

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

- Please convey this message to any employees who do not have computer access-

Renew PEI Together, Civil Service Ease Back Plan

Today marks the start of Phase 2 in [Renew PEI Together](#). Phase 1 went very well, and we will continue with our careful, gradual and measured approach in phases 2 and 3. Thank you all for your continued commitment as we move through these phases safely and together. The safety of our employees and Islanders is our top priority, and we will continue to follow the guidance of our Chief Public Health Officer, Dr. Heather Morrison, to make decisions.

All operations are encouraged to continue to offer virtual services throughout all of the phases, where feasible. Limit unnecessary visits to other offices, shared spaces or public areas. Meetings are to be held via video conferencing, teleconference or telephone where possible. Employees who can work productively remotely should continue to do so. Physical distancing, limiting access to the public, good hand hygiene, enhanced cleaning and disinfection of commonly touched surfaces and ensuring people stay home when sick is very important as we move forward through the phases.

Please visit the [Closures, and Re-openings](#) section of the *Renew PEI, Together* website for the full list of what government sites and services are opening when. Many of these services are by appointment only. Departments will continue to communicate with staff regarding details such as which departmental services are opening when, return to work dates for those working remotely and any amendments to work processes, etc.

The Public Administration Buildings (PAB: Shaw, Sullivan & Jones Buildings) in Charlottetown

- The PAB will open on a limited basis as of May 25. Services opening this week in the PAB will mainly be by appointment only.
- PAB doors will be unlocked May 25, but access will be restricted to those who have an appointment or approval to enter for the services open to the public.
- Commissionaires will return to their posts at all access points in the PAB on May 25.
- Commissionaires will be responsible for completing the COVID-19 screening for anyone entering the PAB.
- There will be no "general access" to the PAB until further notice.

Directors, Managers & Supervisors: Cleaning and Social Distancing Supplies and Responsibilities

- The Department of Transportation, Infrastructure and Energy (TIE) has distributed social distancing materials and cleaning supplies to building managers.
- Enhanced cleaning of high touch areas twice daily is the responsibility of TIE or building landlords.

- For buildings with small numbers of staff, cleaning products are provided, and staff are expected to wipe down these common surfaces.
- Any additional cleaning required during the day (e.g. between client appointments) is the responsibility of staff. How this will be done is the responsibility of management and should be included in site/service operational plans using the CPHO template at <https://www.princeedwardisland.ca/en/publication/covid-19-operational-plan-template> and communicated clearly to staff.
- Managers are to ensure services and processes are modified to adhere to CPHO requirements on physical distancing etc. before staff return to the worksite.
- Site/service managers (including those in the PAB) need to determine how and where to use floor markers as this very much depends on the service, site and volume of clients.
- As a reminder, "Guidelines for Preparing Facilities to Receive Employees" are available at <https://psc.gpei.ca/sites/psc.gpei.ca/files/GuidelinesforPreparingFacilitiesPEIMay7.pdf> and the broader Civil Service Operational Plan can be found at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVID-19CivilServiceOperationalPlanRenewPEITogetherMay7.pdf>.

General Protocols for Everyone

- ✓ Practice frequent [handwashing](#) (if not possible, use a hand sanitizer that contains 60% - 80% alcohol), coughing or sneezing into an elbow and avoid touching their face.
- ✓ Ensure physical distancing of 2 meters or 6 feet at all times. Many worksites have plexiglass barriers and/or floor markers already in place to assist in this.
- ✓ Limit unnecessary visits to other offices, shared spaces or public areas.
- ✓ Limit public access; meetings are to be held via video conferencing, teleconference or telephone where possible.
- ✓ Signage will be in place for the safe use of elevators, washrooms and common areas.
- ✓ Elevators are limited to 1 person at a time.
- ✓ Washroom capacity will be limited to 1-2 people at a time, depending on the washroom size/layout.
- ✓ Where appropriate, managers to consider having clients wait in their vehicle for their appointment and come in when they are contacted to do so. If clients must come to a waiting room, chairs must be arranged to maintain physical distancing at all times.
- ✓ Avoid greetings that involve touching, such as handshakes.
- ✓ Use paper towels instead of reusable dishcloths in the lunchrooms.

- ✓ Wipe down high touch surfaces in common areas such as boardrooms and photocopy rooms after use.
- ✓ Employees are to clean their work surfaces and tools of workspaces regularly with cleaning products & supplies provided.
- ✓ Carpool or share drives if physical distancing is maintained.
- ✓ Familiarize yourself with the following COVID-19 Employee Exclusion policies located at the [PSC website](#).
- ✓ Continue to stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates regarding COVID-19.

Summer Hours

As a reminder, in consideration of the COVID-19 pandemic, and our phased approach in accordance with [Renew PEI Together](#), **summer hours for 2020 will be in effect for the period of June 8, 2020 - October 9, 2020 (8:00 am - 4:00 pm)**. This will allow the needed time to ensure public access to government sites when they are reopened. As in previous years, employees will have a half-hour lunch break as they are required to work 37.5 hours per week.

Telework Guidelines

The Telework Guidelines are on our PSC Website <https://psc.gpei.ca/sites/psc.gpei.ca/files/5.05%20Telework%20Guidelines.pdf>. As outlined in the Guidelines, the Employer recognizes the benefits that a flexible work arrangement such as a telework option can present and encourages departments and agencies to implement telework arrangements where it is operationally and economically feasible to do so for those employees who will be working remotely, part-time or full-time, over the longer term.

Records Management Reminder

ITSS has noted that the level of activity on the shared drives has not been as high as anticipated, and would like to remind everyone of the importance of continuing to ensure the integrity of the records. Please save all documents that have been worked on, since February 23, to the appropriate shared drive to adhere to proper Records Information Management requirements.

Your **Employee Assistance Program (EAP)** is 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.

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

Together we have achieved a great deal over these past 10 weeks to keep our Island safe. Thank you for all you have done and continue to do. It makes a difference to so many.

It looks like a beautiful day out there this afternoon, I hope you have the opportunity to take some time for you and enjoy this weekend.