


Chapter:	Contingency Plans	Classification:	Public Document
Subject:	Pandemic Situations		
For:	All Correctional Facilities	 Authorized by Executive Director	

## 1. Policy

- 1.1 All correctional facilities will maintain a contingency plan to identify and address operational, systemic and human resource concerns that may impact service delivery in the event of a pandemic situation.


## 2. Definitions

- 2.1 **Pandemic:** a disease occurring over a wide geographic area and affecting an exceptionally high proportion of the population.
- 2.2 **Phase:** the level of response by a correctional facility to be determined by the geographic location of the pandemic situation, that is necessary to sustain provincial correctional facility operations.
- 2.3 **Tier:** operational procedures that have been developed to respond to suspected or identified pandemic situation, within a correctional facility.
- 2.4 **Quarantine:** a restraint on the movement of persons or goods to prevent the spread of disease or pests. A quarantine can only be imposed by a public health official with ministerial designation.
- 2.5 **Personal Protective Equipment:** equipment that is approved and issued to staff, to be worn as a barrier when there is a risk for contracting a virus or bacteria (e.g., gloves, gowns etc.).
- 2.6 **Joint Contingency Planning Committee (JCPC):** committee members consist of managers and union representatives, who plan and implement contingency advisory measures based on Public Health's guidance.

## 3. Contingency Plans

- 3.1 Contingency plans to address pandemic situations will be developed in accordance with Policy and Procedures, Subjects
- 3.1.1 6.00.00, *General Requirements*
- 3.1.2 6.01.00, *Reduced Services*
- 3.1.3 6.13.00, *Business Continuity Plans*
- 3.1.4 this policy

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3.2 The JCPC, under the guidance of Public Health, will plan and implement contingency measures during a pandemic.

**4. Pandemic Phases**

4.1 The Director(s), Correctional Services responsible for provincial correctional facilities, will assemble the JCPC Committee during Phase 1.

4.2 The JCPC will ensure contingency plans address all four (4) phases of a pandemic response.

4.3 The Superintendent will ensure all contingency plans from the JCPC under the guidance of Public Health are implemented in the facility.

4.4 The four phases are defined as

4.4.1 **Phase 1:** confirmed pandemic by World Health Organization

4.4.2 **Phase 2:** confirmed infected person in North America

4.4.3 **Phase 3:** confirmed infected person in Nova Scotia by Chief Medical Officer, Department of Health

4.4.4 **Phase 4:** confirmed infected person in a provincial correctional facility by on-site health care in consultation with public health, or in the absence of on-site health care, by public health.

4.5 The tier system requires an action plan to be developed to address changes in operational procedures and has been categorized into three response protocols specific to

4.5.1 **Tier 1:** new admissions exhibiting symptoms or confirmed infected

4.5.2 **Tier 2:** isolating individual offenders exhibiting symptoms or who are confirmed infected


4.5.3 **Tier 3:** groups of offenders housed in living units that are exhibiting symptoms or confirmed infected

4.6 The contingency plan outlined by the JCPC under the guidance of Public Health will describe for all staff a detailed action plan relating to each phase/tier.

4.7 In facilities without on-site health care staff, contingency plans will give direction to staff regarding

4.7.1 infection control measures

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- 4.7.2 public health contacts
- 4.7.3 isolation and quarantine
- 4.7.4 ongoing care of an offender exhibiting symptoms

## 5. Communication

- 5.1 Following the confirmation of a pandemic situation, the Director(s), Correctional Services responsible for provincial correctional facilities, will notify facilities regarding implementation of the corresponding phase response as identified by the JCPC's contingency plans.
- 5.2 Contingency plans will identify a communication process in accordance with Policy and Procedures, Subject 6.00.00, General Requirements and Subject 6.10.00, Death or Serious Illness of an Offender.

