

## **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-

This week, Premier Dennis King and Chief Public Health Officer, Dr. Heather Morrison, announced a step-by-step plan to ease public health measures as we transition out of a public health state of emergency and learn to live with COVID-19. The [Moving On- Transition Plan to Living with COVID-19](#) is based on three (3) steps, over the course of six (6) weeks and will be evaluated at each respective step. Please take a moment to review the Plan as it provides important information on the gradual relaxation of measures for personal and organized gatherings, sports and recreation, travel isolation and testing, in-room dining and other public health measures. More on Tuesday's announcement can be [found here](#).

### **What does this mean for Civil Service employees and operations?**

As leaders in our Provincial workforce we all have a role to play in ensuring that our Island is as safe as possible, while we continue to deliver effective programs and services. The gradual reopening of our communities and businesses alike will take coordination and cooperation from all Islanders, which we will be here to support. Instructions on each phase can be found below:

#### **Currently (until February 17):**

- **All employees who can, are to continue to work remotely.** Only those who cannot work from home and must be onsite to execute their duties are to be at their place of employment.
- **Those who are in the workplace must adhere to [public health measures](#) at all times.** Wipe down high touch surfaces in common areas such as lunch areas after use and avoid unnecessary visits to other offices, shared spaces or public areas to limit in-person interactions.
- **All meetings are to be held remotely and services are to be offered virtually where possible.**
- **Store front services (e.g. Access PEI, LCC Stores, Taxation Payments), museums, libraries, etc.** continue to operate within retail public health guidelines, i.e. limited to 50% capacity.
- **[Wearing a mask](#)** is required in indoor public places and workplaces where distancing cannot be maintained, see [Civil Service Mask Protocol](#).
- **[Travel](#):** Out-of-province travel should be restricted to essential travel only.

#### **Steps 1-3 of the Moving On- Transition Plan to Living with COVID-19:**

**To support a successful transition through the 3-step Plan, all civil service employees who can effectively and seamlessly work from home, are asked to continue to do so over the next six weeks.**

Those whose work is most efficiently performed onsite should work at their place of employment, provided physical distancing and adherence to [public health measures](#) is maintained at all times. Where feasible, meetings should be held remotely during this time. Please follow up with your supervisor if you have any questions about your specific arrangement.

#### **Step 1- February 17**

- **Store front services (e.g. Access PEI, LCC stores, Taxation Payments), museums, libraries, etc.:** up to 50% capacity and are required to maximize use of space to allow for as much physical distancing as possible
- **[Wearing a mask](#)** is required in indoor public places and workplaces where distancing cannot be maintained, see [Civil Service Mask Protocol](#).

- Assess the risk to yourself and to others before travelling

### Step 2 – est. March 17

- **Store front services (e.g. Access PEI, LCC stores, Taxation Payments), museums, libraries, etc.:** up to 75% capacity and are required to maximize use of space to allow for as much physical distancing as possible
- **Wearing a mask** is required in indoor public places and workplaces where distancing cannot be maintained, see [Civil Service Mask Protocol](#).
- Assess the risk to yourself and to others before travelling

### Step 3- est. April 7

- Anticipated further relaxation of measures in April such as no required masking in indoor public places, no testing or screening at points of entry, and no gathering limits.
- Aim to phase out the remaining public health measures, while still encouraging residents and visitors to evaluate their own risk levels.
- Remote work arrangements continue to be encouraged where efficient and feasible, in accordance with the [Remote Work Guidelines](#).

### **In addition to the above, continued adherence to the following is required:**

- 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 are to then work confidentially and directly with their HR Manager to confirm appropriate measures to be taken at the workplace as well as a plan for the employee's safe return. **Employees are not to return to work until they have consulted with their Supervisor and HR Manager.**
- 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](#).
- Workplaces to ensure measures remain in place to maintain physical distancing and monitoring of and adherence to same.
- [Get vaccinated](#) against COVID-19 if you are eligible, including getting a booster six months after last dose.
- Visitors coming into buildings are to be screened with the [Screening Script](#).
- 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 is available 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>.

### **Family Violence Prevention**

During these challenging times, there can be new or heightened risks of family violence. For some employees, it might be safest to work from the office instead of working from home. If you or someone you know needs help and don't know where to start, [click here](#), dial 2-1-1 or go to <https://pe.211.ca/> for more information about assistance and supports for family violence in Prince Edward Island. Please also contact your Supervisor or HR Manager to discuss options that support your safety and well-being. [Addressing Family Violence: A Guide for PEI Workplaces](#) provides important information for both employees and employers. [Family Violence Prevention Training](#) is available for employees and supervisors on March 9, 2022 – 9:00am-12:00pm. For more information and to register, [click here](#).

**If you and/or your team have additional questions and/or support needs, talk with your Supervisor or HR Manager.**

Thank you,

Tanya