947) or visit www.moneygram.ca

If you have any questions with this process, please ask a staff member or your unit Captain who will assist you.



PANDEMIC INMATE VISITOR LIST

Inmate Name: _____ Person # _____

Unit: _____ Cell: _____

PANDEMIC VISITOR RULES – *may change as restrictions/recommendations from Public Health change*

- **ONLY ONE PERSON PER INMATE WILL BE ALLOWED TO VISIT DURING COVID – THE PERSON YOU ADD TO YOUR LIST WILL BE THE ONLY PERSON ALLOWED IN FOR EVERY VISIT GOING FORWARD UNTIL FURTHER NOTICE**
- **Visitor must pass screening to be allowed into the facility – IF visit is cancelled/denied because of symptoms – this WILL NOT count as your monthly visit**
- **Only one visitor is permitted per inmate – must be over 19 (NO CHILDREN ALLOWED)**
- ***Please do not bring children or any additional people to the facility – they will not be allowed to visit and there will be no space available for them to wait***
- **No public washrooms will be available**
- **Visitor must wear facility issued mask at all times in the facility or visit will be terminated**

NO ONE ON DROPLET PROTOCOL OR FROM NORTH 1/EAST 1 CAN PARTICIPATE IN VISITS

Visitor’s name (MUST match name on photo ID) _____

Date of Birth (day, month and year) _____

Visitor’s phone number _____

Relationship (grandmother, friend, husband, girlfriend, etc.) _____

Civic Address (must match identification and *must include street and apartment number and town/city*)

*******ALL VISITORS MUST BRING GOVERNMENT PHOTO IDENTIFICATION*******

- If you are moved from one unit to another, you must reapply for a requested visit as the visiting days/times are different
- Civic address must be filled out for visitor **in full** or will be denied
- Inmates are not permitted to bring anything to the visit
- Visits may be cancelled/denied if inmate is on sanctions

FAILURE TO FOLLOW THE ABOVE PROCEDURES MAY RESULT IN VISIT/VISITOR BEING REFUSED

Updated: April 14, 2021



Money Drop Off Screening

Facility: CBCF CNSCF NNSCF SNSCF NSYC

Date: _____

DD/MM/YYYY

Question #1	Have you or someone in your household been outside the Atlantic bubble in the last 14 days?
Question #2	Were you at <i>The Bitter End Martini Bar</i> on November 2 from 9 p.m. until closing? Person immediately contact 811 to arrange for COVID-19 testing, regardless of whether they are symptomatic or not.

If answer **YES** then **CAN NOT** enter the facility, direct the person to the website
inmatephones.ca

	Time	Visitor Full Name	Contact Phone #	Passed Screening		Screened By
				Yes	No	(Full Name)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Our health matters, help us prevent COVID-19

Welcome to our building, please read the following information with instructions for your visit.

If you have any suggestions, please contact one of our managers.



What to expect:

During the Covid-19 pandemic, Corrections Nova Scotia has created control protocols for staff, inmates, and visitors. These controls are essential to keep all of us safe.

We ask for your understanding and cooperation with the process to keep inmates, staff, and visitors safe. All visitors must have a pre-booked visit prior to arrival at the facility. No exceptions. **The visit is not approved until confirmed.** For booking a professional's visit, please contact:
 CNSCF (Dartmouth) 902 460-5825
 CBCF (Cape Breton) 902 563-2114
 NNSCF (Pictou) 902 755-8547
 SWNSCF (Yarmouth) 902 742-3287

All visits will be booked on a first-come first-served basis.

- All visitors must enter through the staff entrance.
- All visitors will be required to wash their hands at the main staff entrance.
- A staff member will ask the screening questions provided, prior to authorizing your admission into the building.
- When you pass the screening questions a disposable mask and face shield will be provided to you. You must use the mask and shield provided, not your own mask. Your client will also be provided a mask and face shield.
- The mask and shield provided must always be worn upon entry, and continuously thereafter, until you exit the building. Throughout the duration of your visit, the mask must properly cover your nose and mouth.
- **Please keep in mind that you are not permitted to pass your client anything that has not been authorized or approved by the Superintendent, or the Security Risk Management Team in advance. All other security and safety protocols are to be followed in addition to COVID-19 measures.**
- **Failing to comply with the above process will terminate your visit.**

Visitor Screening Questions:

Visitors entering will be asked the following questions:

Section 1: If yes, please do not book a visit until symptoms resolve and do not come to the facility.

