



Justice and
Public Safety

Justice et
Sécurité publique



Deputy Minister
and Deputy Attorney General
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Sous-ministre et
Sous-procureure générale
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

March 11, 2021

JPS 2021-001

Mr. Kevin Walby
515 Portage Avenue
Winnipeg, MB R3B 2E9

k.walby@uwinnipeg.ca

Dear Mr. Walby:

Re: *Freedom of Information and Protection of Privacy Act (the "Act")*

Your request for access to records under the Act was received by the Department of Justice and Public Safety on January 4, 2021. After discussing your request with you, the request was revised on January 13, 2021 to Probation Services (from Parole Authorities). Your request is summarized as seeking various information and records related to Covid from Probation Services.

A small group of PEI Probation Services managers met to review your request and located the attached records in reply to your request. Some of the records contain information that is withheld from disclosure under the Act. The records are attached. We have severed the excepted information so that we may disclose to you the remaining information in the records. The severed information is withheld from disclosure under the following section(s) of the Act:

- **15.(1), Disclosure harmful to personal privacy**
- **22.(1), Advice from officials**

Pursuant to section 60 of the Act, you may make a written request to the Information and Privacy Commissioner to review this matter. You have 60 days from the date of this notice to request a review by writing to the Information and Privacy Commissioner at the J. Angus MacLean Building, P.O. Box 2000, Charlottetown, PE C1A 7N8. When requesting a review, please provide the Office of the Commissioner with the following information:

- The file number noted at the top of this letter.
- A copy of this letter.
- A copy of your original request form.

If you have additional questions about the records or issues related to managing through Covid, perhaps we could discuss by telephone. Please contact the Access and Privacy Services Office at 902-569-7590 or apso@gov.pe.ca.

Sincerely,



Karen MacDonald
A/Deputy Minister of Justice and Public Safety
A/Deputy Attorney General

Attachment

c: Access and Privacy Services Office



COVID-19 Operational Plan Template

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: Probation Services and Youth Justice Services, Charlottetown

Civic Address: 42 Great George Street, Charlottetown PEI, C1A 4J9

Owner/Manager Name: Gary Trainor Signature: _____

Phone: 902-368-5295

Email: gitrainor@gov.pe.ca

Date: May 25, 2020

1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	Assigned offices/workstations are separated by 2 meters or more.
	Staff will be scheduled in the workplace on a rotational basis to ensure physical distancing.
	Staff who can work effectively from home will continue to do so on a rotational basis.
	<p>In common areas, such as photocopier, washroom, only <u>one</u> staff will be permitted in those areas at a time.</p> <p>The Front Admin office: No staff gatherings, limited staff with 2m separation at all times.</p> <p>Entrance: Start/End times for staff will be staggered to ensure physical distancing in the entryway (ex: 755am, 8am, 805am, 810am)</p>

Between clients	Public areas are marked with signage to ensure 2m distancing.
	Clients are advised that attendance is by appointment only and encouraged to use other technological means (ie, telephone, email, zoom healthcare, etc.) to engage with the business of our office where possible.
	In person meetings will be prioritized by level of risk of client.
	Signs will be posted at front door. Clients are to call (or use buzzer if available) upon arrival. Waiting area will not be used by more than 2 clients at a time. Floor Decals will be used for physical distancing. All reading material will be removed from waiting area.
Between employees and clients	Staff will complete the Risk Assessment – COVID-19 Initial Screening Questions with client prior to admission into the building, and any face to face meeting.
	The waiting area where clients attend is separated by glass/plexiglass (between waiting area and admin office) as a barrier for safety & security.
	Office space for client meetings will be set up/separated by plexiglass barrier for safety & security.

2. Policy for Exclusion of Employees Requiring Self-Isolation

All staff are responsible to indicate to their supervisor if they have been outside of PEI within the last 14 days, and if so, will ensure that they self-isolate for the required time frame.

3. Illness/Exclusion Policy - Directive from TANYA Rowell (PSC)

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

SAMPLE:

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)



- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

Cleaning product	OXIVIR Wipes, BioVectra 70% Ethanol/Water Hand Sanitizer Solution, Saniblend Cleaner/Disinfectant, Oxivir Cleaning Spray
Mixing instructions	Pre-mixed
Disinfecting product	OXIVIR Wipes, BioVectra 70% Ethanol/Water Hand Sanitizer Solution, Saniblend Cleaner/Disinfectant, Oxivir Cleaning Spray
Mixing instructions	Pre-mixed

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
Office Areas	Daily, by cleaning staff.	Washroom/Kitchen	Daily, by cleaning staff.
Office Areas	Ongoing, Individual staff will clean areas after their own use.	Boardroom, Individual Offices, Telephones, Supplies, Photocopier, etc	Staff will disinfect immediately after use and prior to another staff using.

