

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 an outbreak of COVID-19 at West Royalty School which has impacted this school as well as the Colonel Gray and Charlottetown Rural Family of Schools. As a result of this situation, the Chief Public Health Office has ordered the cancellation of in-person classes at West Royal School for at least the next week and the Colonel Gray and Charlottetown Rural Family of Schools (with the exclusion of Donagh Regional School – school is proceeding as normal) for the next 3 days (Monday – Wednesday) to allow for extensive testing of students and staff and to allow the CPHO to determine the extent of the outbreak through contact tracing.

We recognize that this situation will impact many employees and their families therefore Deputy Ministers and CEOs will work closely with their Directors and staff to provide flexibility for those staff who are required themselves to self-isolate or who have children and/or other family members that are required to do so.

Where possible, those employees impacted that can work remotely, should do so. Departments and agencies should make every effort to facilitate any staff to do so. Managers are to touch base with those staff and make the necessary arrangements. If anyone needs to obtain equipment or materials (i.e. laptop) to work remotely, please make arrangements for a contactless pick-up or drop-off. Safety protocols must be adhered to at all times, such as wearing masks etc.

For those employees impacted but unable to work remotely, please speak directly to your Supervisor or Manager for further direction. Leaders, please don't hesitate to contact your HR Manager with any questions.

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:

- Screen all clients and visitors before entry using the [Screening Script for Public Access](#).
- Please adhere to the [Civil Service Mask Protocol](#) and ensure clients and other visitors are advised of mask expectations before their arrival.

- To book your COVID-19 vaccination, please go to <https://www.princeedwardisland.ca/en/information/health-and-wellness/getting-the-covid-19-vaccine>.
- Monitor for symptoms, stay home when ill and [get tested](#) if you experience any [symptoms of COVID-19](#).
- Always ensure physical distancing (2m/6ft) in your workplace and in common areas such as elevators, hallways, boardrooms, stairs, lunchrooms, etc. This may include staggering lunch breaks, booking larger boardrooms, limiting the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, and meeting virtually or via teleconference.
- Wash your hands and avoid touching your face with unwashed hands, cover your cough or sneeze with tissues or your sleeve, and ensure enhanced cleaning of commonly touched surfaces.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for updates from the Chief Public Health Office.

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.

Your Employee Assistance Program is Here for You

EAP is confidential and counsellors can be reached at (902)368-5738 or toll-free at 1-800-239-3826 or by email at teap@gov.pe.ca.

Thank you for doing your part, together we will get through this.

Tanya