Have you been in contact with anyone known or suspected to have COVID-19?

Have you been outside Nova Scotia in the last 14 days for non-essential travel?

Have you been to New Brunswick in the last 14 days?

Have you had visitors from New Brunswick in the last 14 days?

Section 2: If yes to TWO or more, please do not book a visit until symptoms resolve and do not come to the facility.

Do you have a fever? (38 degrees or more)

Do you have a new or worsening cough?

Do you have a new or worsening sore throat?

Do you have a new or worsening runny nose?

Do you have a new or worsening headache?

Section 3: Have you been to any of the potential exposure sites listed on the Nova Scotia Health website? If so, please do not attend the facility. (<http://www.nshealth.ca/covid-exposures>)

NOTE: Visits can only be completed with inmates who are NOT on droplet protocol which means they under the supervision of Nova Scotia Health Authority Health Care. Inmates must first be cleared by Healthcare to receive a visit and must comply to wearing a mask during their lawyer's visit.

Thank you for your cooperation!

Process for Resumption of In-Person Visits at CNSCF

1. Visitation Booking Process

- a. Inmates are responsible to maintain their approved visitor lists. These are kept on file with the Visits/ Reception Staff.
- b. Inmates are responsible to submit an in person visit via an Institutional Request Form to the Visits Officer. The Visits/ Reception staff will verify that the person who they are requesting to visit with appears on their approved list.
- c. It is recommended that a Unit Correctional Officer liaise with the Visits/ Reception staff to see if there are available openings for the time and date being requested to avoid unnecessary paper submissions.
- d. A visit is only approved once the Visits/ Reception Staff have slotted it in on the visit list for that day.
- e. The inmate should receive the request form back with the date and time approved.
- f. If a visitor is going to answer YES to any the following questions, they should not schedule an appointment with an inmate until the symptom(s) subside:

Visitor Pre-visitation Screening Questions

- Have you or someone in your household travelled outside Nova Scotia, New Brunswick or Prince Edward Island into Nova Scotia? *Currently in-flux
 - Have you been in contact with someone known or suspected of having Covid-19?
 - Do you have a fever?
 - Do you have a new or worsening cough?
 - Do you have a new or worsening sore throat?
 - Do you have a new or worsening runny nose?
 - Do you have a new or worsening headache?
 - Direct to Potential Exposure sites confirm that the visitor has not been to any of the locations
- NOTE: The Potential Exposure sites changes frequently and is updated by Public Health

2. CNSCF COVID Entrance Process

- a. During the Covid-19 pandemic, Nova Scotia Correctional Services Division in consultation with Public Health has created control protocols for staff, inmates, and visitors. These controls are essential to keep all of us safe.
- b. All visitors must pre-schedule their visit prior to arriving at the facility. No exceptions. The visit is not approved until confirmed.
- c. Visitation arrival times will be staggered (two visitors per seven-minute intervals) to allow for proper physical distancing. Only one visitor is permitted, per visit time slot.
- d. Visitors are asked to proceed to the CNSCF Visitor Entrance on their designated arrival date and time. Visitors will not be permitted inside until such time.
- e. Visitors will be asked to utilize the handwash station upon entering the facility and walk through the Metal Detector. All visitors are asked to only bring what is essential (car keys, wallet, etc.) inside the facility as there is limited locker space to store items.
- f. Visitors will then be asked the COVID-19 screening questions. Once screened a procedural mask will be issued and must be worn the entire time while in the facility.

If your visitor does not pass the screening process, they will be denied entry to the facility and the visit will be cancelled.

- g. All screening processes will be documented on the Visitor Screening tool by the Visits/ Reception Staff.
- h. WEARING PERSONAL MASKS ARE NOT PERMITTED
- i. Once inside, a Corrections Staff member will provide you with details on what visit booth has been designated for you. At no time are you permitted to switch assigned booths.
- j. Visitors cannot access an alternate location and must follow all signs and processes put in place to ensure COVID-19 protocols are being followed. This includes
- k. Failing to comply with the above processes will terminate the visit.
- l. Washroom facilities are limited due to the need to maintain COVID cleaning processes in between use.

