



Probation Services Exposure Control Plan

COVID-19

Government of
Northwest Territories

Purpose

The safety and well-being of all probations staff is of paramount importance. This plan is designed to ensure that all probations facility users are protected and the procedures, policies and environmental controls put into place to prevent and reduce the transmission of COVID-19 are effective.

Responsibilities

All employees, managers and facility users have a role to play in ensuring that the workplace is safe. Key responsibilities are outlined below:

Probation Services Management

- Ensure all employees and probation facility users are aware of the exposure control plans put into place, reasoning for controls and precautions to take in the worksite.
- Perform risk assessments with employees on job functions and update as needed.
- Implement controls identified in the risk assessments to protect workers and probation clients.
- Ensure up to date training is provided as needed and tracked.
- Provide personal protective equipment where appropriate and necessary and ensure it is being used properly.
- Ensure procedures are in place to communicate prevention procedures and protocols to all employees as well as other users of probation facilities.

Employees

- Understand the signs and symptoms of the virus
- Know how and when to report incidents of exposure.
- Keep apprised of workplace hazards and review the exposure control plan.
- Follow safe work procedures as outlined in the exposure control plan.
- Report any unsafe work practices to management.
- Use appropriate personal protective equipment in a safe and effective manner where required.

Contractors and Clients

- Follow signage and direction from Probation Services with respect to entering Probation worksite areas.
- Follow required hygiene practices

Risk Identification, Assessment and Controls

This plan is specific to the risk of transmission of COVID-19 in the workplace. COVID-19 is spread from an infected person through:

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

Current evidence suggests person-to-person spread is efficient when there is close contact.¹

Signs and Symptoms (From Government of Canada COVID-19 website)

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms have included:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- have not yet developed symptoms (pre-symptomatic)
- never develop symptoms (asymptomatic)

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent.

Risk Exposure: Activities, Tasks and Jobs in the Workplace

The risk of transmission in the workplace is primarily through the following means:

Direct Contact	Contact between co-workers, members of the public, clients, etc. where someone may be infected with COVID-19.
Indirect Contact	Contact with surfaces such as photocopier, counters, door handles, files, washrooms, etc. where someone who may be infected previously touched the surface.
Airborne Transmission	Infection where droplet or airborne spread is caused by an infected person

¹ <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

	coughing, speaking or sneezing in close proximity to another person.
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The followings activities, tasks and jobs within Court Services have been identified as areas where the risk of exposure is present through direct contact, indirect contact or airborne transmission:

Activity, Task or Job	Risk Area
Court Functions	Direct Contact (employees and other court participants), indirect contact (surfaces within courtrooms including tables, recording equipment, etc.), airborne transmission (employees and other court participants.)
Client Meetings	Direct Contact (employees and clients), indirect contact (surfaces within shared office space), airborne transmission (employees and clients.)
Use of Shared Office Space	Direct Contact (employees), indirect contact (surfaces within shared office space), airborne transmission (employees.)

Risk Assessment

A detailed risk assessment by job function for Probation Services is attached as **Appendix A**. This is a living document and will be updated regularly in conjunction with both management and employees as needed. The risk assessment details risk levels of exposure and controls in place for each job function and the control limitations.

Preventative Measures

The following preventative measures have been established to prevent the transmission of COVID-19 in the workplace. This plan is aligned with the Office of the Chief Public Health Officer’s (OCPHO) advice with respect to indoor gatherings and office environments as outlined in the “Emerging Wisely Plan²”.

Measures taken to ensure staff safety are below.

Phase 1

Probation Office’s

All probation officer’s transitioned to work from home, only managers attending work sites.

² <https://www.gov.nt.ca/covid-19/sites/covid/files/resources/emerging-wisely.pdf>

Physical Distancing	All staff to remain 2m apart from others at all times in the event of need to attend office space.
Administrative Controls	All probation officers transitioned to work from home. Only Managers remaining in office space.
	All staff advised to wash hands regularly and follow appropriate respiratory hygiene etiquette.
	Staff who are sick are to stay home. Staff who need to attend office are required to self-assess for symptoms and complete worker screening form.
	Staff who self identify as 'high-risk' to discuss with Manager and Client Services Representative to review on a case by case basis requirements for employee
Engineered Controls	Office's remain closed to Public access with alternative service delivery options in place (phone/email communications.)
Personal Protective Equipment	N/A
Infection Protection and Control Procedures (IPAC)	Frequently touched surfaces to be disinfected regularly within office space. Staff responsible for wiping down any shared work spaces, communal areas (kitchen, etc.) Maintenance staff or the building landlord are responsible for the frequent cleaning of other areas within the facility (elevator buttons, railings, washrooms, etc.)

