

**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 cases. These measures are effective Monday, December 7 at 8 a.m. for a two week period, with regular assessment during that time. (<https://www.princeedwardisland.ca/en/news/four-new-cases-covid-19-pei-new-public-health-measures-announced>).

This is not a full system shutdown, but the implementation of additional public health precautionary measures. Among those, Islanders should stay at home as much as possible, only going out for essential purposes; households should designate one person to do essential errands such as grocery shopping and pharmacy visits; retail operations will be limited to 50% capacity; organized gatherings will be limited to a maximum of 10 people and personal gatherings limited to households and two support persons; facilities will be closed and restaurants will close to in-room dining. Stay informed by checking [www.princeedwardisland.ca/covid19](http://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.
- **All employees who can will be required to work remotely during the period of the Circuit Breaker.** Departments and agencies should make every effort to facilitate any staff who can work remotely to begin to do so immediately. Managers are to touch base with those staff and make the necessary arrangements. If anyone needs to come to the office to pick up a laptop etc., please make arrangements for them to do so at a defined time such that everyone is not arriving at the same time. Safety protocols must be adhered to at all times, such as wearing masks etc.
- **All meetings are to be held remotely during this time and services are to be offered virtually where possible. 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.**
- For everyone else working at the workplace, limit unnecessary visits to other offices, shared spaces or public areas.
- Zax Café at the PAB Complex will be operational for takeout only. You are encouraged to e-mail or call in your order before you go via [cafe@gov.pe.ca](mailto:cafe@gov.pe.ca) or [902-370-2233](tel:902-370-2233) (menu at: <http://www.gov.pe.ca/cafeteria/menu.php>).

**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) will continue to provide services within the new retail guidelines, i.e. limited to 50% capacity.

**If you have been advised by Public Health that you need to be tested and self-isolate**, you should arrange to get tested and contact your manager or supervisor as soon as possible. Managers should then consult with their Human Resource Manager on appropriate next steps.

**Otherwise, 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 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 Human Resource Manager on next steps.

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

- 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.
- Screening all clients and visitors before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Adhering to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2m/ft) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, 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.
- 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>).

**Your Employee Assistance Program is Here for You**

EAP is confidential and 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 require more information, please don't hesitate to reach out to your manager or your Human Resource 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. We will provide additional information as it becomes available.

Thank you.