3. Visitation Details and Notes for Staff

- a. Visits/ Reception Staff will need to ensure at the end of every weekend the hand wash station grey water is emptied, and the freshwater tank refilled for the next weekend. Additionally, they will need to ensure there is enough soap, paper towel and procedural masks for the following weeks visits. If not, they are to request supplies through the Materials Management Technician.
- b. Staff members who wish to work this posted will be trained in the following areas prior to working the designated reception post; COVID Entrance screening questions as well as how to properly fill and empty the Hand Wash Station.
- c. By following the COVID Entrance processes detailed above, there should be very little need for close interaction between the staff and the members of the public. Staff are encouraged to remain within the Reception Office Area to accomplish this. The majority of the interaction should be done via the two-way intercom prior to the visitor entering.
- d. Visits will currently, only be conducted on weekends (Saturday/ Sunday).
- e. Hours for Visits/ Reception staff will be from 1230 – 1700 (4.5hrs). One Officer must be stationed exclusively in the reception area, while another Officer completes inmate escorts.
- f. Visit booths will only be used once and then deemed out of order until cleaned for the next day. Appropriate signage has been made to reflect when a booth is “out of order” for cleaning purposes.
- g. Appropriate signage will be placed throughout the visitation areas detailing which areas are out of bounds or not cleaned, as well as directional arrows on the floor.
- h. In the event of a malfunctioning phone during a visit, if the problem cannot be rectified quickly, the visitor would be permitted to use another booth. In this case Visits/ Reception staff would need to mark this booth as out of order until the phone is fixed, and the booth is sanitized by Jani-King staff.

4. Visits Schedule

- a. Visits for **West Unit inmates will take place on the 1st and 3rd weekends of each month. Saturday** visits will be for **West 1 & West 4. Sunday** will be for **West 2 & 3.**
- b. Visits for **North and HCU inmates will take place on the 2nd and 4th weekend of each month. Saturday** will be for **North 2 & HCU, Sunday** will be for **North 3 & North 4.**
- c. Visits for the **East Unit will happen every weekend on both Saturday and Sunday to a maximum of 5 visits per day.**

- d. As part of the resumption of in person visits there will be a gradual increase in the number of visitors permitted in. This will be assessed on a per month basis to be fair and equitable to each Unit and Dayroom. Initially the **maximum number of Male Unit Visitors will be capped at 12. Specifically, to CNSCF, no more than 8 booked in the large visit room for the day, and no more than 4 booked in the small visit room per day.**
- e. A schedule of the “Staff Timings Sheet” and “Dayroom Visits Schedule” can be seen below.

Resumption of In-Person Visits CNSCF Timings Chart			
Officer Hours 1230 -1700 Saturday & Sunday			
Visit Timings: West/ North/ HCU		Visit Timings: East Unit	
1230 - 1300 Staff prep Visit Reception Area			
1300	x2 Visitors In		
1307	x2 Visitors In		
1300 -1315	Inmates brough down to visit rooms		
1315 - 1400	45min Visitation		
		1320 - 1330	x2 Visitors In
		1320 - 1330	Inmates brough down to visit rooms
1400 - 1415	Vistors Leave/ Inmates brough back to dayroom	1330 - 1415	45min Visitation
		1415 - 1425	Vistors Leave/ Inmates brough back to dayroom
1430	x2 Visitors In		
1437	x2 Visitors In		
1430 - 1445	Inmates brough down to visit rooms		
1445 - 1530	45min Visitation	1450 - 1500	x3 Visitors In
		1450 - 1500	Inmates brough down to visit rooms
		1500 - 1545	45min Visitation
1515 - 1530	Vistors Leave/ Inmates brough back to dayroom		
1530	x2 Visitors In		
1537	x2 Visitors In		
1530 - 1545	Inmates brough down to visit rooms		
1545 - 1630	45min Visitation	1545 - 1555	Vistors Leave/ Inmates brough back to dayroom
1630 -1640	Vistors Leave/ Inmates brough back to dayroom		
1640 - 1700 Staff complete duties			
This schedules insures there's no cross over between visit groups, making any contact tracing (if needed) more managable.			

