

**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, Premier King and Chief Public Health Officer Dr. Heather Morrison announced the implementation of **Modified Alert Level Red Restrictions, effective as of 12:01 a.m., Monday, March 1, 2021**, for a 72-hour period (<https://www.princeedwardisland.ca/en/news/modified-red-restricted-measures-prince-edward-island-five-new-cases-announced>).

During this 72 hour period, Islanders should stay at home as much as possible, only going out for essential purposes. Personal gatherings are limited to households and up to two support persons. Non-essential services will be closed, with operation only by phone, virtual service delivery or pick up. Schools, post-secondary institutions and training programs across the province will be closed to the public. Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

✓ **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 will be communicating with their staff and clients as soon as possible to advise of any process or service amendments.
- All employees who can work remotely will be required to do so during this time. Managers will be connecting with those staff and make the necessary arrangements. If anyone needs to come to the office to pick up a laptop, or other work materials, please make arrangements to do so at staggered times to limit the number of employees in areas at any one time. Safety protocols must be adhered to at all times, such as wearing masks, distancing, no gatherings etc.
- All other employees who cannot work remotely will continue to work at their workplace and limit unnecessary visits to other offices, shared spaces or public areas. Your Manager will be in touch with you to discuss any modifications to processes and services during this time.
- All internal and external meetings are to be held virtually during this time, and services are to be offered virtually where possible. Public access is to be limited, and if an essential service cannot be offered virtually, it must be done safely and in accordance with CPHO guidelines. Except for those services that must remain accessible to clients, all provincial buildings will be closed to the public.
- External traffic is limited, and deliveries are to be limited to essential items only.

✓ **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. Storefront services (e.g. Cannabis and LCC Stores, Taxation Office and Registry Office etc.), will continue to provide services safely and in accordance with CPHO requirements.

✓ **My child's school is closed, or early learning centre is unavailable, and I can't arrange child care. What do I do?**

We recognize school closures and child care centre limitations can present challenging circumstances to employees who have young children in school or daycare during this time. As your employer, we value your health and well-being. We know we can count on you to do your best to balance your work and personal obligations and be present at work as much as possible.

1. Please attempt to make alternate child care arrangements, even for part of the day.
2. If you are unable to make alternate child care arrangements, talk to your Manager about possible options to work from home or to modify your work hours.
3. If employees can demonstrate to their Manager that they pursued all reasonable options, they will be provided with special leave with pay for those work periods where they have no reasonable alternate child care arrangements over the next 72 hours.

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

**Montague**

- Superstore
- Tailgate Bar & Grill

**Summerside**

- Pita Pit
- Callbecks Home Hardware
- Burger King
- Dollarama
- Shoppers Drug Mart
- Dominos Pizza
- Iron Haven Gym
- The Breakfast Spot
- Walmart
- Christmas Discounters

**Charlottetown**

- Taste of India
- Toys R Us
- Junco Market
- Walmart
- Superstore
- City Bus #1

**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, get 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 any symptoms should contact their family physician, nurse practitioner, call 8-1-1 or visit a COVID-19 Drop-In Testing Clinic.
  - For services accepting clients and visitors, screen before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
  - Please 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.
  - 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.

✓ **Employee Assistance Program (EAP)** You have access to professional assistance and resources. Please don't hesitate to reach out for help when you feel overwhelmed. We are here to help and assist whenever you may need it. Feel free to contact us anytime at [\(902\) 368-5738](tel:9023685738), or toll-free at [1-800-239-3826](tel:18002393826) or [eap@gov.pe.ca](mailto:eap@gov.pe.ca).

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

As your employer, we value your health and well-being. We will continue to monitor the situation closely and will communicate any significant developments as they arise.

Thank you, and stay safe.

Tanya