Phases 2

Probation Services is an essential service mandated by the Courts. Client supervision can't be suspended. Probation Officers were transitioned to remote work environments however difficulties with phone reporting have occurred which are impacting service levels and adequate supervision of clients. It has been manageable to this point only due to the fact that the courts have been delayed along with sentencing's. Once courts reopen in full, it will be imperative that probation offices are functioning at full capacity in order to process the work they will generate. PO's will need to be physically in their offices to meet with new clients directed to report by the courts, input client information on our information systems and to complete assessments in accordance with our supervision policies. This necessitates the return to the worksite.

Physical Distancing	All staff to remain 2m apart from others at all times. Where distance can't be
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	<p>maintained staff are to wear non-medical mask. All offices where physical distancing can be met, tape should be placed on the floor layout at least 6 feet apart to provide a visual aid to physical distance.</p>
<p>Administrative Controls</p>	<p>Number of staff scheduled in each workplace limited to maximums as follows:</p> <ul style="list-style-type: none"> Yellowknife Office: 8 Behchoko Office: 2 Hay River Office: 6 Fort Smith Office: 2 Fort Simpson Office: 2 Fort Liard Office: 2 Fort Providence Office: 1 Fort Resolution Office: 1 Inuvik Office: 7 Norman Wells Office: 2 Tuktoyaktuk Office: 1 Ft Macpherson Office: 1 Fort Good Hope Office: 1 Deline Office: 1 Tulita Office: 1 <p>All staff advised to wash hands regularly and follow appropriate respiratory hygiene etiquette.</p> <p>All shared spaces are to be limited to one staff member at a time (kitchen, photocopier, etc.) Staff members are to wipe down area following use in accordance with enhanced cleaning protocol posted in worksite.</p> <p>Staff who are sick are to stay home. All staff required to complete worker assessment immediately upon attendance at work site and send to supervisor.</p> <p>Staff who self identify as 'high-risk' to raise concerns with supervisor who will work with Client Services Manager to review on a case by case basis.</p>
<p>Engineered Controls</p>	<p>Wherever possible, all client meetings to occur in secure interview room with barriers in place. At any time a client is</p>

	required to enter the office space, a WSCC Covid-19 Client Screening form will be conducted, masks for employee and client will be mandatory as well as a temperature reading. Covid – 19 office procedures will be explained to the client.
Personal Protective Equipment	Disposable gloves provided to staff for cleaning surfaces. Masks provided to staff for court attendance and for any areas where 2m distance can't be maintained.
Infection Protection and Control Procedures (IPAC)	Frequently touched surfaces to be disinfected regularly within office space. Staff responsible for wiping down any shared work spaces, communal areas (kitchen, etc.) Maintenance staff or the building landlord are responsible for the frequent cleaning of other areas within the facility (elevator buttons, railings, washrooms, etc.)

Education, Training and Safe Work Procedures

All employees will be provided training on the preventative measures to be taken for completing their job duties as well as how to reduce the exposure to COVID-19. Managers are responsible for compiling training plans specific to the job functions (template attached as **Appendix C**). All training plans will be revised by management as information with respect to COVID-19 evolves. Management is responsible for keeping records of the training delivered.

Refresher training is required to be provided at minimum every 3 months for staff (or if practices/direction is changed) and must be provided to all new staff upon sign on.

The following guidance and procedures are to be posted in each worksite:

- Staff COVID-19 self-assessments
- Surface and equipment disinfection
- Proper handwashing and respiratory etiquette
- Correct donning and doffing of personal protective equipment (as required).

