

This message has been authorized by Tanya Rowell, CEO of the Public Service Commission

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

Hello Colleagues,

This email serves as a reminder that we are responsible for doing our part in maintaining the security of all government sites and buildings, and I ask for your continued support in ensuring the continued safety of both our employees and Islanders who attend government locations.

Employees currently working within the Public Administration Buildings (PAB) are required to have their ID pass on them, at all times, to gain access to their workspaces. While kindness is an important virtue of all Islanders and residents of Prince Edward Island, it is nevertheless important that those who forget their pass or who may be visiting the PAB enter through designated entry points with Commissionaires present.

Staff entering the building after hours, including the weekend, must do so via the garage entrance.

Entry through designated entrances allows for proper screening of all visitors to the PAB to ensure that we continue to stay safe throughout the pandemic. Any staff member who forgets their ID pass should enter through a designated entry point and obtain a temporary ID pass from a Commissionaire. They should never ask another employee to let them into the building.

We would also like to ask for all staff's cooperation in managing visitors to the PAB Complex. Departments that may be anticipating visitors or clients are required to inform the Commissionaire in advance of the names of those arriving along with the dates and times. Once they arrive, the Commissionaire will call the departmental contact to have an employee meet the visitor or client **at the elevator on their floor** and accompany them to their appointment.

All visitors, again accompanied by departmental staff to the **elevator on their floor**, must depart via the exit they entered from so that the Commissionaire can maintain an accurate log of visitors within the PAB Complex in the event of a fire or other emergency.

If anyone has any questions or concerns, I encourage them to discuss them with their manager or supervisor.

Thank you for your support and cooperation.

Tanya Rowell