

***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-

Earlier this week, our Chief Public Health Officer, Dr. Heather Morrison, confirmed two new positive cases of COVID-19 for our province and urged Islanders to follow New Brunswick COVID-19 travel advisories.

**Anyone returning from travel to the Moncton and Campbellton regions of New Brunswick should be extra vigilant about following infection control practices upon returning home and should:**

- wear a mask at all times while at work and in public settings for the next two weeks;
- closely monitor for [symptoms of COVID-19](#), and visit a [Drop-in Testing Clinic](#) to be tested if symptoms develop;
- avoid public places, unless it is essential; and
- limit contact with others outside of your close circle of contacts and household and avoid large gatherings.

This guidance will remain in place until New Brunswick public health officials declare the outbreak is over.

### **COVID Alert App**

As an additional layer of protection, you are encouraged to download the free [COVID Alert App](https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app) (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

**The following measures are most effective in preventing the spread of COVID-19 in the workplace; it is critical that these measures continue:**

- Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop In Testing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-in-pei>).
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc.
- Washing your hands and not touching your face with unwashed hands; covering your cough or sneeze with tissues or your sleeve; and enhanced cleaning of commonly touched surfaces.
- When physical distancing or a physical barrier is not possible, staff and clients are to follow the Civil Service Mask protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/Mask%20Protocol.pdf>.
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for CPHO updates.

### **Screening Tool**

All clients and visitors must be screened before entry using the screening tool at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTools20200917.pdf>. Employees, visitors and clients who have been outside of the Atlantic provinces within the last 14 days who are required to self-isolate are not permitted to enter a Government site.

**All staff must self-monitor for symptoms of COVID-19 and report to their supervisor immediately if they have concerns about possible COVID-19 exposure or possible symptoms.**

Any staff member developing symptoms of COVID-19 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) 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 Departmental HR Manager on appropriate next steps.

**Are You Struggling?**

Your **Employee Assistance Program (EAP)** is confidential, here and available for you. EAP Counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at [eap@gov.pe.ca](mailto:eap@gov.pe.ca).

**If you have any questions or concerns, please contact your Manager or your departmental Human Resource Manager directly to discuss.**

Thank you