

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

-Please post this message for employees who do not have computer access-

As of today, April 6, we have transitioned into [Step 3](#) of the [Moving On- Transition Plan to Living with COVID-19](#). Further details on yesterday's announcement can be found [here](#).

We are thankful to be moving forward, but must also be mindful that COVID case counts remain high and adhering to [public health measures](#) is key as we continue our careful and measured approach ahead.

**[Step 3 – April 6:](#)** The following provides general guidance on Step 3 requirements. Departments may determine that enhanced measures are required based on the work environment or clients served.

- **[Wearing a mask](#) remains a requirement in indoor public places and workplaces where distancing cannot be maintained**, for more information see [Civil Service Mask Protocol](#).
- **Store front services (e.g. Access PEI, LCC stores, Taxation Payments), museums, libraries, etc. can operate at full capacity** and are asked to maximize use of space to allow for physical distancing where possible.
- **When planning gatherings or other events, personal and organized gathering and capacity limits are removed**, however, please ensure your sites and services maintain physical distancing where possible and limit crowding among employees and clients. Smaller gatherings pose less risk compared to large gatherings and virtual options are encouraged where appropriate. Departments may also wish to continue offering options for clients to access services remotely or via contactless pick up and/or drop off where efficient and effective.
- **In-person meetings** – In-person meetings may resume where necessary. Staff are encouraged to continue to use available tools to meet remotely, where feasible.
- **Use of physical barriers** – Although no longer required, departments are encouraged to use their discretion and continue to consider measures such as physical distancing. Departments may decide to remove any barriers that negatively impact staff-client interaction.
- **Home visits and in-person services** – Staff are encouraged to continue to use remote service delivery tools, provided it efficiently and seamlessly meets the needs of the clients. Staff may return to regular home visits and in-person services in Step 3.
- **Social distancing** – Limitations to elevators, kitchen areas, washrooms, etc. may cease at Step 3, based on the worksite. Some worksites may continue some of these measures based on the layout and workplace environment to limit crowding of employees.

- **Remote work:** Over the past two years, we have seen an increase in the uptake of and success in employees working remotely. Employees have told us they appreciate the ability to work remotely and/or have flexible work arrangements and want to continue these. Remote work and flexible work options support recruitment, retention, employee engagement and work life balance. The reduced use of individual vehicles will help towards our efforts to reduce greenhouse gases and having staff working remotely will free up office space, helping to address space limitations. We are strongly encouraging departments to continue to support those employees who want to and who can work remotely seamlessly and without any negative impact on the quality of their work or service they provide, either on a part-time or full-time basis, in accordance with the [Remote Work Guidelines](#). Additional options to consider include flexible work hours and/or other flexible work arrangements. See [Hours of Work Policy 5.02](#) for flex hour options and guidelines, and [Flexible Work Arrangements Policy 5.04](#) for information on options such as income averaging and deferred salary leave, etc. **Please follow up with your Supervisor if you have any questions about your specific arrangement.**
- For employees who have been working remotely and are preparing to return to the workplace, supervisors must ensure appropriate plans are in place for their safe return.
- **Work related travel:** Work-related travel may occur at Step 3. However, it is expected that all out-of-province will be considered in accordance with COVID-19 activity and public health measures in place at the time of travel.
- **Changes to isolation requirements:** Asymptomatic close contacts of positive cases are no longer required to self-isolate (if isolating away from positive cases). [Close contacts](#) who are symptomatic and anyone who experiences [symptoms of COVID-19](#) must adhere to [testing](#) and [isolation](#) requirements. Those who test positive for [COVID-19](#) are required to [self-isolate](#).

**The following measures also remain in place:**

- Anyone not feeling well is to stay home. **If employees have [COVID-19](#), or have symptoms or concerns about possible COVID-19 exposure, and/or need to be [tested](#), they must talk with their Supervisor as soon as possible.** Supervisors are to then work confidentially with their HR Manager to confirm appropriate measures to be taken at the workplace as well as a plan for the employee's safe return. **Employees are not to return to work until they have consulted with their Supervisor and HR Manager.**
- Employees and clients who are required to self-isolate **are not** permitted to enter a Government site; per the [Civil Service COVID-19 Exclusion Policy](#).

- Employees are encouraged to [get vaccinated](#) against COVID-19 if eligible, including getting a booster six months after last dose.
- Visitors coming into buildings are to be screened with the [Screening Script](#).
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

### **Employee Assistance Program**

EAP is available to you and/or your immediate family members for confidential and professional counseling and resources at (902) 368-5738, (toll-free) 1-800-239-3826, or [eap@gov.pe.ca](mailto:eap@gov.pe.ca). For more information, please see: <https://psc.gpei.ca/employee-assistance-program>.

**If you and/or your team have additional questions and/or support needs, please talk with your Supervisor or HR Manager.**

Thank you and enjoy the rest of your day,

Tanya