

**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-

Today, our Chief Public Health Officer, Dr. Heather Morrison, announced 1 new case of COVID-19 for a total of 12 active cases in Prince Edward Island. Across Canada, we are seeing a 21% increase in the number of new cases reported and it is extremely important that we continue to do our part to adhere to public health guidance to keep you, your family, co-workers and Islanders safe. Together, we make a difference for so many.

The **COVID-19 immunization program** is 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 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.

**Please 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](#), even after a previous negative test, and [self-isolate](#) until the results come back. **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.
- Download the free national [COVID Alert app](#), which will let you know if you have been exposed to someone who has tested positive for COVID-19.
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

**Employees are urged to avoid interprovincial travel** at this time. If you must travel, you must follow CPHO advice and learn what is required at <https://www.princeedwardisland.ca/en/topic/travel>. If you are required to self-isolate following your travels, please talk with your manager in advance about the option of working from home during your self-isolation period. If this option is not possible, you may apply to work isolate through the online application at <https://www.princeedwardisland.ca/en/information/health-and-wellness/work-isolation> provided you have your employer's support to work isolate if approved. It is recommended that you discuss the application with your manager before submitting the application and before you leave the province. **Managers are to discuss work isolation requests with their Director and Human Resource Manager.** Employees who **do not apply or are not approved to work isolate** and are required to self-isolate for 14 days upon return, must use vacation or other accrued leave during the self-isolation period if not approved to work from home. Sick leave is not available unless symptomatic.

**Employee Assistance Program (EAP)**

You have access to confidential and professional assistance and resources. Please don't hesitate to reach out when you feel overwhelmed. We are here to help whenever you may need it 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 enjoy the rest of your week!