1st & 3rd Weekend of Month			
Saturday 17th April	Sunday 18th April	Saturday 17th April	Sunday 18th April
West 1 & 4	West 2 & 3	East Unit	East Unit
Booths available for West 1 = 8	Booths available for West 2 = 8	Booths available for East = 5 per dayroom	Booths available for East = 5 per dayroom
Time Slot: 1315 - 1400 Booth's 5,7,9,11	Time Slot: 1315 - 1400 Booth's 5,7,9,11	Dayrooms dependant on Visit requests	Dayrooms dependant on Visit requests
Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1330 - 1415 Booth's 2,4	Time Slot: 1500 - 1600 Booth's 1,2,3
Booths available for West 4 = 4	Booths available for West 4 = 3		
Time Slot: 1545 - 1630 Booth's 1,2,3,4	Time Slot: 1545 - 1630 Booth's 1,2,3,4		
2nd & 4th Weekend of Month			
Saturday 24th April	Sunday 25th April	Saturday 24th April	Sunday 25th April
North 2 & HCU	North 3 & 4	East Unit	East Unit
Booths available for North 2 = 8	Booths available for North 3 = 8	Booths available for East = 5 per dayroom	Booths available for East = 5 per dayroom
Time Slot: 1315 - 1400 Booth's 5,7,9,11	Time Slot: 1315 - 1400 Booth's 5,7,9,11	Dayrooms dependant on Visit requests	Dayrooms dependant on Visit requests
Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1330 - 1415 Booth's 2,4	Time Slot: 1500 - 1600 Booth's 1,2,3
Booths available for HCU = 4	Booths available for North 4 = 4		
Time Slot: 1545 - 1630 Booth's 1,2,3,4	Time Slot: 1545 - 1630 Booth's 1,2,3,4		
1st & 3rd Weekend of Month			
Saturday 1st May	Sunday 2nd May	Saturday 1st May	Sunday 2nd May
West 1 & 4	West 2 & 3	East Unit	East Unit
Booths available for West 1 = 8	Booths available for West 2 = 8	Booths available for East = 5 per dayroom	Booths available for East = 5 per dayroom
Time Slot: 1315 - 1400 Booth's 5,7,9,11	Time Slot: 1315 - 1400 Booth's 5,7,9,11	Dayrooms dependant on Visit requests	Dayrooms dependant on Visit requests
Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1330 - 1415 Booth's 2,4	Time Slot: 1500 - 1600 Booth's 1,2,3
Booths available for West 4 = 4	Booths available for West 4 = 3		
Time Slot: 1545 - 1630 Booth's 1,2,3,4	Time Slot: 1545 - 1630 Booth's 1,2,3,4		
2nd & 4th Weekend of Month			
Saturday 8th May	Sunday 9th May	Saturday 8th May	Sunday 9th May
North 2 & HCU	North 3 & 4	East Unit	East Unit
Booths available for North 2 = 8	Booths available for North 3 = 8	Booths available for East = 5 per dayroom	Booths available for East = 5 per dayroom
Time Slot: 1315 - 1400 Booth's 5,7,9,11	Time Slot: 1315 - 1400 Booth's 5,7,9,11	Dayrooms dependant on Visit requests	Dayrooms dependant on Visit requests
Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1445 - 1530 Booth's 6,8,10,12	Time Slot: 1330 - 1415 Booth's 2,4	Time Slot: 1500 - 1600 Booth's 1,2,3
Booths available for HCU = 4	Booths available for North 4 = 4		
Time Slot: 1545 - 1630 Booth's 1,2,3,4	Time Slot: 1545 - 1630 Booth's 1,2,3,4		



PANDEMIC INMATE VISITOR LIST

Inmate Name: _____ Person # _____

Unit: _____ Cell: _____

PANDEMIC VISITOR RULES – *may change as restrictions/recommendations from Public Health change*

- **ONLY ONE PERSON PER INMATE WILL BE ALLOWED TO VISIT DURING COVID – THE PERSON YOU ADD TO YOUR LIST WILL BE THE ONLY PERSON ALLOWED IN FOR EVERY VISIT GOING FORWARD UNTIL FURTHER NOTICE**
- **Visitor must pass screening to be allowed into the facility – IF visit is cancelled/denied because of symptoms – this WILL NOT count as your monthly visit**
- **Only one visitor is permitted per inmate – must be over 19 (NO CHILDREN ALLOWED)**
- ***Please do not bring children or any additional people to the facility – they will not be allowed to visit and there will be no space available for them to wait***
- **No public washrooms will be available**
- **Visitor must wear facility issued mask at all times in the facility or visit will be terminated**

NO ONE ON DROPLET PROTOCOL OR FROM NORTH 1/EAST 1 CAN PARTICIPATE IN VISITS

Visitor’s name (MUST match name on photo ID) _____

Date of Birth (day, month and year) _____

Visitor’s phone number _____

Relationship (grandmother, friend, husband, girlfriend, etc.) _____

Civic Address (must match identification and *must include street and apartment number and town/city*)