Public Areas

All public areas are required to have the following signage and direction:

- Direction to hand sanitizing station prior to entry of client interview room
- Self-Monitoring information sheet for COVID-19 symptoms

Reporting Requirements

Any staff member who feels that they were or could have been exposed to COVID-19 is to report the incident to their supervisor immediately. The supervisor is responsible for notifying the Director, Corporate Services or their delegate soon as possible. In the event of a staff members exposure to COVID-19, the following procedures are to be completed as soon as practical:

- In the event of an interaction with a symptomatic individual where there was risk of exposure, the employee is to notify their supervisor, go home, self-isolate and contact Public Health.
- The supervisor is responsible for clearing the immediate work area and restricting employee movement to the area.
- An investigation will be required for each instance of potential exposure to determine:
 - The route of exposure.
 - Determine the circumstances in which the exposure occurred.
 - Review existing preventative measures and whether they failed or were ineffective.
 - Recommend measures to prevent further infection and exposure in the worksite.
- The Director, Corporate Services is responsible for notifying the building facility owner, arranging cleaning and notifying the appropriate safety committee and coordinating the investigation in a supporting role to the Committee.

Contact Information

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Monitoring

Weekly safety meetings will be required for all staff and management to participate in. This meeting will present an opportunity for revisions to risk assessments, the exposure control plan and improvement of processes where required. If any staff members feels that there is a risk that is being unaddressed by the policies and procedures put into place they must report this to their supervisor as soon as possible.

Training Template – Safe Work Practices for COVID-19 appendix C

Employee name: _____

Position (tasks): _____

Date Training Provided: _____

Person providing training (name and position): _____

All supervisors are responsible for reviewing the below information with any employees attending a worksite. In the event of group meetings where information is presented and discussed, please ensure all employees sign off their understanding of the material on the group employee sign off page.

Topic	Initials (trainer)	Initials (worker)	Comments
<p>1. COVID-19 symptoms:</p> <ul style="list-style-type: none"> ➤ cough ➤ fever ➤ difficulty breathing ➤ pneumonia in both lungs <p>Recent evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:</p> <ul style="list-style-type: none"> ➤ have not yet developed symptoms (pre-symptomatic) ➤ never develop symptoms (asymptomatic) <p>While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. It is therefore imperative that all employees follow the safe work procedures developed in response to COVID-19.</p> <p>There is currently no vaccine for COVID-19.</p>			
<p>2. COVID-19 is transmitted through:</p> <ul style="list-style-type: none"> a) Respiratory droplets when an infected person coughs or sneezes. b) Close or prolonged contact with an infected person such as shaking hands c) Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands. 			
<p>3. Safe work procedures for carrying out tasks</p> <ul style="list-style-type: none"> a) Proper hygiene and respiratory etiquette (reference posters in worksite). b) How to safely use a non-medical mask or face covering (reference posters in worksite) c) In all common areas, such as washrooms, photocopy area, kitchens, physical distancing of 2 meters should be kept at all times, and where that isn't possible only one person should be in the area at a time. d) How to properly handwash (reference poster in worksite) 			

Topic	Initials (trainer)	Initials (worker)	Comments
<p>4. Personal protective equipment (PPE) — what to use, when to use it, and where to find it. Provide employee overview of how to don and dof as well as direction as to where instructional information is posted for reference. Check each PPE item discussed and initial.</p> <p style="padding-left: 40px;">Gloves</p> <p style="padding-left: 40px;">Procedural or N95 mask</p> <p style="padding-left: 40px;">Hand sanitizer</p> <p style="padding-left: 40px;">Disinfectant wipes should be used daily in individual offices and after all client visits. Common areas, such as a coffee area, kitchen area, photocopy area and washrooms should be wiped down after use.</p>			