5. Hand Washing /Sanitizer Stations

We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Washing Stations	Location
Staff	<p>Lunch room and Washroom have soap and sinks. Staff are advised to handwash whenever possible vs. using hand sanitizer.</p> <p>Photocopier, washrooms, individual desks have sanitizer available.</p> <p>Boardroom will be supplied with disinfectant and hand sanitizer.</p> <p>Staff and the clients will be advised that if documents/items are handled, both parties should sanitize/wash their hands after handling the documents</p>
Public	There is soap and sink available in the public washroom (in waiting area).
Hand Sanitizer Stations	Location
Staff	Boardroom, washrooms, individual desks have hand sanitizer
Public	Waiting area will have hand sanitizer for clients to use prior to entry.

Note: This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to envhealth@ihis.org for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.



COVID-19 Operational Plan Template

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: Probation Services and Youth Justice Services, Summerside

Civic Address: 109 Water Street, Summerside PEI, C1N1A8

Owner/Manager Name: Gary Trainor Signature: _____

Phone: 902-368-5295

Email: gtrainor@gov.pe.ca

Date: May 25, 2020

1. Social Distancing

Measures used to maintain social distancing	Steps taken to ensure minimal interaction of people. (2 metres separation)
Between employees	Assigned offices/workstations are separated by 2 meters or more.
	Staff will be scheduled in the workplace on a rotational basis to ensure physical distancing. - 50% staff complement - schedule developed
	Staff who can work effectively from home will continue to do so on a rotational basis.
	<p>In common areas, such as photocopier, washroom, only one staff will be permitted in those areas at a time.</p> <p>The Front Admin office: No staff gatherings, limited staff with 2m separation at all times.</p> <p>Entrance: Start/End times for staff will be staggered to ensure physical distancing in the entryway (ex: 755am, 8am, 805am, 810am)</p>

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- cough/sneeze into your elbow or tissue and throw away,
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Note: This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to envhealth@ihis.org for review. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.

Operational
plan
updates

From: Karen MacDonald
To: Sr. Management
CC: Mandy Kremers; Shelley Thorne; Sherry Gillis; Vicki Tse
Date: 4/6/2020 3:30 PM
Subject: Information for Employees April 6, 2020

Please distribute to all Divisional employees and post where computer access is limited.

Dear employees,

I am writing with an update for you on Community and Correctional Services. Every day the Division is refining our response to COVID-19 based on recommendations from the Chief Public Health Office. We are also meeting weekly with our partners in law enforcement and our colleagues in provincial and territorial jurisdictions to learn from their experiences and ensure our approach is in sync. Custody medical staff are working closely with the Chief Public Health Office and Health PEI to ensure the appropriate health protocols are in place in facilities.

Government will be rolling out a corporate solution for secure video conferencing in the near term. This will help us to support clients and stay connected with one another while working remotely. Until a corporate solution is available, or you receive further direction from your supervisor, please refrain from using video conferencing for any government business.

On April 2, 2020, Tanya Rowell, CEO, Public Service Commission directed that only essential workers who are unable to work remotely should be at their work site. If you are working remotely, but must access your work site, Deputy Minister pre-approval is required to ensure appropriate social distancing and cleaning measures are in place. Your managers are developing a list of employees, who may require access to work sites, for Deputy Minister approval. As the depopulation of government buildings continues it is necessary to identify and secure additional resources required for community-based employees to work effectively from home – this effort is underway.

In the very unusual and unique circumstances that exist with the COVID-19 situation, and with the agreement of UPSE, government has made the decision to approve all requests for cancellation of pre-approved vacation leave from March 24th up to May 11th, 2020. Employees who commenced vacation the week of March 16th (prior to the direction that only essential services would be continued) are required to use vacation leave for the period of pre-booked vacation leave; however, if there are exceptional circumstances, such as you returned to work or worked at home as approved and/or requested by your Manager, please talk to your supervisor.

The Division has modified a number of our programs in response to COVID-19; for example, today there are 46 individuals subject to electronic supervision, including 27 on temporary absence and two on interim release. The Division has temporarily redeployed an Assistant Probation Officer to the ES Program to assist with the increased demand. The depopulation of the Provincial Correctional Centre has allowed for better social distancing, and isolation of new admissions for 14 days before they join the general population.

Given the current situation, our Annual Staff Recognition event, my favourite workday of the year, will be postponed to the fall. I want you to know that your excellent work with clients and caring support of your colleagues is valued and remembered every day of the year.

You and your families are in my thoughts and prayers. As we adjust to this new "normal", I hope you can find small moments of joy in each day.

