



Surrey Pretrial Services Centre

Operational Response Plan: COVID-19 Infection

Prepared: May 2020

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Situation

British Columbia has declared a State of Medical Emergency in response to the COVID-19 pandemic. COVID-19 presents a potential risk to inmates and workers in provincial correctional centres through unavoidable physical proximity between officers, Correctional Health Services (CHS) staff, contractors, volunteers, and inmates. While the COVID-19 situation in British Columbia may improve, there is no expectation that the significant risk for Surrey Pretrial Services Centre (SPSC) will decrease at any time in the foreseeable future.

The primary responsibility for health care services at SPSC rests with the Provincial Health Services Authority (PHSA) which provides medical care to inmates in provincial correctional centres through Correctional Health Services (CHS). CHS is integrated with British Columbia's general healthcare system, which is governed by the Ministry of Health. CHS works with BC Corrections as partners in client care. While the CHS team provides care, correctional officers keep both officers and inmates safe.

In the case of a COVID-19 infection occurring at or in connection with SPSC, Fraser Health may attend SPSC to provide medical support and direction to BC Corrections and CHS.

Mission

To isolate, contain, and trace a COVID-19 infection at SPSC while maintaining the safety and security of the centre.

Execution

Command

In the event of a positive COVID-19 incident, the warden^{s.15}
s.15
s.15 . The roster for^{s.15} is provided in *Appendix J: ICS teams and roster*.

General outline

In the event of a COVID-19 incident, SPSC's incident response has been^{s.15}

Any COVID-19 incident response will commence^{s.15}
s.15 All incident responses^{s.15} In the event that a COVID-19 infection is declared, SPSC will implement the following steps:

DESCRIPTION	RESOURCES
s.15 <ul style="list-style-type: none">COVID-19 positive incident reported.s.15The^{s.15} at the next available opportunity; andNotifications made to inmates, contractors, officers, and other staff. Medical confidentiality is maintained.	<ul style="list-style-type: none"><i>Appendix E: Inmate positive test result for COVID-19;</i><i>Appendix F: Corrections employee positive test result for COVID-19</i><i>Appendix H: Warden speaking points for notification</i><i>Appendix O: Useful contact information</i><i>Appendix R: ^{s.15}</i><i>Appendix W: Notification checklist</i>
s.15	<ul style="list-style-type: none"><i>Appendix A: Inmate on living unit discloses or appears to have flu-like symptoms</i><i>Appendix B: Healthcare has assessed inmate and recommended isolation</i><i>Appendix G: ^{s.15}</i> s.15<i>Appendix I: Tracing instructions</i><i>Appendix P: Medication delivery schedule</i><i>Appendix Q: Responsibilities of manager assigned to oversee tracing teams</i><i>Appendix S: Phase two specific duties</i><i>Appendix X: PPE cart for living units on droplet protocols</i>

DESCRIPTION	RESOURCES
s.15	<ul style="list-style-type: none"> • <i>Appendix C:</i>^{s.15} • <i>Appendix D: Inmate negative test result for COVID-19</i> • <i>Appendix T:</i>^{s.15} <i>specific duties</i>
s.15	<ul style="list-style-type: none"> • Local contingency plans • <i>Appendix K:</i>^{s.15} s.15 • <i>Appendix M:</i>^{s.15} • <i>Appendix O: Useful contact information</i> • <i>Appendix U:</i>^{s.15} <i>specific duties</i>
s.15 <ul style="list-style-type: none"> • Post incident wrap up including documentation collection and retention; and • Incident debrief. 	<ul style="list-style-type: none"> • <i>Appendix V:</i>^{s.15} <i>specific duties</i>

Tracing teams

s.15 will be overseen by the assistant deputy warden, Regulations Mark Bobrownik.

Upon notification of a COVID-19 position incident, s.15
s.15

Resources available:

- *Appendix Q: Responsibilities of manager assigned to oversee tracing teams*
- *Appendix I: Tracing instructions*

Correctional Health Services (CHS)

CHS managers will develop s.15 to permit medication and healthcare service delivery throughout the areas of concern.

Honeywell

Managers will ensure a list is maintained s.15
s.15

Administration and Logistics

Leave

During the incident, annual leave requests may not be approved.

Hours of duty

s.15

Equipment / PPE

Personal protective equipment (PPE) is available to officers when required for their duties. The PPE requirements for managing an inmate suspected of COVID-19 or who is positive for COVID-19 are the same.