RISK ASSESSMENT

RISK ASSESSMENT TITLE	COVID-19 Pandemic Planning Occupational Evaluation – Probation Services	ACCEPTED BY		DATE	May 21, 2020
		RISK LEVEL			
NEXT REVIEW DATE	Trigger is any change in COVID-19 related recommendations from the CPHO, changes in phases as identified by the CPHO or incident reported within Probation Services where potential exposure to COVID-19 occurs.	SIGNATURE			
VERSION	1				
COMPLETED BY	Mandi Bolstad/Darin Strain				
CONTEXT	<p>GNWT response to COVID-19 is multi-tiered and tied to both the international and national levels of response. The NWT Public Health Act authorizes specific powers and duties of the Chief Public Health Officer (CPHO) and the Minister of Health and Social Services. The Department of Health and Social Services and CPHO are the leads for pandemic planning response in the NWT. As the pandemic evolves, continuous assessments will take place to assist in decision making, resource allocation, and prevention and treatment options.</p> <p>Department of Justice is responsible to ensure the safety and health of employees within its own department. It is difficult to know with certainty, what impacts may result from a novel coronavirus but planning assumptions are made based on knowledge from previous pandemics. Some key planning assumptions are as follows:</p> <ul style="list-style-type: none"> • Pandemics can be serious threat to the health and well-being of anyone and contingency plans should be in place; • DOJ staff will need to be self-reliant in many ways and may have limited external resources in the case of a pandemic; • DOJ facilities and human resources could quickly become overtaxed; • The levels of preparedness will vary by location; • A DOJ risk assessment for pandemic plan cannot cover every potential eventuality and must support flexibility among staff and stakeholders <p><u>Infection Control</u> To prevent the spread of infection within DOJ workplaces, respiratory hygiene/cough etiquette and hand washing protocol should be encouraged for everyone. Standard hand hygiene practice is being promoted throughout all program areas (See Appendix C). No COVID-19 vaccine is available at this time.</p> <p><u>Environmental Cleaning</u> Increased frequency of cleaning high-tough surfaces is significant in controlling the spread during a respiratory infection outbreak. Enhanced cleaning protocol must be followed where applicable at worksites.</p> <p><u>Contactⁱ and Dropletⁱⁱ Precautions</u> Physical distancing is encouraged in all areas. Where distancing is not possible, personal protective equipment will be supplied in accordance with contact and droplet precautions. DOJ recognizes that some personal protective equipment materials are in short supply worldwide; however, adequate supply is currently available for staff. Every effort will be made to ensure PPE is readily available for staff. Redistribution of any DOJ supplies will be determined by the Director of Corporate Services as the lead for business continuity for the department.</p>				

	<u>Waste Management</u> No staff should be handling garbage, standard practices are sufficient at this time.			
Number	Occupation	Risk	Risk Treatment	Risk Level
1	Probation Officers	Court duties <ul style="list-style-type: none"> - Close contact with the others for extended times - Close proximity to members of the public at courtroom entrances (less than 2m) 	Court operational procedures have been modified for covid-19. A copy of Courts Exposure Control Plan is available to all staff. All probation officers attending court will be required to wear a mask and will be screened at facility entrances. Physical distancing and appropriate hygiene practices reinforced.	Low
		Circuit travel to communities. <ul style="list-style-type: none"> - Close contact with the public and travel exposure. 	All duty travellers will be provided masks for use on aircrafts. In accordance with the Courts Exposure Control Plan, hygiene practices and physical distancing will be required at all court sites. Where physical distancing is not possible a mask must be worn. If travelling in a vehicle with more than one person, masks must be worn and as much distance as possible must be maintained.	Low
		Client Meetings <ul style="list-style-type: none"> - Close contact with the public 	Where possible, all in person client meetings are to occur in the secure interview rooms with barriers in place. Due to sheer volume, this may not always be possible in the Yellowknife probation office. At any time a client is required to enter the office space, a WSCC Covid-19 Client Screening (appendix E) will be conducted, masks for employee and client will be mandatory as well as a temperature reading. Covid – 19 office procedures will be explained to the	Low

			client. Enhanced cleaning protocols to be followed following client visitation. Client and staff area to be wiped down following each meeting. Gloves for cleaning client areas provided to staff.	
		<p>Use of general office space</p> <ul style="list-style-type: none"> - Indirect contact on surfaces - Close contact with co-workers 	<p>Office space has individual offices which supports physical distancing. In areas where 2m can't be maintained, employee to wear mask.</p> <p>Enhanced cleaning protocols to be followed on all high contact areas.</p>	Low



Coronavirus Disease (COVID-19)

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

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

What is coronavirus disease (COVID-19)?

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

What are the symptoms of COVID-19?

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

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

What is the NWT doing?

The NWT has emergency plans in place to deal with infectious outbreaks. Health officials are working with their federal and provincial/territorial partners to quickly identify and manage any cases of COVID-19 in order to protect the health of residents. This includes providing information directly to travellers from affected areas at major airports.