Take care. Karen

Karen MacDonald
Director
Community and Correctional Services
Department of Justice and Public Safety
95 Rochford Street, Charlottetown, PE C1A 7N8
Tel 902.620.3124
karenmacdonald@gov.pe.ca

Cassidy Bruce - re-population

From: Gary Trainor
To: Bruce, Cassidy; Campbell, Mark; Dawson, Darlene; Doiron, Katie; Henn...
Date: 7/13/2020 9:38 AM
Subject: re-population

Good morning , the next step in re-populating the offices is for staff to return , on a full-time (100%) basis , on Monday , July 27th . We will continue to use the designated offices for client (in-person) interviews ,with a re-assessment , of such , to occur at the end of August .In addition to the in-person interviews , I also encourage you to continue client supervision via telephone contact and/or zoom video contact , when possible . Please continue to adhere to the directives from the Chief Public Health Office pertaining to social distancing , hand washing , etc.

If you require additional cleaning supplies and/or personal protective equipment (PPE) ,or if you have questions or concerns regarding this directive , please contact your immediate supervisor .Thank-you and Stay Safe !

Gary J. Trainor
Manager, Community Programs
Community and Correctional Services
Dept. Justice and Public Safety
P.O. Box 2000
Charlottetown, PE C1A 7N8

Tel (902)368-5295
Fax (902)368-4579

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Cassidy Bruce - COVID Operational Plan

From: Gary Trainor
To: Bruce, Cassidy; Dawson, Darlene; Doyle, Meghan; Hennessy, Danielle; ...
Date: 9/4/2020 1:32 PM
Subject: COVID Operational Plan

Good afternoon all , I would like to provide an update on what the next step will be in our COVID Operational Plan particularly pertaining to client interviews .Our intent , commencing on Friday , September 11th , is to discontinue with the designated interview rooms and have staff meet with their clients in their in respective offices ..The CPHO requirements state that we must maintain a social/physical distance of six feet , when interviewing clients and , if unable to do so , wear a mask .

Most of our interview rooms/offices allow us the opportunity to comply with this requirement , however if your office does not , please wear a mask ,which will be provided ,or use the plexi-glass barriers , which will be available .

We would like to commence this next phase on Friday , September 11th , which will give people time to prepare , as well ,time to bring forth any concerns or questions you may have pertaining to the operational plan . If you have any questions or concerns please bring them to your supervisor prior to the tentative commencement date of September 11th.

Have a good long weekend and stay safe . Thank-you !

Gary J. Trainor
Manager, Community Programs
Community and Correctional Services
Dept. Justice and Public Safety
P.O. Box 2000
Charlottetown, PE C1A 7N8

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Cassidy Bruce - Client Booking Calendar

From: Katie Doiron
To: Adam Upward; Bethany Rae; Charlotte Jewell; Chris Ellis; Courtney Ma...
Date: 12/8/2020 9:38 AM
Subject: Client Booking Calendar
CC: Cassidy Bruce; Danielle Hennessy; Darlene Dawson; Darrell Wight; Gar...

Good morning,

Please note that we will be using Bethany and Tim's offices for meeting clients. You can use the Client Booking Calendar to book an office and time slot.

It is located in **G:\Probations\Client Booking Calendar\December**

If you have any questions please let me know.

Thanks,
Katie

Good morning, please adhere to the following protocol when responding to clients who have been directed to our office from court, or for clients who show up/drop-in at unscheduled times.

Directed from Court

- intercept via intercom and determine purpose;
- if the waiting room is full (two people) obtain contact information from the individual and inform them that someone from our office will contact them with a follow up appointment time;
- if the person received a Conditional Sentence Order, please have them wait downstairs or in their vehicle until a space becomes available in the waiting room, as these folks need to be seen and given direction;
- if there is room available in the waiting room (one or less), administer the COVID assessment and if cleared have the person come upstairs;
- if an interview room is available and there is someone available to see them, have an officer complete the intake process, if applicable, and inform them that someone from Probation Services will contact them with a follow- up appointment time;
- if the interview rooms are occupied and there is no one available to meet with the person, one of the admin-support staff will obtain contact information from the person and inform them that someone from Probation Services will contact them with a follow up appointment time. If the person received a Conditional Sentence Order, we should, if possible have them wait until they can be seen and receive direction pertaining to the CSO;

Unscheduled drop-ins:

-If an open/active client shows up at an unscheduled time (missed appointment/unsure of appointment time) and the supervising officer is on site, please notify the supervising officer for direction. If the supervising officer is not on site, please obtain contact information from the client and inform them that their supervising probation officer will contact them with a follow-up appointment time.

Gary J. Trainor
Manager, Community Programs
Community and Correctional Services
Dept. Justice and Public Safety
P.O. Box 2000
Charlottetown, PE C1A 7N8

Tel (902)368-5295

Fax (902)368-4579

PSC / CPHO
UPDATES

Gary Trainor - Employee Update - May 8, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 5/8/2020 2:48 PM
Subject: Employee Update - May 8, 2020
BC: Gary Trainor

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-

Thank you for your continued commitment as we work together in gradually and safely implementing a four-phased approach, in accordance with the guidelines outlined in *Renew PEI, Together* by the Chief Public Health Office (CPHO), to re-open the Civil Service.