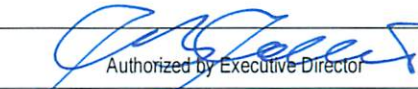
## 6. Admissions

- 6.1 Contingency plans will identify changes in admission procedures in accordance with a Tier 1 response. Changes will incorporate additional infection control precautions to assist in preventing the potential spread of the pandemic disease and at a minimum, will include
  - 6.1.1 Pandemic Screening Tool
  - 6.1.2 isolation procedures for newly admitted offenders
  - 6.1.3 personal protective equipment to be worn by staff and offenders
  - 6.1.4 in the absence of on-site health care staff, public health officials contact numbers
- 6.2 Contingency plans will identify at which pandemic phase, changes to the admission procedure will be incorporated. Changes will be consistent with other correctional facilities.

## 7. Kitchen Services

- 7.1 In addition to the requirements of Policy and Procedures, Subject 6.01.00, Reduced Services, contingency plans will include infection control measures to be implemented for meal service to infected offenders.

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**8. Laundry Services**

8.1 In addition to the requirements of Policy and Procedures, Subject 6.01.00, Reduced Services, contingency plans will incorporate infection control measures for staff and offenders providing laundry services.

**9. Administration**

9.1 In addition to the requirements of Policy and Procedures, Subject 6.01.00, Reduced Services, contingency plans will identify operational procedures to be implemented to communicate with sheriff and court services to address concerns regarding the transportation of an offender to court, at a minimum include

- 9.1.1 communication regarding infection control requirements while offender is being transported to/from or is in court
- 9.1.2 alternative processes to be implemented in the event an offender is unable to be transported to court due to a pandemic situation, such as video appearance rather than in-person appearance in court.

**10. Conditional Release**


10.1 Upon declaration of Phase 1, Manager, Policy and Programs responsible for conditional releases will review and expand, as appropriate, the list of offenders eligible for conditional release during a pandemic situation in accordance with Policy and Procedures, Subject 6.00.00, General Requirements and Chapter 35, Conditional Releases.

10.2 Upon declaration of Phase 3, conditional releases contingency plans will be implemented in accordance with provincial direction.

**11. Supplies**

11.1 In addition to the requirements of Policy and Procedures, Subject 6.01.00, Reduced Services contingency plans, supplies of personal protective equipment will be standardized and consistent across provincial correctional facilities.

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11.2 The JCPC will maintain a daily PPE inventory tracking during the pandemic.


**12. Isolation and Quarantine Zones**

- 12.1 Contingency plans will identify quarantine zones in accordance with the Tier response for the following:
  - 12.1.1 isolating offenders upon admission until cleared by health care
  - 12.1.2 in the absence of on-site health care, correctional staff will consult with public health to determine the period of time the offender will be isolated
  - 12.1.3 isolating individual offenders exhibiting symptoms or who are confirmed infected
  - 12.1.4 isolating groups of offenders exhibiting symptoms or who are confirmed infected
  - 12.1.5 quarantining individuals or groups suspected or known to have been exposed to the pandemic infectious agent
- 12.2 In the absence of on-site health care, correctional staff will contact public health to
  - 12.2.1 notify of symptoms the offender may be exhibiting while in isolation
  - 12.2.2 consult for direction regarding the ongoing care of an offender exhibiting symptoms

**13. Human Resources**

- 13.1 In addition to the requirements of Policy and Procedures, Subject 6.01.00, Reduced Services, the Director(s), Correctional Services responsible for provincial correctional facilities, will
  - 13.1.1 identify reassignment of staff, to other provincial correctional facilities, in the event of a closure or staffing emergency due to a pandemic situation
  - 13.1.2 consult with the Director of Sheriff Services and the Director(s) Correctional Services, regarding the reassignment of other Correctional Services Division employees to provincial correctional facilities, if other Correctional Services divisions are no longer operational due to a pandemic situation

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13.1.3 consult with human resources regarding emergency hiring practices to be implemented, in accordance with section 7 of the *Correctional Services Act*, in the event of a pandemic situation

**14. Staff Accommodations**

- 14.1 Contingency plans will identify
  - 14.1.1 accommodations established for staff reassigned from other provincial facilities
  - 14.1.2 areas within the correctional facility utilized for staff living quarters in the event of quarantine due to a pandemic situation

**15. Death of an Offender**

- 15.1 The contingency plan will identify procedures to be implemented in the event of a death in the facility where all normal methods of death declaration and body disposal outlined in Policy and Procedures, Subject 6.10.00, *Death or Serious Illness of an Offender*, are unavailable.