



# Correctional Facilities

## Protecting Yourself and Others

- **Continue to follow all safe work procedures. If it is unsafe to work, talk to your supervisor, health and safety committee or representative, and/or union.**
- **Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment: <https://www.canada.ca/coronavirus>**
- **Wear required personal protective equipment (PPE) and follow routine precautions. Do not touch your face.**
- **Wash your hands at the start of your shift, before eating or drinking, after touching shared items, after using the washroom, after working with each inmate, and at the end of your shift. Remove jewellery while washing.**
- **Do not share communication devices, PPE, cigarettes, or vaping equipment.**
- **Remove work clothing immediately upon arriving at home and shower if possible.**

## Facility Controls

While each facility will be unique, suggestions include, where possible:

- Increase ventilation and fresh air return.
- Use multiple holding cells, rather than a single cell with multiple individuals, to allow for more space between inmates.
- Set up decontamination procedures to make sure individuals have taken precautions during both entry and exiting.
- Consider using non-contact responses to control situations, such as verbal commands or other approved methods.
- Provide hand washing areas or monitor alcohol-based hand sanitizers where possible.
- Inform all inmates and staff about the measures being taken to control the spread of the virus.
- Post signs to remind all persons to follow hand hygiene and cough or sneeze into your elbow.
- Use approved alternatives to in-court appearances, if possible.
- Use alternative methods for visitations such as phone or internet/video.
- Only allow essential persons (e.g., contractors, lawyers, etc.) to enter the facility.
- Conduct health screening for all persons before entering, including pre-intake inmate screening.
- Consider isolating new intake inmates in a separate area where possible.
- Limit or suspend programs, non-essential work, work releases, and transfers.
- Install physical barriers such as clear plastic sneeze guards or plastic windows, if appropriate.
- Be aware of cross-contamination through staff, equipment (such as tools, push carts, medical devices), personal belongings, records, linens, clothes, or surfaces such as counters, tables, chairs, handles, and doorknobs.
- Clean shared equipment, phones, and tablets with alcohol or disinfectant wipes, especially between users.
- Consider providing meals to inmates in their cells to reduce contact.
- Consider reducing the number of inmates who use shared toilet or shower facilities at one time.



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- Follow preventative measures for hygiene, cleaning, disinfecting, laundry, and plastic lined waste disposal.
- Review methods to reduce overcrowding.
- Use floor markings to prevent inmates from standing too close together, or to avoid approaching staff stations.
- Control foot traffic patterns to reduce gathering at specific areas, and designate travel paths so persons do not have to pass each other closely (e.g., one set of stairs for up, another for down).
- Increase the distance between persons where possible:
  - Between holding cells
  - Waiting areas
  - Stagger mealtimes and rearrange seating in dining halls
  - Stagger recreation times and reduce group activities, but provide alternatives to support positive mental health
  - Reassign bunks to sleep head to foot.
- Make sure workers are trained to work safely before replacing the duties of others.
- Train workers on how to work with and care for personal protective equipment, and to understand its limitations.

## Medical Controls

- Practice physical distancing, good hygiene practices, and self-monitor your health.
- Consider the physical, mental and emotional state of the person when implementing controls.
- Wash hands with soap and water or use alcohol-based hand sanitizers. Hand hygiene should be performed as needed, especially during and after removal of personal protective equipment, and after leaving the facility.
- Medically isolate inmates who need a COVID-19 evaluation.
- When informed of a positive case, notify all individuals who may have come in contact with that person. Manage all contacts the person had, including in isolation. Disinfect all areas where contact was made.
- If an inmate must be transferred, do so by ambulance if COVID-19 is confirmed or suspected. Notify the receiving hospital.
- Wear appropriate PPE for the task or procedure being performed. Guidance is available from:
  - Public Health Agency of Canada (for health care professionals) <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals.html>
  - Centers for Disease Control and Prevention (USA) for management of coronavirus in correctional and detention facilities (also includes alternatives when there is a shortage of PPE) <https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/index.html>

## Facility Hygiene

- Increase cleaning and disinfecting protocols.
- Wear appropriate personal protective equipment (PPE), such as gloves suitable for use with the cleaning agent.
- Use a dedicated cloth for cleaning.
- Make sure workers understand the risks, have received training, and understand the safety precautions for all cleaning methods and required PPE.



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- Make sure contact areas are disinfected, especially all surfaces within 2 metres (6 feet) of a person who has screened positive.
- Use cleaners to break down grease and remove organic material, or when heavily soiled. Consider a “wipe-twice” method of cleaning to remove soil and grease, then wiping again with a disinfectant.
- Disinfect shared toilet and hygiene facilities (including soap and shampoo dispensers), commonly touched surfaces and shared items:
  - Sanitize utensils and food contact equipment using clean water at 77°C or higher, clean chloride solution of at least 100 parts per million available chlorine at 24°C or higher, or a clean chloride solution of at least 25 parts per million available iodine at 24°C or higher, for at least 45 seconds. Other approved methods are also appropriate.
  - For hard surfaces, use a household or commercial disinfectant cleaning product, or a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Make sure the solution is in contact with the surface for 1 minute.
  - Disinfect high-touch electronic devices such as keyboards and tablets with alcohol prep wipes, if possible.
- Use disposable cleaning cloths and gloves.
- Wear personal protective equipment (mask, gloves, gown) to handle dirty laundry. Use hot soapy water.

## Team Meetings

- Share information through inmate television, when in sessions, on units via the unit representative or through inmate committees.
- If in-person meetings are necessary, do so in large areas that allow for distancing.
- Hold verbal orientations to avoid handling papers.
- Submit documents electronically or wash hands after handling papers.
- Discuss with teams on how to perform work safely while maintaining distance. Modify schedules if possible.

**Provide mental health support to all workers, including access to an employee assistance program (EAP) if available.**



For further information on COVID-19, refer to the Public Health Agency of Canada

<https://www.canada.ca/coronavirus>

**Note that this guidance is just some of the adjustments organizations can make during a pandemic. Adapt this list by adding your own good practices and policies to meet your organization's specific needs.**