Departments are finalizing phased-in operational plans, and those will be implemented safely over the next two months, with a gradual re-opening of services over that time. We have included a number of general protocols for you below, and departments are ensuring site and service-specific measures are in place to maintain necessary physical distancing and cleaning protocols.

Departments will communicate with staff regarding details such as which departmental services are opening when, return to work dates for those working remotely and any amendments to work processes, etc.

All operations are encouraged to continue to offer virtual services throughout all of the phases, where ever feasible. Physical distancing, limiting access to the public, good hand hygiene, enhanced cleaning and disinfection of commonly touched surfaces and ensuring people stay home when sick is very important as we move forward through the phases.

Your Employer is exercising careful and appropriate caution when considering any necessary return of employees to the workplace. We will continue to follow the guidance of our Chief Public Health Officer, Dr. Heather Morrison, to make decisions. Safety is the top priority for employees and Islanders. Employees will return in a way that is safe to do so. The timeline for returning employees to the workplace will be aligned with the Renew PEI, Together plan. Determining employees to return will be based on what citizen-facing services are required as we move through the Renew PEI, Together phases.

Progress will be evaluated based on the latest information from our CPHO, and if necessary, progress will be slowed, halted or even reversed to continue to protect the health and safety of you and all Islanders.

General Protocols

- ✓ Practice frequent handwashing (if not possible, use a hand sanitizer that contains 60% - 80% alcohol), coughing or sneezing into an elbow and avoid touching your face.
- ✓ Ensure physical distancing of 2 meters or 6 feet at all times. Many worksites have plexiglass barriers and/or floor markers already in place to assist in this.
- ✓ Limit unnecessary visits to other offices, shared spaces or public areas.

- ✓ Limit public access; meetings are to be held via video conferencing, teleconference or telephone where possible.
- ✓ Signage will be in place for the safe use of elevators, washrooms and common areas.
- ✓ Washroom capacity will be limited to 1-2 people at a time, depending on the washroom size/layout.
- ✓ Cleaning and sanitizing have been enhanced.
- ✓ Where appropriate, managers will 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.
- ✓ Avoid greetings that involve touching, such as handshakes.
- ✓ Use paper towels instead of reusable dishcloths in lunchrooms.
- ✓ Wipe down high touch surfaces in common areas such as boardrooms and photocopy rooms after each use with cleaning products & supplies provided.
- ✓ Employees are instructed to clean their work surfaces and tools of workspaces regularly with cleaning products & supplies provided.
- ✓ Carpool or share drives if physical distancing is maintained.

Before Returning

Identify any equipment or supplies you need to return to the office, including computers, monitors, docking stations and other accessories that you may have brought home to work remotely. Confirm with your manager once any government-owned equipment you brought with you has been returned.

Familiarize yourself with the following COVID-19 Employee Exclusion policies (also located at the [PSC website](#)):

Exclusion Policy for Employees and Clients Requiring Self-Isolation:

Employees and clients who have been outside of PEI within the last 14 days and are required to self-isolate, are not permitted to enter a Government site.

Exclusion Policy for Employees Displaying Symptoms of COVID-19:

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to their manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19, and the results are confirmed.
- If the test results are negative for COVID-19, but the staff member remains ill and/or symptomatic, they should remain on sick leave. All sick leave taken will be in accordance with Article 23 of the UPSE Civil Collective Agreement.

Symptoms of COVID-19 include:

- cough (new or exacerbated chronic)
- headache
- fever/chills
- sore throat
- marked fatigue
- sneezing
- congestion
- body aches
- runny nose

If I am an active casual employee without entitlement to paid leave or I am an active temporary or permanent employee without adequate paid sick leave in my bank, and I test positive for COVID-19, will I be eligible for leave?

In these extenuating circumstances, you will not incur loss of pay if you test positive for COVID-19. We will continue to pay active casual employees who have worked in the past 14 days, and active temporary and permanent employees who have worked in the past 14 days and do not have paid sick leave in their bank, who test positive for COVID-19, based on the average of their last three pay periods. Employees will receive pay for up to 2 weeks or until they are cleared to return to work, whichever is sooner. In exceptional circumstances, periods of paid leave in excess of 2 weeks may be authorized by the Employing Authority where warranted.

If I have not tested positive for COVID-19 but have been advised to self-isolate, will I be eligible for leave?

If you are **not ill** but are required to self-isolate, contact your manager to discuss whether working remotely is an option.