The NWT Office of the Chief Public Health Officer is regularly updating health care providers across the territory with the latest information so that they can provide quality care. All health facilities have protections and protocols in place to keep both patients and workers safe from COVID-19.

What can you do?

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



Stay home if you are sick

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



If you are sick, avoid close contact with others



Turn and cover

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



Throw used tissues in the garbage

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



Wash your hands

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



Clean/Disinfect

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

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

Government of
Northwest Territories

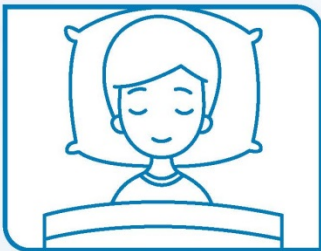


Healthy Respiratory Practices

Stop the spread of infections that make you and others sick!

6

things you can do to protect yourself and those around you.



Stay home if you are sick

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

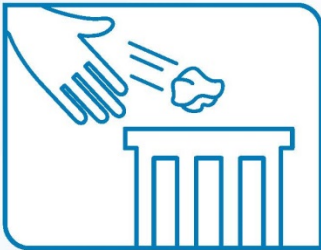


If you are sick, avoid close contact with others



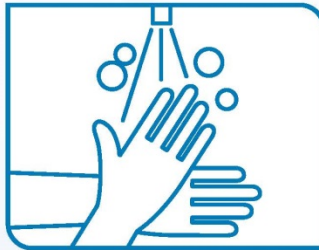
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Throw used tissues in the garbage

