

## **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-

Yesterday, Premier Dennis King and Chief Public Health Officer, Dr. Heather Morrison, announced 255 new cases of COVID-19 and a plan to slightly ease public health measures in Prince Edward Island, as we carefully make our way out of this 5<sup>th</sup> wave of COVID-19. **These changes announced are effective Monday, January 31, 2022.**

Effective Monday, schools can return to in-class learning with enhanced masking, testing, cohorting and other measures. Personal gatherings may resume with your household and a maximum of ten consistent people. Organized gatherings, team practices, recreational activities, fitness facilities, and in-room dining can resume within defined parameters. Businesses and organizations (retail, museums, libraries, etc.) are permitted to serve the public with up to 50% capacity and physical distancing. Masks cannot be removed when seated at indoor events, even when there is physical distancing of six feet. For a full list of the measures announced yesterday, [please click here](#).

### **What does this mean for Civil Service employees and operations?**

Reducing individual interactions has been effective over the past few weeks in helping to suppress case counts and hospitalizations and support our health system as they manage COVID-19 impacts. We will continue to follow the advice of CPHO by taking a gradual, measured approach as we navigate through the current wave and continue to reduce in-person interactions. **This means that all employees who can, will continue to be required to work remotely until February 14, 2022, with a further assessment to be made in the coming weeks. Only those who cannot work from home and must be onsite to execute their duties are to be at their place of employment. Please follow up with your manager or supervisor if you have any questions about your specific arrangement.**

- Departments and agencies are asked to continue to make every effort to facilitate all staff who can work remotely to do so.
- **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.**
- Departments and agencies will determine how to best provide services while adhering to public health measures. This may mean continuing remote service delivery or providing curbside pick-up/drop-off. Store front services (e.g. Access PEI, LCC Stores, Taxation Payments) will continue to operate within retail public health guidelines, i.e. limited to 50% capacity.

### **Adherence to [public health measures](#) and the following is key to slow the spread of the Omicron variant:**

- Stay home if you aren't feeling well. [Get tested](#) if you have [symptoms of COVID-19](#), even after a previous negative test, and [self-isolate](#) until tested and until a negative result is received.
- If you have tested [positive for COVID-19](#), have been notified you are a [close contact](#), have symptoms or concerns about possible COVID-19 exposure, and/or have been advised that you need to be [tested](#) and/or [self-isolate](#), talk with your Supervisor as soon as possible. Supervisors are to then work

confidentially and directly 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](#).
- **Those who are in the workplace must adhere to public health measures at all times (including during lunch and break times).** Wipe down high touch surfaces in common areas such as photocopy rooms and lunch areas after use and avoid unnecessary visits to other offices, shared spaces or public areas to limit in-person interactions.
- Strict physical distancing between people from different households is required in ALL workplaces, businesses, and organizations.
- Workplaces must ensure measures remain in place to maintain physical distancing and ensure monitoring of and adherence to same.
- [Get vaccinated](#) against COVID-19 if you are eligible, including getting a booster six months after last dose.
- **[Wearing a mask is mandatory in indoor public places](#)**, see [Civil Service Mask Protocol](#). A three layer, well-fitting mask is recommended. Staff may also choose to double mask if they wish. It is important to note that some departments may have more specific safety requirements regarding masks and other personal protective equipment (PPE) in place, given the nature of their services. This is not meant to supersede that direction.
- Visitors coming into buildings are to be screened with the [Screening Script](#).
- [Travel](#): Out-of-province travel should be restricted to essential travel only.
- Stay informed by checking [www.princeedwardisland.ca/covid19](http://www.princeedwardisland.ca/covid19) regularly for updates from the Chief Public Health Office.

The **Employee Assistance Program** is available 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, talk with your Supervisor or HR Manager.**

Thank you,

Tanya