Transport

s.15

Escorts

s.15

Transfers and Releases

s.15

Inmates^{s.15} and advised
of any quarantine requirements. A client log entry will record this advice.^{s.15}
s.15

Fraser Health and CHS will be notified in advance of all inmate transfers and releases.

Injuries

s.15

Command

Location of Incident Command

s.15

Communications /call signs

s.15; s.17

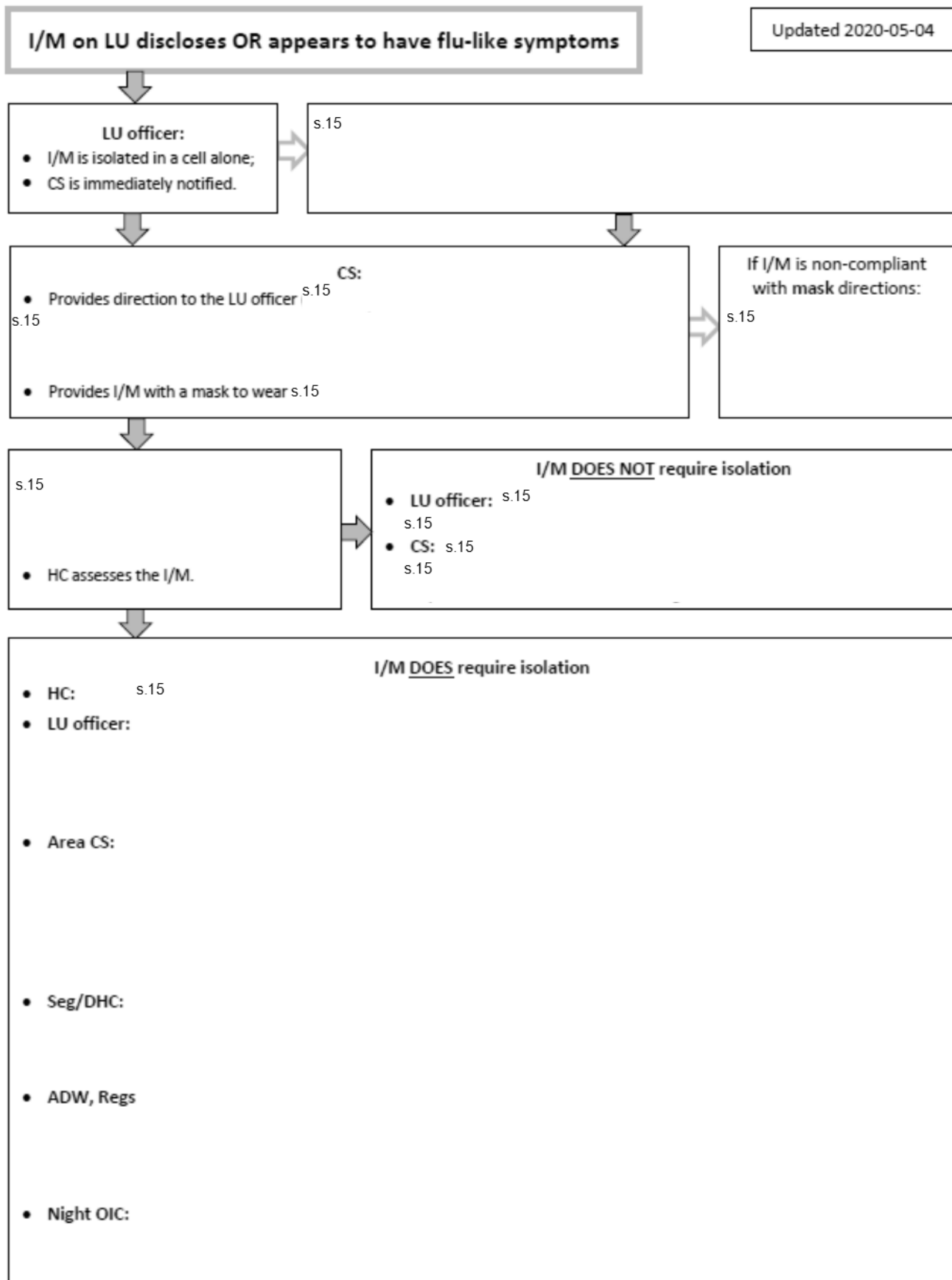
Situation and incident reports

Situation reports (SITREPs) will be provided as follows:

s.15

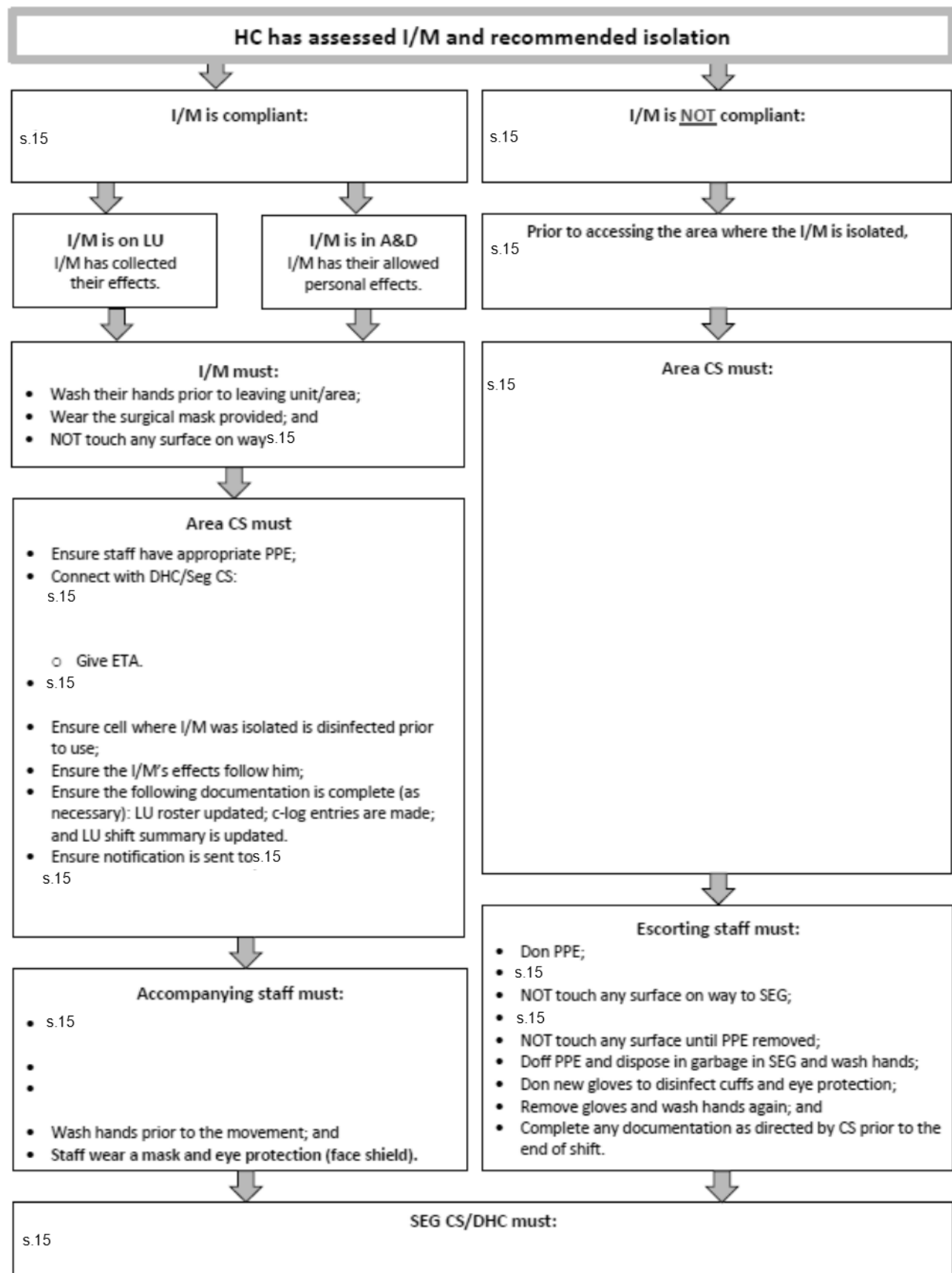
Post-incident reports will be completed in accordance with Adult Custody Policy and SPSC Standard Operating Procedures sections 2.1.13 and 2.1.18.