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



Wash your hands

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

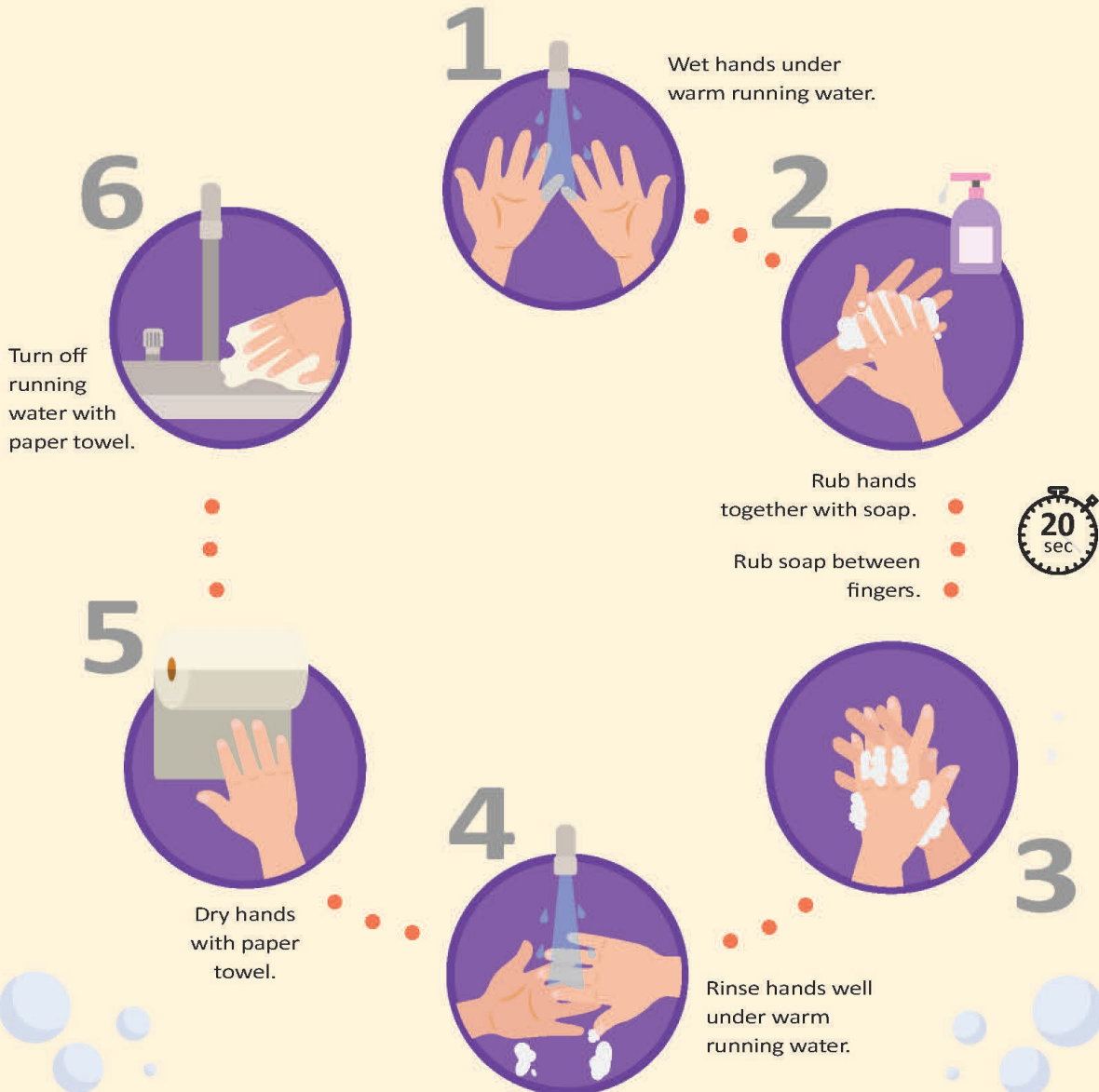


Clean/Disinfect

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

HANDWASHING

Food Safety is in Your Hands!





Coronavirus Disease (COVID-19) Self-Monitoring Information Sheet

Updated: March 11, 2020

Self-monitoring means you don't have symptoms now, but you should watch for the following symptoms to develop:



FEVER



COUGH

DIFFICULTY
BREATHING

How long should I self-monitor?

Individuals should monitor for symptoms for 14 days since:

- Returning from travel outside the Northwest Territories (NWT)
- Close contact with a confirmed or presumptive case of COVID-19
- Avoid visiting at-risk individuals during the 14 day period, especially those residing in long-term care facilities. At risk individuals include those over 60 years of age, those with chronic conditions (diabetes, heart disease, lung disease, etc.) and those with weakened immune systems (ie. cancer)

What should I do if I develop symptoms of COVID-19?

If you develop symptoms:

- Self-isolate and contact your Health Care Provider
- Practice healthy respiratory practices
- Call 9-1-1 if your symptoms become severe

What does it mean to self-isolate?

- Stay home
- Avoid having visitors
- Be careful when touching garbage
- Cover your coughs and sneezes
- Keep your distance
- Wash your hands
- Clean and disinfect

For more information on self-isolation visit:

<https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/self-isolation-information-sheet.pdf>

If you do not develop symptoms within 14 days, continue to use healthy respiratory practices to prevent getting COVID-19 or other respiratory infections.

For more information and links to local healthcare providers visit
www.hss.gov.nt.ca/coronavirus



Coronavirus Disease (COVID-19) Self-Isolation Information Sheet

Updated: March 10, 2020

You have been tested for COVID-19. Your healthcare provider has decided it is safe for you to go home.

Your next steps are:

- 1 **Self-isolate at home**
- 2 **Wait for your healthcare provider to notify you of your test results.**
It will take up to a week to receive your results. When your results are known, your healthcare provider will tell you if you need to continue self-isolation.

What is Self-Isolation?



Stay home

Avoid situations where you could infect others. This means staying away from social gatherings, work, school/university, childcare centres, athletic events, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, gyms and any other public gatherings.

You may go outdoors for fresh air when by yourself. Do not use public transportation, taxis, or share a car. Do not have face-to-face contact (within 2 metres) with anyone while outdoors.

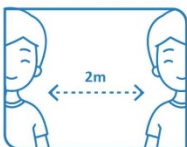
If you must run an urgent errand by yourself (e.g. picking up a medication) you can wear a surgical mask to reduce the risk of spreading infection.



Avoid having visitors

Avoid having visitors to your home, but it is okay for friends, family, or delivery drivers drop food off or other things you may need.

Avoid contact with older adults and other people with chronic medical conditions (e.g. immune deficiencies, lung problems, heart disease, diabetes).



Keep your distance

Stay away from other household members (2 meters apart) as much as possible and use a separate bathroom if you have one. If you must share toilet facilities, they should be cleaned daily.

Avoid sharing household items. You should not share drinking glasses, cups, eating utensils, pillows or other items with people in your home. After using these items you should clean them.



