

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-

Today, our Premier and Chief Public Health Officer, Dr. Heather Morrison, announced the implementation of a **“Circuit Breaker”**, as a result of the increased number of COVID-19 cases. These measures are **effective Sunday, February 28 at 8 a.m.** for a two week period, with regular assessment and amendments implemented as needed during that time (https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-circuit-breaker-measures-28-february-2021#utm_source=redirect&utm_medium=url&utm_campaign=CircuitBreaker).

Among the additional public health precautionary measures, retail operations can operate at 50% of standard operating capacity provided entrances and exits are monitored, museums and libraries can operate at up to 50% capacity; and restaurants will be closed to in-room dining but may open for take-out and delivery. Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

✓ **What does this mean for Civil Service employees?**

- Deputy Ministers and CEOs are working with their Directors and staff on any necessary operational amendments as a result of today’s announcement. Departments and agencies are to communicate with their staff and clients as soon as possible to advise of any process or service amendments.
- Those currently working remotely should continue to do so, and any staff that need additional consideration should check with their Manager.
- All meetings are to be held remotely during this time where possible and services are to be offered virtually where feasible. Public access is to be limited and if a service cannot be offered virtually, it must be done safely and in accordance with CPHO guidelines.
- Limit unnecessary visits to other offices and shared spaces and adhere to all prevention measures noted below.

✓ **Service Delivery**

Departments and agencies are to determine how best to provide services to the public within the new restrictions. This may mean offering more services remotely or providing curbside pick-up/drop-off. Store front services (e.g. Access PEI, LCC Stores, Taxation Payments), libraries and museums will continue to provide services within the new guidelines, i.e. limited to 50% capacity.

✓ **CPHO has advised of potential exposure to COVID-19 at:**

- Superstore, Montague
- Tailgate Bar & Grill, Montague
- Pita Pit, Summerside
- Callbecks Home Hardware, Summerside
- Burger King, Summerside
- Dollarama, Summerside
- Shoppers Drug Mart, Summerside
- Dominos Pizza, Summerside
- Iron Haven Gym, Summerside
- The Breakfast Spot, Summerside
- Taste of India, Charlottetown
- Toys R Us, Charlottetown

Please carefully review the places, dates, times, requirements and check regularly for additional potential exposures provided at: <https://www.princeedwardisland.ca/en/information/health-and-wellness/potential-covid-19-exposures> and if necessary, be tested for COVID-19.

- ✓ **Information on testing clinics** can be found at <https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-testing-pei>.

- ✓ **All employees must self-monitor for [symptoms](#) of COVID-19 and report to their Manager immediately if they have concerns about possible COVID-19 exposure or symptoms.** 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 visit a Drop-In Testing Clinic. Managers should then consult with their HR Manager on the next steps. **If Public Health has advised that you need to be [tested](#) and [self-isolate](#)**, you should arrange to get tested and contact your Manager as soon as possible. Managers should then consult with their HR Manager on appropriate next steps.

✓ **The following measures must continue to prevent the spread of COVID-19 in the workplace:**

- Stay home when ill. Anyone experiencing symptoms should contact their family physician, nurse practitioner, call 8-1-1 or visit a COVID-19 Drop-In Testing Clinic.
- Screen all clients and visitors before entry use the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Adhere to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensure clients and other visitors are advised of mask expectations before their arrival.
- Ensure physical distancing (2m/6ft) at all times in your workplace and in common areas such as elevators, hallways, boardrooms, stairs, lunchrooms, etc.
- Limit the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services where feasible.
- Wash your hands and avoid touching your face with unwashed hands, cover your cough or sneeze with tissues or your sleeve, and ensure enhanced cleaning of commonly touched surfaces.
- Download the free national [COVID Alert app](#), which will let you know if you have been exposed to someone who has tested positive for COVID-19.

If you have any questions or require more information, please don't hesitate to reach out to your Manager or your HR Manager.

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. Thank you for your continued commitment and for doing your part.

Tanya