Appendix A: Inmate on living unit discloses or appears to have flu-like symptoms



Appendix B: Healthcare has assessed inmate and recommended isolation

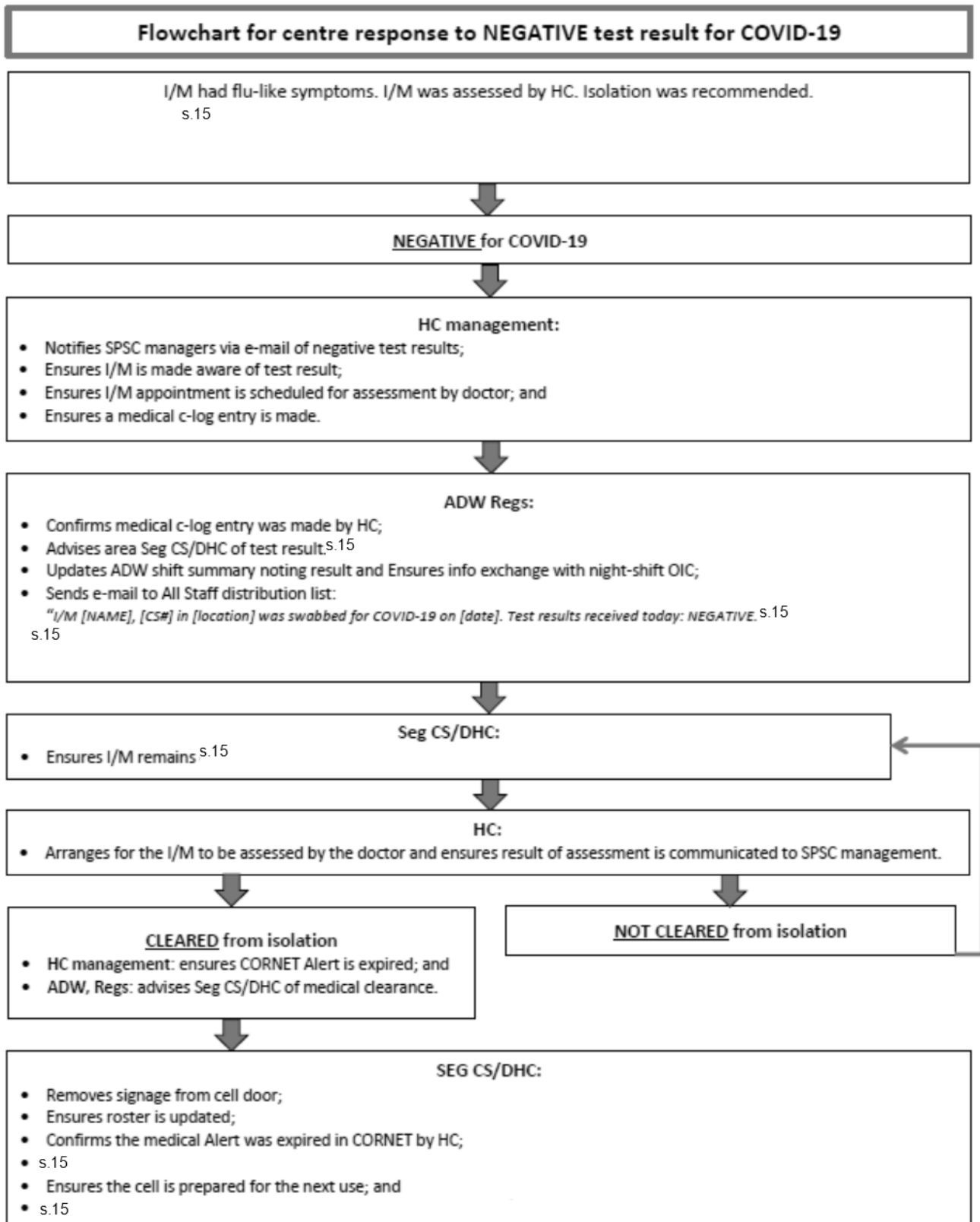
Updated 2020-05-04



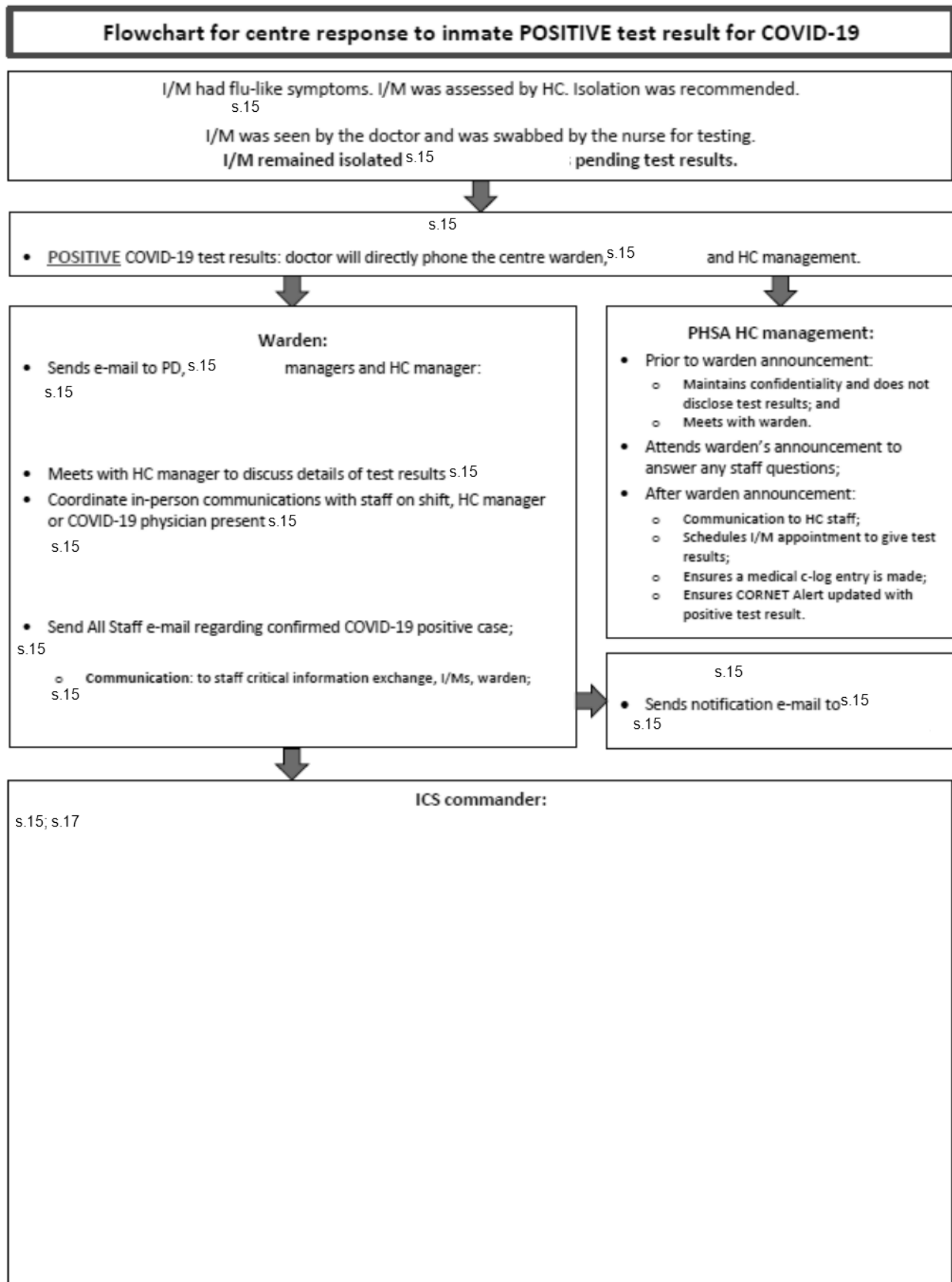
Appendix C: Living unit is on restricted movement

s.15

Appendix D: Inmate negative test result for COVID-19



Appendix E: Inmate positive test result for COVID-19



Appendix F: Corrections employee positive test result for COVID-19

s.15; s.17

s.15

Appendix H: Warden speaking points for notification

- COVID-19 positive subject
 - COVID positive subject's name remains confidential
 - Details of last time they were in the building.
 - Details of when symptomatic and when tested:
- s.15
-
- s.15 will commence
- Continue preventative measures:
 - Wearing PPE where appropriate
 - Cleaning your equipment and work locations
 - Social distancing
 - Handwashing
 - Avoidance of face touching
- s.15
-
- Supervisors to remain behind for further direction.

Appendix I: Tracing instructions

Purpose

s.15

Confidentiality

s.15

Resources

You will be provided with a clip board. The clip board contains the following items to assist with the tracing assignment:

- Tracing template form

s.15

Tracer responsibilities

- s.15
- Bookmark all encounters.
- s.15
- s.15 and record it on the form, but leave the CONTACT NAME column blank. It would be helpful if you indicate if it was a officer, contractor, or an I/M.
- Be sure to fill in ALL columns on the form.

