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C564431

March 13, 2020

All Staff  
Community Corrections Division

Re: COVID-19 Update

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Earlier this morning we all received a Memo from our ADM Elenore Arend, updating staff on what we know today regarding measures to manage the potential spread of the COVID-19 virus. I wanted to follow up that message with some additional details of importance to Community Corrections Division staff.

First, while the risk of transmission to British Columbians remains low, it is important for all of us to exercise reasonable caution and take appropriate steps to keep ourselves and others safe as we all work to reduce the spread of this illness. As already outlined, proper hygiene including regular handwashing and maintaining social distance measures are critical steps for each of us. All unnecessary travel, outside of Canada, should be curtailed, mindful of the requirement for anyone leaving Canada to self isolate for 14 days upon return. For many of us, myself included, this has meant a very rapid change in our holiday plans this spring. I note that the BC Public Service Agency is completing work on an FAQ document which will provide clarity around leave benefits and expectations when self isolation is required.

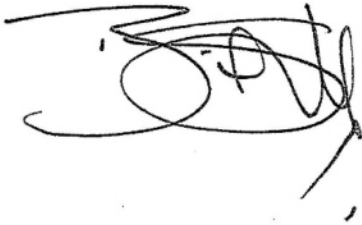
Health information continues to evolve rapidly, and for this reason, BC Corrections' senior managers are briefed each day regarding the status of viral transmission across BC, along with health measures to continue to manage this. The Community Management Committee is also meeting every day to review this information and to follow up on feedback and questions that you raise in your worksites. We will continue this until the health situation in BC is stable and our operations are back to normal. For this reason, any questions you have regarding health and/or operational impacts should be directed to your supervisor who will, in turn, relay these to regional directors for our daily operations meetings. CMC is committed to ensuring you have the information you need to manage your safety and that of your co-workers and clients.

We continue to review our operations throughout the day and will continue to update you regularly. Some of the areas being considered include the status of scheduled in-person training, itinerant office coverage, home visits, the delivery of Core programs and contracted office cleaning protocols. It is also critically important for each of us to monitor our own health; if we are experiencing any cold or flu symptoms, please stay home and seek appropriate medical advice. Similarly, clients should be screened for any symptoms and their appointments rebooked or conducted remotely until they are symptom-free. More details

about signage for the front door asking clients not to enter if they have cold/flu like symptoms will be provided soon.

Your health and that of your families is our first priority. We have an important role in maintaining public safety, but that starts with each of us staying safe in order to continue our important work.

Thank you for continuing to keep your leadership team updated on any questions or concerns that come up in your offices so that we can ensure you have what you need in your roles. An FAQ is being developed and will soon appear on CorrPoint for your reference.

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish at the end.

Bill Small  
Provincial Director

C564606

March 20, 2020

All Staff  
Community Corrections Division

Re: Interim Policies for Community Corrections

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As part of the Community Corrections Division's commitment to reducing the transmission of COVID-19, the following interim policies are effective immediately:

Court referrals:

- Clients reporting in person from court to a court office, are directed to **report by phone** to the appropriate receiving office. The court office confirms current telephone numbers and alternate numbers for the client prior to sending the referral.
- The receiving office admits the client into CORNET when phone contact has been established. The probation officer who receives this phone call conducts a verbal intake with the client, making an interim assessment of risk which will determine whether the client can continue to report by telephone or whether in-person reporting will need to be established. Refer to the Interim Levels of Intervention principles in section 2.4.5 of the *Community Corrections Policy Manual*.
- If the client fails to report by phone to the receiving office, the referral is returned to the court office for consideration of enforcement action. The receiving office makes every reasonable effort possible to contact the client, using multiple attempts, prior to returning the referral to the court office.

Client transfers:

- If an existing client subject to telephone reporting moves to the catchment area of another office, they will remain under the supervision of the current office unless exceptional circumstances or unique circumstances warrant otherwise. The current office is most familiar with the client, and, as such, challenges associated with assuming supervision of a client unknown to a new catchment area are reduced.
- If an existing client subject to in-person reporting based on assessed risk moves to the catchment area of another office, supervision is transferred to the new office.

Client release:

- Adult Custody Division staff will direct clients, upon release, to report by telephone to the appropriate receiving community office.

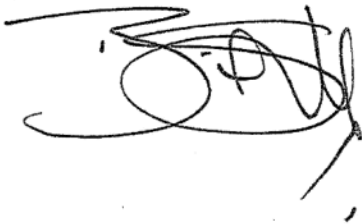
Letters of permission:

- Letters of permission may be sent to the client through email as an encrypted document. The authorized encryption process is attached in the email and can be found here on CorrPoint. The outgoing transfer of documents without encryption is not permitted. The letter of permission is to be scanned or sent as a photograph (JPEG) to ensure the original direction is not altered.
- All letters of permission are to be reviewed verbally with the client to ensure the client understands the full scope of the permission letter.

CPIC:

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Questions relating to these interim policies may be directed to Kyla Wiersma, policy and program analyst, at 236-912-2017 or [Kyla.Wiersma@gov.bc.ca](mailto:Kyla.Wiersma@gov.bc.ca).

A handwritten signature in black ink, appearing to read 'Bill Small', with a stylized flourish at the end.

Bill Small  
Provincial Director

## APPENDIX A

### Removing Disposable Gloves

Remove disposable gloves as soon as possible if they become damaged or contaminated. Remove them after you have completed the task that required gloves. Gloves should also be removed before leaving the work area. **Do not wash and reuse** your gloves. Use new gloves for each new task.

Follow these steps to make sure your hands do not contact any blood or body fluids left on used gloves:

#### 1. With both hands gloved:

- Grasp the outside of one glove at the top of the wrist. (See drawing below left.)
- Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.
- Hold the glove you just removed in your gloved hand. (See drawing below right.)



***Grasp the outside of one glove. Hold the glove with your gloved hand.***

#### 2. With the ungloved hand:

- Peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist (See drawing below left.)
- Turn the glove inside out while pulling it away from you, leaving the first glove inside the second. (See drawing below right.)



***Insert your fingers on the inside of the glove. Turn the glove inside out over the first glove.***

**3.** Dispose of the entire bundle promptly in a waterproof garbage bag.

**4.** Wash your hands thoroughly with soap and water as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

## **Wearing a mask**

While there are varying types of masks in circulation across the division, some basic principles to adhere to while wearing a mask as Protective Personal Equipment include:

- Check to make sure the mask has no defects prior to use;
- Place the mask over your nose, mouth and chin;
- Fit the flexible nose piece over the bridge of the nose;
- Bring both top ties to the crown of your head and secure with a bow;
- Tie bottom ties securely at the nape of your neck in a bow; and
- Remove the mask after you have completed the task by handling only the ties and untie the bottom tie followed by the top tie.

Remove disposable masks as soon as possible if they become damaged or contaminated. Masks should also be removed before leaving the work area.