If this is not an option, and you are feeling well, you will be placed on paid administrative leave for the period of self-isolation. This includes casuals who have scheduled work hours during the period of self-isolation.

If you are **feeling unwell**, you will be eligible for sick leave benefits in accordance with your collective agreement. During this time, employees will **not** be requested to provide medical certificates for leave related to COVID-19. If you do not have enough earned sick time, you may request to be advanced sick leave credits, up to a maximum of 15 days, as per Article 23.04 of the UPSE Civil Collective Agreement.

More information on **self-isolation** can be found at <https://www.princeedwardisland.ca/en/topic/self-isolation>.

What if I feel unsafe coming to work because of COVID-19?

Please speak with your manager about any safety concerns about your workplace.

Your **Employee Assistance Program (EAP)** is here and available for you. EAP Counsellors can be reached at [\(902\) 368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

Emergency child care services will be available to employees who have no other alternative. If you are an employee with children and require child care, please fill out the online form survey at [Emergency Child Care Services](#).

My child's school or early learning centre is closed, and I can't arrange child care. What do I do?

We recognize school and daycare closures have presented challenging circumstances to employees who have young children in school and daycare. All unlicensed child care providers and licensed child care centres are permitted to operate starting May 22nd under the guidance set out by the CPHO. We appreciate they are opening with limited capacity and know we can count on you to do your best to balance your work and personal obligations and be present at work as much as possible.

1. **If you are unable to access daycare services**, please attempt to the best of your ability to make safe alternate child care arrangements, even for part of the day or the week.
2. If you are unable to make alternate child care arrangements, talk to your manager about possible options to work from home or to modify your work hours.
3. Finally, as a last step, if employees can demonstrate to their manager that they pursued all reasonable options, they will be provided with special leave with pay for those work periods where they have no reasonable alternate child care arrangements for the time being.

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

Be safe and well and continue to stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates regarding COVID-19.

Together we have done what we needed to do to keep ourselves, our families and Islanders safe. We have accomplished a great deal over these past few months and together, we will work safely and carefully for continued success throughout these next phases.

Thank you and have a wonderful weekend,

Tanya Rowell

Gary Trainor - A Message from your Employee Assistance Program - Coping with Changing Times

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 6/5/2020 7:00 PM
Subject: A Message from your Employee Assistance Program - Coping with Changing Times
BC: Gary Trainor

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

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



Coping with Changing Times

Most of us haven't experienced anything like COVID-19. It has impacted all of us to varying degrees in many ways – socially, economically, emotionally, and for some, physically. These unexpected and abrupt changes have affected us all and have left many of us waiting and wishing for the days when “things would just go back to normal.” So many times over the past many weeks, I've found myself thinking this way or hearing from others, “I just want things to go back to normal.”

Validate:

However, with things in flux, we will continue our efforts to adapt and adjust the way we live. Hugging, shaking hands, or any other form of personal contact with others are things we now need to reconsider for our continued safety. These necessary changes to our daily lives, can be distressing and can activate feelings of anxiety and grief. These feelings are all valid. In fact, just the process of recognition of our feelings and the feelings others are experiencing helps us to move forward.

Acceptance:

When we have made space for our feelings, then we can practice acceptance. A way to shift our thinking, to accept new phases and transition as they arise. Acceptance doesn't mean we are A-okay. It means that we can *accept* what is and what must be and still not feel comfortable or happy with the situation. When there is acceptance, we can begin to refocus our thoughts and energies away from worry and being upset over what we've lost, and closer to hope, possibility, and gratitude for what we have.

Shifting Perspective:

This practice takes effort. It takes motivation and determination to make the most out of a situation that is outside our control. We can control our focus on the positives that exist and offering ourselves compassion.

Again, by taking our time and energy away from the distress over about what is no longer, we can more easily identify and build on positives that may have previously even gone unnoticed, or that we simply took for granted. We hear statements such as, "I really enjoy meals with my family now that we're at home more in the evening," "I love walking the trails by the house. I never seemed to have the time before," or "By working from home, I can actually exercise in the morning before turning on my computer. I don't miss the commute!"

Gratitude:

COVID-19 has changed our lives so much, and we have the right and the need to validate this, and in some ways, grieve this loss. But we are also able to accept this time of transition and then recognize what COVID-19 may have given us....perhaps a greater appreciation for our health and wellness, deep gratitude for our family and friends, our work, and the simple blessings of life that may have been taken for granted. This is one important step in managing our mental wellness during this challenging time.

Author: Jennifer Smith, MSW, RSW

EAP is available to provide support and assistance in managing and acceptance in this time of transition.