*******ALL VISITORS MUST BRING GOVERNMENT PHOTO IDENTIFICATION*******

- If you are moved from one unit to another, you must reapply for a requested visit as the visiting days/times are different
- Civic address must be filled out for visitor **in full** or will be denied
- Inmates are not permitted to bring anything to the visit
- Visits may be cancelled/denied if inmate is on sanctions

FAILURE TO FOLLOW THE ABOVE PROCEDURES MAY RESULT IN VISIT/VISITOR BEING REFUSED

Updated: April 14, 2021

In-Person Visit Approval Sheet:

Inmate Name: _____ **Unit:** _____

Visit: Approved
 Denied

Reason:

- Visit slot full
 - Visitor has been incarcerated in past 12 months
 - Visitor is a no contact of inmate
 - Inmate is on sanctions
 - Other:
-

Visit Scheduled for: _____

Visit Scheduled with: _____

Please let your visitors Know:

- Must bring government photo identification with details that match the information provided on the visitor list
- Only the one visitor is allowed. No one else can attend ***No Children** - Please do not bring other people or children to the facility, they will not be allowed in and there is no place for them to wait
- If feeling unwell, please do not come for visit – instead call 902-460-5825. **THIS WILL NOT COUNT AS YOUR MONTHLY VISIT**
- No public washrooms will be available
- Visitor must wear mask to facility and facility issued mask covering both mouth and nose at all times or visit will be terminated immediately.
- Money booth will be available to visitors only as they leave pending timing

Lawyer Contact Visit Process

Effectively immediately, lawyers will again be permitted contact visits with inmates in the contact visits room.

Visits must be **pre-booked** and confirmed by Reception staff **prior** to the day of the visit. There are no last-minute add-ons.

Visits can be scheduled Monday to Friday at either 0900 or 1300 hours **only**. Visits will be **one** lawyer and **one** inmate only. Only one visit is allowed in the morning and one visit in the afternoon.

Visit reception staff will be responsible to schedule each visit. Screening staff will receive a copy of the visits schedule from Reception daily. If the visit is not on the printed list, it will not occur.

Lawyers must enter through the staff entry door. If they go to the regular visits door, Main Control will direct them to the staff door.

Lawyers entering the building will be screened as per the regular screening processes at the staff entrance. They will be required to wash their hands upon entry. Then they will be provided a procedural mask and face shield and the screening staff will advise the lawyers on wearing a mask. **They cannot wear their own mask or face shield**. Full name of lawyer will be documented on the screening sheet.

All regular security procedures must be followed: identification shown, walk through metal detector in visitor lobby, lock up items such as keys and cell phones along with any unnecessary items (coat, briefcase, etc.).

Lawyers and their clients will be required to wear both a mask and face shield. All PPE must be worn covering the mouth and nose at all times and must maintain physical distancing of 6 feet at all times.

Once the visits room is used, it must be closed, and a sign placed on both doors of the room to denote that it is out of order until cleaned by JaniKing.

Please contact the OIC if any issues arise and document issues, even those that are resolved, on an information report.

If lawyers fail the screening, they are to leave the building immediately and may contact the OIC by phone. They are not to wait in the screening area for any reason if they have not passed screening.

Updated February 3, 2021

Reiterate with the lawyer:

- Both the lawyer and their client are not to remove their mask/shield at any time for any reason (or wear it improperly) or the visit will be terminated
- Nothing is to be exchanged between the lawyer and inmate unless **prior approval** has been obtained from the Superintendent
- If the mask or shield breaks during the visit, they are to press the silver button and staff will bring them a new mask/shield.

Mask/Shield wearing guidance:

- Blue/coloured side out
- Must cover mouth and nose at all times
- Only institutional issued masks/shields are allowed
- Refrain from touching mask
- Must wash hands prior to putting mask on

Lawyer Contact Visit Process

Please Note:

- Both the lawyer and their client are not to remove their mask or face shield at any time for any reason (or wear it improperly) or the visit will be terminated
- Nothing is to be exchanged between the lawyer and inmate unless prior approval has been obtained from the Superintendent
- If the lawyer or inmate's mask/shield breaks during the visit, they are to press the silver button and staff will bring them a new mask/shield

Mask/Shield wearing guidance:

- Blue/coloured side out
- Must cover mouth and nose at all times
- Only institutional issued masks/shields are allowed
- Refrain from touching mask
- Must wash hands prior to putting mask on

MONEY BOOTH REOPENING TUESDAY FEBRUARY 9th, 2021

As the numbers of Covid-19 cases in the community are down, the decision has been made to reopen the money booth to add money to inmates' accounts. Effective Tuesday February 9th, money can be dropped off in the booth at the visitor entrance. Drop off time is Tuesdays and Thursdays between 1000 and 1130am and 1:00 and 2:45pm **only**.

