

**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 -*

As you are likely aware, over the weekend, our Chief Public Health Officer, Dr. Heather Morrison, announced five new cases of COVID-19 in Prince Edward Island. At this point, there is no evidence of community spread, and the risk of transmission of COVID-19 remains low in the province. However, COVID-19 is still present, and together, we all must be vigilant, continue to follow public health advice and stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for CPHO updates.

As your employer, we value your health and well-being and thank you for your continued commitment and dedication to safely delivering the important services we provide to Islanders, while adhering to CPHO requirements. We are all a team, and as a team, we will continue to move through this together.

We will continue with our careful and measured approach, with the guidance of Dr. Morrison, and will pause to make adjustments when necessary to ensure the safety of our employees and Islanders. Physical distancing (2 m, 6 ft), good hand hygiene, enhanced cleaning and disinfection of commonly touched surfaces, limiting public access, ensuring people stay home when sick and keeping your circle of contacts small is very important.

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 supervisor, avoid contact with staff, leave as soon as it is safe to do so and call 8-1-1 to be screened for testing.

All clients must be screened before entry using the current [screening script](#). Employees 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. As well, please note the following protocols:

**Additional General Protocols for Everyone**

- ✓ Limit public access where appropriate; hold meetings via video conferencing, teleconference or telephone where possible.
- ✓ For in-person meetings, the organizer must ensure screening of external attendees using the [screening script](#), physical distancing of 2 m (6 ft) at all times, and cleaning of the meeting space before and following the meeting.
- ✓ Ensure enhanced cleaning and disinfection of commonly touched surfaces and 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.
- ✓ Familiarize yourself with the COVID-19 Employee Exclusion policies located at the [PSC website](#).
- ✓ Keep a [log of interactions](#) to self-monitor and to facilitate contact tracing should a case be detected.
- ✓ Carpool or share drives if physical distancing is maintained.

**Additional Protocols for Directors, Managers & Supervisors**

- Managers must have a completed site or service [Operational Plan](#) using the CPHO template and ensure services and processes are modified to adhere to CPHO requirements on physical distancing,

etc., communicate these clearly to staff and incoming clients and ensure safety measures are followed.

- All operations are encouraged to continue to offer virtual services and employees who can work productively remotely should continue to do so, where it is operationally feasible to do so.
- Stagger staff schedules where necessary and appropriate to ensure physical distancing is maintained at all times.
- 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 noted above.
- Where appropriate, 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.
- Visit the [Re-openings](#) section of the *Renew PEI, Together* website and ensure the information there is correct for your service or site.
- Take this time to plan and prepare your site and services for a possible second wave; consider what worked well over the past few months, and what tools or amendments can be implemented now to prepare.

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

Thank you