Contact Information:**Employee Assistance Program**

40B Burns Avenue

Charlottetown, PE C1E 1H7

Telephone: (902) 368-5738 Toll Free: 1-800-239-3826

Fax: (902) 368-5737

Website: <https://psc.gpei.ca/employee-assistance-program>

Email: eap@gov.pe.ca

Gary Trainor - A Message from the Employee Assistance Program (EAP)

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good; Lori Cormier
Date: 6/12/2020 3:00 PM
Subject: A Message from the Employee Assistance Program (EAP)
BC: Gary Trainor

This message has been approved by Tanya Rowell, CEO, Public Service Commission
- Please convey this message to any employees who do not have computer access -



Anxious returning to work? You are not alone

As we carefully and safely move through the phases of reintroducing staff back to the workplace, this period of transition can activate feelings of worry and fear. As news of a pandemic swept in, the overwhelming message was isolation for safety. Health officials and leaders have taken significant and effective measures to reduce transmission and flatten the curve, but we are not out of the woods yet. It makes sense that we may be apprehensive about returning to the workplace and having more contact with people. We want to resume our routines and connections, amidst public health and safety restrictions. How can we address the emotional impact of this important transition?

Assessment:

First, take some time to explore the realities of your worries. Often, we sit with a vague or nagging discomfort that we don't take the time to clarify for ourselves. Sitting down and writing out what exactly is contributing to those uncomfortable feelings gives us some feedback about how to move forward. For example, the overwhelming concern might be, "I'm going to get the virus and give it to my whole family, and it will be devastating." That is a very heavy internal burden that would make any of us emotionally dysregulated. While our first reaction is to push that away, this is the time, in a safe and reflecting way, to explore the realities of that thought. For example, ask yourself more about this fear "How do I think I will get the virus?" "How am I going to spread it?" Get clear about what your concerns really are.

Problem Solving:

When you are clear about the source of your anxiety, you can address it. We aren't returning to "business as usual." Many steps are being taken to address safety in your workplace. Familiarize

yourself with those changes and discuss with your manager or departmental HR Manager what this mean for the way you do your work. Uncertainty and unpredictability can contribute to unhealthy amounts of fear and stress. Planning and information will reduce that stress.

Unhooking from Anxiety:

After you have confronted your anxiety, it's time to unhook from it. Sometimes anxiety puts our planning into overdrive, and we get stuck in the "what ifs" and planning for every potential future outcome. Make your problem solving relevant to the here and now. Sometimes we think our worrying makes us vigilant and that it protects us. The reality is that most of our worrying won't come true anyway, and it robs us of peace and joy in the present moment. We give much of our time and energy, focusing on things that will not happen. One strategy to address this is to actively identify it, "This is a moment of anxiety" or say, "That is my anxiety talking, but I don't have to respond to it." When we call it out for what it is, a feeling of anxiety, rather than a fact, we reduce the intensity and its power over us.

Moving Forward:

Some anxiety and fear are normal in this process. If you are feeling this way, no doubt your team members are also experiencing their own worries in this process. Support and validate each other through this changing work situation. However, we don't want to keep activating each other and intensifying an environment of fear. Instead of dwelling in the intensity of anxiousness, move to take care of our emotions and each other. Work towards recognizing and validating other's concerns, and work at exploring options together. We can feel worried AND move forward simultaneously.

Support:

Sometimes, we have other things contributing to the complexity of our situation. For example, pre-existing depression or anxiety, or our own grief or loss, which may make it more difficult to cope. When the intensity of the emotional experience is impacting our functioning, and you notice yourself struggling to cope, reach out to EAP.

Author: Stacey Hutchinson-Maund, MSW, RSW

For Further Information:

- <https://stewartmckelvey.com/thought-leadership/returning-to-work-covid-19-and-mental-health-considerations/>
- <https://cmha.ca/news/6-tips-to-respond-to-employee-anxiety-about-covid-19>
- <https://www.apa.org/topics/covid-19/employee-mental-health>

Contact Information:

Employee Assistance Program

40B Burns Avenue

Charlottetown, PE C1E 1H7

Telephone: (902) 368-5738 Toll Free: 1-800-239-3826

Fax: (902) 368-5737

Website: <https://psc.gpei.ca/employee-assistance-program>

Email: eap@gov.pe.ca

Esidy Bruce - Employee Update: June 30, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 6/30/2020 1:39 PM
Subject: Employee Update: June 30, 2020
Attachments: COVIDScreeningToolFinal03Jul2020.pdf; COVID19ExclusionPolicies03Jul2020.pdf

**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 -

Together, we have accomplished a great deal over these past few months. Thank you for your hard work, kindness, collaboration, resiliency and commitment to safely providing quality services to Islanders. Phase 4 of Renew PEI Together began on Friday, June 26th. Phase 4 and beyond will be a new way of life, a new "normal" for Prince Edward Island.

In the Civil Service, we will continue to follow the guidance of our Chief Public Health Officer, Dr. Heather Morrison, to make decisions. The safety of you, your family and Islanders remain our top priority, and we will continue with our careful and measured approach and pause to make adjustments whenever necessary.

