

**This message has been approved by Tanya Rowell, CEO of the Public Service Commission**

-Please post this message for employees who do not have computer access-

Today, Premier Dennis King and Chief Public Health Officer, Dr. Heather Morrison, announced 304 new cases of COVID-19 in Prince Edward Island for a total of 1,694 active cases. With a record number of cases and over 8,000 Islanders in isolation, we must continue to work together and do all we can to get through this as safely as possible. It's essential we adhere to [public health measures](#) at all times, to protect ourselves and others. Stay home if you aren't feeling well. [Get tested](#) if you have [symptoms of COVID-19](#), even after a previous negative test, and [self-isolate](#) until tested and until a negative result is received.

- **If you have tested positive for COVID-19, have been notified you are a close contact, have symptoms or concerns about possible COVID-19 exposure, and/or have been advised that you need to be [tested](#) and/or [self-isolate](#), talk with your Supervisor as soon as possible.**
- **Supervisors, please work confidentially and directly with your HR Manager to confirm appropriate measures to be taken at the workplace, whether the [Test to Stay Policy](#) is a suitable consideration, and to develop a plan for your employee's safe return. Employees are not to return to work until they have consulted with their Supervisor and HR Manager.**
- **If you have questions on items related to COVID-19, but not related to your workplace:**
  - For People Who Test Positive: [www.princeedwardisland.ca/TestedPositive](http://www.princeedwardisland.ca/TestedPositive)
  - For Close Contacts: [www.princeedwardisland.ca/CloseContact](http://www.princeedwardisland.ca/CloseContact)
  - General COVID-related Inquiries [1-800-958-6400](tel:1-800-958-6400).
- If you're struggling, don't hesitate to reach out to your **Employee Assistance Program** for confidential and professional counseling and resources at (902) 368-5738, (toll-free) 1-800-239-3826, or [eap@gov.pe.ca](mailto:eap@gov.pe.ca). For more information, please see: <https://psc.gpei.ca/employee-assistance-program>.
- **You are not alone in this. If you and/or your team have additional questions and/or support needs through this challenging time, please contact your Supervisor or HR Manager.**

### **Schools**

- The opening of public and private schools to in-class learning is delayed until January 17, with a further assessment this week. The province has a number of [school aged child care and other supports](#), including a School Age Child Care Allowance Program, available to Island families of school age children during the in-class school closure.
- If your child's school is closed and you can't arrange childcare, as noted in the [December 30th Employee Update](#), please talk with your manager about possible options to work from home, to modify your work hours, or about leave options. Departments are being asked to be as flexible as reasonably and operationally possible.

**Continued adherence to the following important workplace measures is essential:**

- Employees and clients who are required to self-isolate **are not** permitted to enter a Government site; per the [Civil Service COVID-19 Exclusion Policy](#).
- Departments and agencies are to continue to facilitate any staff who can effectively work remotely to do so until further notice. All meetings are to be held remotely where possible and services are to be offered virtually during this time where feasible. Public access is to be limited and if a service cannot be offered virtually, it must be done safely and in accordance with CPHO guidelines. Departments and agencies are to communicate with their staff and clients as soon as possible to advise of any process or service amendments.
- **Those who are in the workplace must adhere to public health measures at all times (including during on-site lunch and break times)**, wipe down high touch surfaces in common areas such as photocopy rooms and lunch areas after use, and are to avoid unnecessary visits to other offices, shared spaces or public areas to limit in-person interactions.
- Strict physical distancing between people from different households is required in ALL workplaces, businesses, organizations and organized events.
- Workplaces must ensure measures remain in place to maintain physical distancing and ensure monitoring of and adherence to same. Retail services and store front services (e.g. Access PEI, LCC Stores, Taxation Payments) will continue to provide services within current public health measures, i.e. physical distancing, limited to 50% capacity.
- [Get vaccinated](#) against COVID-19 if you are eligible, including getting a booster six months after last dose.
- [Wearing a mask is mandatory in indoor public places](#), see [Civil Service Mask Protocol](#). A three layer, well-fitting mask is recommended. Staff may also choose to double mask if they wish. It is important to note that some departments may have more specific safety requirements regarding masks and other personal protective equipment (PPE) in place, given the nature of their services. This is not meant to supersede that direction.
- Visitors coming into buildings are to be screened with the [Screening Script](#).
- [Travel](#): Out-of-province travel should be restricted to essential travel only.
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

Thank you for all that you do to adhere to public health measures to keep you, your family, and Islanders safe. Remember, together we will get through this.

Tanya