Appendix J: ICS teams and roster

s.15

Appendix K: Provincial correctional centre information^{s.15}

centre contact

Surrey Pretrial Services Centre	s.17
Alouette Correctional Centre for Women	
Fraser Regional Correctional Centre	
Kamloops Regional Correctional Centre	
Nanaimo Correctional Centre	
North Fraser Pretrial Centre	
Okanagan Correctional Centre	
Prince George Regional Correctional Centre	
Vancouver Island Regional Correctional Centre	

s.15

Appendix M: SPSC ERT contact information

s.15; s.22

Appendix N: SPSC radio roster

s.15

Appendix O: Useful contact information

s.15; s.16; s.17

Appendix P: Medication delivery schedule

AREA	REGULAR OPERATIONS	LOCKDOWN SITUATION
Tower / West / East	s.15	
Insulin		
Methadone/suboxone supervision		

Appendix Q: Responsibilities of manager assigned to oversee^{s.15}

Responsibilities include, but are not limited to, the following:

- Assigning s.15 The officers/supervisors identified as having s.15 expertise are: s.15
- Assign locations for s.15 Available options include: s.15
- Assign days/dates/times to review
 - s.15
- Providing direction to the s.15 and impressing upon them the need for accuracy;
- Ensuring s.15 are aware of confidentiality requirements;
 - The COVID-19 positive subject's name is to be kept confidential. The content s.15 is not to be shared outside of the team. The scope of the exercise is limited only to s.15
- Setting report-back deadlines for the s.15
- Ensuring s.15 clipboards contain the following information, at minimum: s.15
- Issuing s.15
- Answering s.15 queries;
- Collating staff queries with regards to contact with the subject;
- Communicating staff queries to the s.1 for response;
- Facilitating breaks for s.15

- Assisting with staffing resources to name unknown contacts identified on s.15
- Providing s.15 with regular updates on the s.15 and
- Ensuring s.15 is downloaded, named, and filed.
- Ensure s.15 are relieved for breaks. s.15 is a priority s.15

s.15

Appendix S: Phase two specific duties

s.15

Appendix T: Phase three specific duties

s.15

Appendix U: Phase four specific duties

s.15

Appendix V: Phase five specific duties

s.15

Appendix W: Notification checklist

Brief speaking points for notification:

- An [I/M / staff / contractor] has tested positive for COVID-19.
- s.15
-
- You will be notified if you are identified as being at risk of potential exposure from the subject.
- s.15
- Keep up with handwashing and workstation cleaning protocols.

COVID-19 positive initial notification checklist:

- ☐ s.15 and s.15 (warden)
- ☐ Managers (if outside of regular hours) s.15
 - Capture in notes.
- ☐ Health care
 - s.15
 -
 -
- ☐ Supervisors and officers s.15 with ADW, Regs in attendance)
 - Report back when complete. Capture notification in notes.
- ☐ Inmates (supervisors to notify) s.15
 - Report to ADW, Regs when complete. Capture notification in notes.
- ☐ Control officers and prowls who did not attend s.15 (ADW, Regs to notify)
 - Notify s.1 when complete. Capture notification in notes.
- ☐ A&D officers who did not attend the s.15 (ADW, Regs to notify)
 - Notify s.1 when complete. Capture notification in notes.
- ☐ Seg officers who did not attend the s.15 (ADW, Regs to notify)
 - Notify s.1 when complete. Capture notification in notes.
- ☐ Admin – front office (warden to notify)
 - Notify s.1 when complete. Capture notification in notes.
- ☐ Admin – Stores (Programs manager to notify)
 - Notify s.1 when complete. Capture notification in notes.
- ☐ Admin – victim notifiers and file clerk (ADW, A&D to notify)

☐ Justice partners (ADW, A&D)

s.15

- Capture in notes.
- Notify s.1 when complete. Capture notification in notes.

☐ Honeywell employees (ADW, Regs to notify)

- Notify s.1 when complete. Capture notification in notes.

☐ Honeywell subcontractors on site (Honeywell to notify)

- Notify ADW, Regs when complete. ADW, Regs to notify s.15 Capture in notes.

☐ Kitchen

- s.15
- Notify s.1 when complete. Capture notification in notes.

☐ Community Reintegration

- s.15
- Notify s.1 when complete. Capture notification in notes.

☐ Aboriginal liaison worker

- s.15
- Notify s.1 when complete. Capture notification in notes.

☐ Teachers

- s.15
- Notify s.1 when complete. Capture notification in notes.

☐ Any visitors in the building (example: Microserve, Telus, trainers, JIBC, HQ, etc).

- s.15
- Capture decision in notes.

s.15

Appendix X: PPE cart for living units on^{s.15}

Carts contain the following items:

s.15

Carts are stored^{s.15}