Physical distancing, good hand hygiene, enhanced cleaning and disinfection of commonly touched surfaces, limiting public access and ensuring people stay home when sick remain very important as we move forward.

General Protocols for Everyone

- ✓ Continue to follow public health advice and stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates regarding COVID-19.
- ✓ Stay home when ill and call 811 promptly if experiencing symptoms of COVID-19.
- ✓ All clients must be screened before entry using the screening script; note the attached revised screening script will come into effect on July 3rd to reflect the Atlantic Provinces Travel Bubble.
- ✓ 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; note the attached revised Exclusion policy will come into effect on July 3rd to reflect the Atlantic Provinces Travel Bubble.
- ✓ 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 completed a 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. and communicate these clearly to staff and incoming clients.
- 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.

Your **Employee Assistance Program (EAP)** is here, confidential, and available for you. EAP Counsellors can be reached at [\(902\) 368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

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

Thank you and a very Happy Canada Day to you and your family!

Essidy Bruce - Employee Update - July 6, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 7/6/2020 3:26 PM
Subject: Employee Update - July 6, 2020

**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 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

Cassidy Bruce - Employee Update & Civil Service Mask Protocol July 16 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 7/16/2020 3:59 PM
Subject: Employee Update & Civil Service Mask Protocol July 16 2020

**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 -

Our Chief Public Health Officer, Dr. Heather Morrison, announced 1 new positive case of COVID-19 in Prince Edward Island on Tuesday, for a total of 9 active cases. It is important that we remain vigilant and continue to follow public health advice. As your employer, we continue to work closely with the Chief Public Health Office and will adhere to all the directed public health measures to ensure the continued safety of you, our clients and Islanders.

Civil Service Mask Protocol

Sites and services have implemented operational plans and modifications and safety protocols over the last few months, such as physical distancing, the installation of physical barriers, as well as ensuring hand hygiene and enhanced cleaning and screening protocols are in place. Masks do not need to be worn in areas where physical distancing is maintained or a physical barrier, such as plexiglass, is used.

Non-personal protective equipment (PPE) controls should be put into place before masks are considered. The following measures are most effective to preventing the spread of COVID-19 in the workplace; it is critical that these measures continue:

- Staying home when ill
- Limiting the number of people in the workplace at any given time by having people work remotely where possible, limiting public access, modifying staff scheduling, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet)
- Washing your hands and not touching your face with unwashed hands
- Covering your cough or sneeze with tissues or your sleeve
- Enhanced cleaning of commonly touched surfaces

What if physical distancing cannot be maintained and a physical barrier is not possible at my workplace?

Where a department determines that employees absolutely cannot maintain 6 feet physical distance, and a physical barrier is not possible, they may provide non-medical masks to employees in accordance with CPHO guidelines at: [Masks in the Workplace Guidance](#). If you have questions, please contact your manager. If managers or directors require assistance in accessing or procuring non-medical masks, they should contact their respective Department Emergency Services Officer (DESO).

It is important to note that some departments may have more specific safety requirements regarding masks and other PPE in place given the nature of their services and this is not meant to supersede that direction.

What if I still want to wear a non-medical mask at work even though physical distancing can be maintained or physical barriers are in place?

An employee may choose to wear a non-medical mask in their workplace where physical distancing is maintained or a physical barrier is in place, however they should follow the guidelines outlined by CPHO at [Wearing NMM in the Community](#), and are responsible for providing their own masks. Please be mindful when purchasing cloth masks that they are appropriate for the workplace.

What about clients and visitors?

The Chief Public Health Office strongly recommends non-medical mask use in the community in public indoor places where they are not able to keep a distance of 6 feet. Sites and services are asked to encourage clients and visitors to wear their own non-medical masks when they are not able to keep a distance of 6 feet.

Important to Note:

Masks are effective in protecting those around the person wearing them, rather than protecting the wearer themselves. Good screening protocols, hand hygiene and physical distancing where possible remain vital in containing the spread of COVID-19.

All clients and visitors must be screened before entry using the current screening tool.

Employees, visitors 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.

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 manager, avoid contact with staff, leave as soon as it is safe to do so and call 8-1-1 to be screened for testing. Managers should then consult with their Departmental Human Resource Manager on appropriate next steps.

Anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner or call 8-1-1.

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

Thank you

Cassidy Bruce - Employee Update: August 12, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 8/12/2020 3:43 PM
Subject: Employee Update: August 12, 2020

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-

What a beautiful summer we are having! I hope you are getting an opportunity to enjoy it and spend quality time with family and friends. We have five active cases of COVID-19 in Prince Edward Island and it is extremely important that we continue to adhere to the guidance of our Chief Public Health Officer, Dr. Heather Morrison.

