

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

-Please convey this message to any employees who do not have computer access-

Yesterday, Premier Dennis King and Chief Public Health Officer, Dr. Heather Morrison delivered exciting news in the form of [Moving Forward](#), a careful, well-thought-out 5 step provincial [re-opening plan](#) for easing travel and public health measures in Prince Edward Island (<https://www.princeedwardisland.ca/en/news/province-unveils-new-moving-forward-plan>). Together, our perseverance and commitment to adhering to public health guidance has made a difference and contributed greatly to where we are today. Let's keep going, we're getting closer to that finish line each day!

Prince Edward Island's COVID-19 immunization program is well underway. Please visit <https://www.princeedwardisland.ca/en/information/health-and-wellness/getting-covid-19-vaccine> for more information about getting your **COVID-19 vaccine**.

**All employees must continue to monitor for [symptoms](#)** of COVID-19 and report to their Manager immediately if they have concerns about possible COVID-19 exposure or symptoms. Anyone who develops symptoms of COVID-19 at work must immediately perform hand hygiene, report to their Manager, avoid contact with staff, leave as soon as it is safe to do so, and visit a Drop-In Testing Clinic. Managers should then consult with their HR Manager on next steps.

**If Public Health has advised that you need to be [tested](#) and [self-isolate](#)**, you should arrange to get tested and contact your Manager as soon as possible. Managers should then consult with their HR Manager on appropriate next steps.

**It's important to continue to adhere to the following measures to prevent the spread of COVID-19 in the workplace:**

- Stay home when ill and [get tested](#) if you experience any [symptoms of COVID-19](#). **Information on testing clinics** can be found at <https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-testing-pei>.
- Screen all clients and visitors before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Please adhere to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensure clients and other visitors are advised of mask expectations before their arrival.
- Ensure **physical distancing (2m/6ft) at all times** in your workplace and in common areas such as elevators, hallways, boardrooms, stairs, lunchrooms, etc. This may include staggering lunch breaks, booking larger boardrooms, limiting the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, and meeting virtually or via teleconference.
- Wash your hands and avoid touching your face with unwashed hands, cover your cough or sneeze with tissues or your sleeve, and ensure enhanced cleaning of commonly touched surfaces.
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

**Employee Assistance Program (EAP)**

You have access to confidential and professional counseling and resources. EAP is here to help and can be reached at (902) 368-5738, toll-free at 1-800-239-3826, or at [eap@gov.pe.ca](mailto:eap@gov.pe.ca).

**If you have any questions or require more information, please reach out to your Manager or HR Manager.**

Thank you, and keep up the great work everyone!