

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

-Please share this message with any employees who do not have computer access-

As we embark on the holiday season, we appreciate members of our civil service are looking at ways to safely come together and celebrate, while remaining mindful of the ongoing fourth wave of the COVID-19 pandemic. [Public Health measures](#) must be adhered to when considering holiday gatherings options, and for helpful guidelines, check out the Province's [Holidays, Celebrations and Observances Guidance](#). It is critical that everyone considers the risks including individual levels of risk such as personal health status, vaccine status and that of others, the types of activities and events you would be participating in, as well as the level of COVID-19 presence in the community. Do not attend holiday gatherings or events if feeling unwell and [get tested](#) if experiencing any [symptoms of COVID-19](#).

If sharing food at gatherings:

- Ensure anyone preparing and/or dispensing food washes their hands before and after.
- Buffets and self-serve stations are permitted, provided public health measures are followed (distancing, masking and hand hygiene). Do not have shared or communal dishes (such as shared bowls of chips or dips) that do not have utensils or that are not individually portioned.
- Licensed food premises must follow the [Food Premises Guidance](#) for serving food.

The following important public health measures remain in place:

- [Get vaccinated](#) against COVID-19 if you are eligible.
- [Wear a mask](#) in indoor public places, see [Civil Service Mask Protocol](#).
- Practice physical distancing of 2m/6ft. and wash your hands frequently.
- Stay home when you are sick or experiencing [symptoms of COVID-19](#). [Get tested](#) if you are experiencing symptoms of COVID-19 (even if the symptoms are mild).
- Report to your Manager immediately if you have symptoms or concerns about possible COVID-19 exposure or if Public Health has advised that you need to be [tested](#) and/or [self-isolate](#). 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 arrange to be tested. Managers should then consult with their HR Manager on next steps.
- Visitors coming into buildings are to be screened with the [Screening Script](#).
- [Travel](#): Work related out-of-province travel should be restricted to essential travel only.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for updates from the Chief Public Health Office.

If you are struggling, help is available

Your **Employee Assistance Program (EAP)** provides confidential and professional counseling and resources. EAP can be reached at (902) 368-5738, toll-free at 1-800-239-3826, or at eap@gov.pe.ca. For more information, please go to <https://psc.gpei.ca/employee-assistance-program>.

If you have any questions, please connect with your Manager or HR Manager.

Thank you,

Tanya