

**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 -

Our Chief Public Health Officer, Dr. Heather Morrison, announced 1 new positive case of COVID-19 in Prince Edward Island on Tuesday, for a total of 9 active cases. It is important that we remain vigilant and continue to follow public health advice. As your employer, we continue to work closely with the Chief Public Health Office and will adhere to all the directed public health measures to ensure the continued safety of you, our clients and Islanders.

Civil Service Mask Protocol

Sites and services have implemented operational plans and modifications and safety protocols over the last few months, such as physical distancing, the installation of physical barriers, as well as ensuring hand hygiene and enhanced cleaning and screening protocols are in place. Masks do not need to be worn in areas where physical distancing is maintained or a physical barrier, such as plexiglass, is used.

Non-personal protective equipment (PPE) controls should be put into place before masks are considered. The following measures are most effective to preventing the spread of COVID-19 in the workplace; it is critical that these measures continue:

- Staying home when ill
- Limiting the number of people in the workplace at any given time by having people work remotely where possible, limiting public access, modifying staff scheduling, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet)
- Washing your hands and not touching your face with unwashed hands
- Covering your cough or sneeze with tissues or your sleeve
- Enhanced cleaning of commonly touched surfaces

What if physical distancing cannot be maintained and a physical barrier is not possible at my workplace?

Where a department determines that employees absolutely cannot maintain 6 feet physical distance, and a physical barrier is not possible, they may provide non-medical masks to employees in accordance with CPHO guidelines at: [Masks in the Workplace Guidance](#). If you have questions, please contact your manager. If managers or directors require assistance in accessing or procuring non-medical masks, they should contact their respective Department Emergency Services Officer (DESO).

It is important to note that some departments may have more specific safety requirements regarding masks and other PPE in place given the nature of their services and this is not meant to supersede that direction.

What if I still want to wear a non-medical mask at work even though physical distancing can be maintained or physical barriers are in place?

An employee may choose to wear a non-medical mask in their workplace where physical distancing is maintained or a physical barrier is in place, however they should follow the guidelines outlined by CPHO at [Wearing NMM in the Community](#), and are responsible for providing their own masks. Please be mindful when purchasing cloth masks that they are appropriate for the workplace.

What about clients and visitors?

The Chief Public Health Office strongly recommends non-medical mask use in the community in public indoor places where they are not able to keep a distance of 6 feet. Sites and services are asked to encourage clients and visitors to wear their own non-medical masks when they are not able to keep a distance of 6 feet.

Important to Note:

Masks are effective in protecting those around the person wearing them, rather than protecting the wearer themselves. Good screening protocols, hand hygiene and physical distancing where possible remain vital in containing the spread of COVID-19.

All clients and visitors must be screened before entry using the current [screening tool](#).

Employees, visitors and clients who have been outside of the four Atlantic provinces within the last 14 days and 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 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 call 8-1-1 to be screened for testing. Managers should then consult with their Departmental Human Resource Manager on appropriate next steps.

Anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner or call 8-1-1.

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

Thank you