Visitors must pass a screening questionnaire about their symptoms, travel history and whether they've been to exposure sites listed at <http://www.nshealth.ca/covid-exposures>. If they do not pass the screening, they will not be allowed in the building to drop off money to keep other visitors, staff and inmates safe.

- Only 1 person will be allowed in the money booth vestibule
- Their name and phone number will be taken so that Public Health can do contact tracing to notify them of potential exposure to Covid if there is an outbreak
- They will need to have your inmate number as staff will not be providing inmate numbers
- Hand sanitizer and Lysol wipes are provided to sanitize and wipe the screen down before and after use
- Everyone dropping off money must wear a face mask that covers their mouth and nose

Failure to follow these rules will mean that they will not be able to drop off money

Money can also be added in the following ways:

To add money to phone account:

- **By phone:** deposit funds with credit card by contacting Synergy Customer Service at **1-866-713-4761** – MUST have **inmate #** and **institution name** (Central Nova Scotia Correctional Facility)
- **Online:** deposit funds online with credit card at www.inmatephones.ca/deposit - MUST have **inmate #** and **institution name** (Central Nova Scotia Correctional Facility)

To add money to canteen account:

- **By Mail:** funds can be sent by money order made out to the inmate **NOT** the institution, cash or government cheque made out to the inmate **NOT** a third party (like a family member or business)
Address to: Central Nova Scotia Correctional Facility 90 Gloria McCluskey Ave. Dartmouth NS B3B 2B9
- **By MoneyGram:** **Step 1:** Send a MoneyGram with the following information which must be accurate, or funds will not go to your account. MoneyGram MUST be made out to "pay bill" NOT to a person. The receipt code is **12552**. The company is **'Synergy Trust and Prepaid' in Edmonton Alberta**. The account number on the MoneyGram is the customer's phone number with area code, no dashes (for example: 9024600000). This number **must** be for the person **sending** the money, not the person **receiving** the money. **Step 2:** Once the MoneyGram has been sent, the person sending the money must call Synergy (**1-866-713-4761**) to advise them of the deposit – **this is the only way the money will be connected to your account**. They must give the **MoneyGram # on their receipt**, and the **inmate #** they want the deposit to go to and the institution (Central Nova Scotia Correctional Facility).
Both steps must be completed for the money to be in your account.
 - To find the nearest MoneyGram agent, your friend or family member can call 1-800-MONEYGRAM (1-800-666-3947) or visit www.moneygram.ca

Department of Justice
Correctional Services

Central Nova Scotia 902 460-5800 t
Correctional Facility 902 460-5815 f
90 Gloria McCluskey Ave.
Dartmouth, Nova Scotia
B3B 2B9



MEMORANDUM

From: Adam Smith – Superintendent
To: All Inmates of CNSCF
Date: 08/04/2021
Subject: IN-PERSON VISITS

This notice is to confirm that effective from **Saturday April 17th, 2021** Inmates in-person regular visits will again re-commence at the CNSCF. The Visiting booths will be open to the public on **Saturdays & Sunday only between the hours of 1300hrs – 1640hrs** and are currently limited to just **ONE named visitor & ONE visit per month**. **PLEASE NOTE:** Once Selected, you cannot change the person who is visiting you from month to month.

This **WILL NOT** affect the frequency or availability of Video Visits. The visits will be shared across the facility as follows:

The First & Third weekend of every month are allocated to the West Units only.
The Second & Fourth weekend of every month are allocated to the North Units & HCU.

Visits will be **45 minutes** in duration and time slots are as follows
1315 – 1400hrs
1445 – 1530hrs
1545 – 1630hrs

Due to operational reasons and the need to keep that area cleaned and sanitised, there are currently **NO EXCEPTIONS** to these hours.