Cover your coughs and sneezes

- Cover your nose and mouth with a tissue when coughing or sneezing or cough or sneeze into your sleeve/elbow.
- You and other household members should follow healthy respiratory practices. See the GNWT Healthy Respiratory Practices handout.
- Throw used tissues immediately into the garbage and wash your hands.



Wash your hands

- You and your family should wash your hands frequently. Wash them after coughing or sneezing, if they are dirty, using the bathroom, or before eating.
- Wash your hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if water is not available.



Be careful when touching garbage

- All waste can go into regular garbage bins.
- When emptying the garbage, take care to not touch used tissues with your hands. Lining the garbage with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water after emptying the garbage.

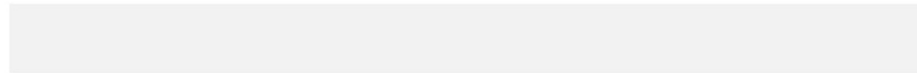


Clean and disinfect

- Clean your home with regular household cleaners.
- Clean regularly touched items such as toilets, sink taps, handles, door knobs, light switches, cellphones, bedside tables, etc. on a daily basis.

Follow the advice of your healthcare provider. You may be contacted each day during your self-isolation to monitor your symptoms.

For general questions or if you develop fever, cough or difficulty breathing, contact:



If your symptoms are severe, call 9-1-1 and let them know that you are self-isolating for COVID-19.

**For more information and updates visit
www.hss.gov.nt.ca/coronavirus**

ⁱ Contact Precautions – wear gloves and long-sleeved gown for direct care; dedicate equipment to patient or disinfect before use with another

ⁱⁱ Droplet Precautions – wear mask and eye protection within 2 metres of patient, gloves, long-sleeved gown; patient must wear a mask, dedicate equipment to patient or disinfect before use with another

PROBATION SERVICES RECOVERY PLAN

[July 9, 2020]

DIVISION/WORKUNIT NAME: *Probation Services*

Services Delivered:

Supervision of probation clients pursuant to court orders.

Number of Employees: *Including 3 Regional Managers, 4 senior Probation officers, 16 current Probation Officers and 2 administrative assistants, there are a total of 26 employees who fall under these plans. There are also 4near future job openings expected to be filled in the coming months (3 PO positions, 1 senior PO position.*

Description of the worksite:

Yellowknife – Centre Square Mall – 2nd Floor

<i>Operating Area</i>	<i>Physical Location</i>	<i>Description of Employee Workspaces</i>	<i>Description of entry/Exit</i>	<i>Communal Areas</i>
<i>2nd Floor – Centre Square Mall Office Tower</i>	<i>Shared floor with</i>	<i>Individual Office’s</i>	<i>2 entrances/exits to workspace on floor. One entrance to building, two stairwells and two elevators to floor.</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Yellowknife Courthouse</i>	<i>Floors 1-3</i>	<i>Enclosed court rooms.</i>	<i>One entrance to building, two elevators to floor and one entrance to courtrooms</i>	<i>Washroom areas and entrances</i>
<i>Behchoko Office</i>	<i>Nishi Kon Building, 1st floor</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Hay River office</i>	<i>105, 321 Capitol Dr</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Smith office</i>	<i>McDougal centre, 1st floor</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Simpson Office</i>	<i>2nd floor, 9706-100 st. Nahendeh Kue Building</i>	<i>Individual offices</i>	<i>Two entrances/exits to work space</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Liard office</i>	<i>PO Box 80</i>	<i>Individual offices</i>	<i>One entrance one exit</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Ft Providence office</i>	<i>PO Box 144</i>	<i>Individual office</i>	<i>Two entrances/exits to</i>	<i>Washrooms</i>

			<i>work space</i>	
<i>Ft Resolution office</i>	<i>1403 Office Complex</i>	<i>Individual office</i>	<i>Two entrances/exits to work space</i>	<i>washrooms</i>
<i>Inuvik Office</i>	<i>3rd floor courthouse</i>	<i>Individual offices</i>	<i>3 entrances and exits</i>	<i>Photocopy room, kitchen, washrooms</i>
<i>Tuktoyaktuk office</i>	<i>Government building</i>	<i>Individual office</i>	<i>2 entrances and exits</i>	<i>washroom</i>
<i>Ft Macpherson office</i>	<i>John Tetlich Bldg, Tetlich Rd</i>	<i>Individual office</i>	<i>1 entrance/exit</i>	<i>Washroom</i>
<i>Norman Wells office</i>	<i>31 Mackenzie Dr</i>	<i>Individual offices</i>	<i>2 entrance/exits</i>	<i>Washroom</i>
<i>Ft Good Hope office</i>	<i>Land corporation building</i>	<i>Individual office</i>	<i>2 entrance/exits</i>	<i>washroom</i>
<i>Deline office</i>		<i>Individual office</i>	<i>1 entrance/exit</i>	<i>washroom</i>
<i>Tulita Office</i>	<i>1st floor Robert Clement Bldg</i>	<i>Individual office</i>	<i>1 entrance/exit</i>	<i>washroom</i>

Should employees in this division return to the worksite?

Probation Services is an essential service mandated by the Courts. Client supervision can't be suspended. Probation Officers were transitioned to remote work environments however difficulties with phone reporting have occurred which are impacting service levels and adequate supervision of clients. It has been manageable to this point only due to the fact that the courts have been delayed along with sentencings. Once courts reopen in full, it will be imperative that probation offices are functioning at full capacity in order to process the work they will generate. PO's will need to be physically in their offices to meet with new clients directed to report by the courts, input client information on our information systems and to complete assessments in accordance with our supervision policies. This necessitates the return to the worksite. Furthermore our administrative assistants are vital to our operations to assist with directing communications within their offices and regions, directing and assisting the clients and public, monitoring waiting room capacities, processing PPE orders, opening and closing files and many other things that they cannot do off site.

Impacts on Business:

Some person centred services will be difficult to continue with the shift to meeting in secure interview rooms only. Employee availability will continue to be a challenge as isolations, childcare, etc. create challenges for staff.

Employee Information:

Job Category	# Available to be at Worksite	# Not Available to be at Worksite	# Available for Remote Work Opportunities	# Unable to Work at Home
Probation Manager	3	0	0	3

Probation Officers	16	1 intermittently (childcare)	0	16
Senior Probation Officers	4	0	0	4
Administrative Assistants	2	0	0	2

Full employee listing attached as **Appendix A (confidential)**.

Employee Requirements to Continue Working from Home:

If staff were to continue to work from home or return to work and be sent home again, we would need to properly equip them in order to least disrupt the quality of service desired. In the even this occurs, these requirements are likely to change due to staff compliment at any given time, but the current needs would be: cell phones with local numbers that can also accept collect calls for all PO's and Sr PO's. Currently only the RM's have adequate phones. Currently the phones in the Inuvik region, that are in the communities (outside of Inuvik) have Inuvik numbers. Similarly, in the South Slave region, some cell phones are Yellowknife numbers (they are flip phones) and cannot accept collect calls. In Yellowknife, no staff have issued work cell phones outside of the regional manager. Staff should also be provided with laptops in order to enter offender records on the COMS system and to access their email and work drives. Currently only PO's in the Inuvik region have this capability and this has required staff in the Hay River and YK regions to come to the office on scheduled days to enter this data. This is not a desired or timely way to do business. VPN access would be required as well.

Plan to Enhance at Home Productivity:

Due to the need to physically meet with clients and the small number of staff within the office space it is deemed that transitioning the employee back to the office in the near term is the most effective option. In the event further technological solutions are available, a rotational schedule could be developed to reduce the number of employees in the workspace. Currently given the low risk and need to ensure service levels are maintained, increasing at home productivity was not deemed optimal.

Exposure Control Plan:

An exposure control plan has been developed specific to probation services operations.

Action items/Next Steps:

Provide a list of steps that need to be taken to implement the work-unit's Return to Worksite Plan or the Plan to Enhance At-Home Productivity.

List everything here to cover of what needs to be done, some examples:

1. Finalize exposure control plan and risk assessment and meeting with employees to go through and adjust as required. Submit plans for approval.

2. Ensure appropriate signage is posted in worksite on hygiene etiquette and enhanced cleaning protocols.
3. Deliver training and ensure staff are aware of revised job task requirements.
4. Procure required PPE for return to service.
5. Tape physical distancing measurements to floor wherever possible, move furniture and office equipment where needed to facilitate social distancing