No one housed in North 1 or on droplet protocol will be allowed a visit
Your visitor **MUST** arrive at their allotted time to ensure physical distancing, complete COVID screening requirements and **MUST** wear facility issued face masks at all times or visit will be terminated.
Your visitor **MUST** be named in advance and **ONLY** that named person will be permitted to attend.
NO substitutions will be permitted access and **NO** one under the age of 19 is permitted.
You **MUST** fill out a new “Pandemic Inmate Visitor List” to put one person on your visitor list.
Visits **MUST** be booked using the inmate request form, directed to visits and from your approved “Pandemic Inmate Visitor List” by Wednesday of each week.

Superintendent Adam Smith

Superintendent Adam Smith

Department of Justice
Correctional Services

Central Nova Scotia 902 460-5800 t
Correctional Facility 902 460-5815 f
90 Gloria McCluskey Ave.
Dartmouth, Nova Scotia
B3B 2B9



MEMORANDUM – 07/2021.

From: Adam Smith – Superintendent
To: All Staff of CNSCF – Male Facility
Date: 13/04/2021
Subject: INMATE IN-PERSON VISITS

This notice is to confirm that effective from **Saturday April 17th, 2021** Inmates in-person regular visits will again re-commence at the CNSCF. Due to COVID protocols and Public Health approval, visiting operations will look different to previous procedures. The Visiting booths will be open to the public on **Saturdays & Sundays only between the hours of 1300hrs – 1640hrs** and will be currently limited to **ONE NOMINATED visitor & ONE visit per month**.

- The visits will be shared across the facility as follows:

The First & Third weekend of every month are allocated to the West Units.
The Second & Fourth weekend of every month are allocated to the North Units & HCU.

Visits will be **45 minutes** in duration and time slots are as follows

1315 – 1400hrs
1445 – 1530hrs
1545 – 1630hrs

- Due to operational reasons and the need to keep that area cleaned and sanitised, there are currently **NO EXCEPTIONS** to these hours.

Visitors **MUST** arrive at their allotted time to ensure physical distancing and to complete COVID screening requirements and **MUST** wear facility issued face masks. Visits **MUST** be pre-booked. The schedule of visits will be reviewed each month in line with Public Health guidelines for Correctional facilities, case numbers and community spread.

- Visits will be booked and managed by the front office screening team.
- **No** inmates housed in North 1 **or** on droplet protocol will be allowed a visit.
- Inmates will submit the name of ONE visitor that they want to be screened and approved.

Superintendent Adam Smith

- Inmates **MUST** fill out a new “Pandemic Inmate Visitor List” and nominate one person.
- Visit requests will be on a standard inmate request form, addressed to VISITS.
- Applications for visits will be submitted by Wednesday at the latest for a visit that week.
- All visiting forms will be placed in the new “VISITS” mailbox in Administration.
- The one visitor **MUST** be identified by name.
- The name of the visitor, once chosen **CANNOT** be changed.
- The visitor **MUST** be approved before the visit.
- The perimeter float (0900-2100hrs) will staff the visits during the operational times.
- Unit staff will work together with the perimeter float, to collect and escort the inmates to the visits rooms when advised that the visitors have arrived.
- Inmates are **NOT** permitted to bring anything with them to the visit.
- Inmates will only be permitted **ONE** visit per month to allow for all inmates to have an opportunity and to prevent inmates hoarding spots.
- Inmates will only be permitted **ONE** adult visitor per visit.
- Inmates **MUST** name the person visiting, and **ONLY** the named person may visit or enter
- Visitors will enter by the front screening team at the public visitor entrance visits.
- Staff will direct the visitor to wash their hands and will conduct the screening by utilising the intercom to talk to the visitor and complete the covid screening.
- The screening officer will then issue the visitor a facility face mask through the pass-through port at the workstation once the screening process has been completed fully.
- The washrooms will remain closed to the public.
- Signage has been put in place; visitors are to follow the signs.
- Once a visit booth has been used, the officers is to place the booth out of action until cleaned by Jani-King
- The visit will end at 45 minutes and the phone will time-out.
- This is intended to be a paperless process and forms have been created on the shared-drive folder to assist this process.



Superintendent Adam Smith



Money Drop Off Screening

Facility: CBCF CNSCF NNSCF SNSCF NSYC

Date: _____

DD/MM/YYYY

Please ask anyone entering the building for money drop off all of the same questions as anyone else entering the building and follow the same process for deciding if they are able to enter.

	Time	Visitor Full Name	Contact Phone #	Wearing Mask		Passed Screening		Screened By
				Yes	No	Yes	No	(Full Name)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								