The following measures are most effective to preventing the spread of COVID-19 in the workplace; **it is critical that these measures continue:**

- Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner or call 8-1-1.
- Limiting the number of people in the workplace at any given time by having people work remotely where possible, limiting public access, modifying staff scheduling, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc.
- Washing your hands and not touching your face with unwashed hands.
- Covering your cough or sneeze with tissues or your sleeve.
- Enhanced cleaning of commonly touched surfaces.
- When physical distancing or a physical barrier is not possible, following the Civil Service Mask protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/Mask%20Protocol.pdf>.
- Keeping a log of interactions to self-monitor & facilitate contact tracing should a case be detected (<https://www.princeedwardisland.ca/en/information/health-and-wellness/maintaining-a-log-of-interpersonal-interactions>).

All clients and visitors must be screened before entry using the current screening tool at

<https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningToolFinal03Jul2020.pdf>. Employees, visitors 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.

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

<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) 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 call 8-1-1 to be screened for testing. Managers should then consult with their Departmental Human Resource Manager on appropriate next steps.

Are You Struggling?

Your **Employee Assistance Program (EAP)** is confidential, here and available for you. EAP Counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

Training & Development:

With September just around the corner, it's a great time to think about your professional development goals. To apply to your Training & Development Fund:

- Excluded: <https://psc.gpei.ca/development-and-training-fund-excluded>
- Unionized: <https://psc.gpei.ca/funding-for-training>

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

Thank you and enjoy the rest of your week!

Cassidy Bruce - Employee Update: September 25, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 9/25/2020 4:30 PM
Subject: Employee Update: September 25, 2020
Attachments: 2020 09 17 Gov Bldg COVID Screening Tool_1.docx

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-

We currently have one active case of COVID-19 in Prince Edward Island and it is extremely important that we continue to adhere to the guidance of our Chief Public Health Officer, Dr. Heather Morrison.

The following measures are most effective to preventing the spread of COVID-19 in the workplace; it is critical that these measures continue:


- Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner or call 8-1-1.
- Limiting the number of people in the workplace at any given time by having people work remotely where possible, limiting public access where necessary, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc.
- Washing your hands and not touching your face with unwashed hands; covering your cough or sneeze with tissues or your sleeve; and enhanced cleaning of commonly touched surfaces.
- When physical distancing or a physical barrier is not possible, staff and clients are to follow the Civil Service Mask protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/Mask%20Protocol.pdf>.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

Screening Tool

All clients and visitors must be screened before entry using the **recently updated** screening tool at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTools20200917.pdf> (also see attached). Employees, visitors and clients who have been outside of the Atlantic provinces within the last 14 days and are required to self-isolate are not permitted to enter a Government site.

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 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) 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 call 8-1-1 to be screened for testing. Managers should then consult with their Departmental Human Resource Manager on appropriate next steps.

 **You Struggling?**

Your **Employee Assistance Program (EAP)** is confidential, here and available for you. EAP Counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

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

Thank you and have a great weekend!

Cassidy Bruce - Employee Update: October 14, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 10/14/2020 4:46 PM
Subject: Employee Update: October 14, 2020

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-

Earlier this week, our Chief Public Health Officer, Dr. Heather Morrison, confirmed two new positive cases of COVID-19 for our province and urged Islanders to follow New Brunswick COVID-19 travel advisories.

Anyone returning from travel to the Moncton and Campbellton regions of New Brunswick should be extra vigilant about following infection control practices upon returning home and should:

- wear a mask at all times while at work and in public settings for the next two weeks;
- closely monitor for symptoms of COVID-19, and visit a Drop-in Testing Clinic to be tested if symptoms develop;
- avoid public places, unless it is essential; and
- limit contact with others outside of your close circle of contacts and household and avoid large gatherings.

This guidance will remain in place until New Brunswick public health officials declare the outbreak is over.

COVID Alert App

As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

The following measures are most effective in preventing the spread of COVID-19 in the workplace; it is critical that these measures continue:

- Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop In Testing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-in-pei>).
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc.
- Washing your hands and not touching your face with unwashed hands; covering your cough or sneeze with tissues or your sleeve; and enhanced cleaning of commonly touched surfaces.
- When physical distancing or a physical barrier is not possible, staff and clients are to follow the Civil Service Mask protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/Mask%20Protocol.pdf>.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

Screening Tool

All clients and visitors must be screened before entry using the screening tool at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTools20200917.pdf>. Employees, visitors and clients who have been outside of the Atlantic provinces within the last 14 days who are required to self-isolate are not permitted to enter a Government site.

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 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) 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 Departmental HR Manager on appropriate next steps.

Are You Struggling?

Your **Employee Assistance Program (EAP)** is confidential, here and available for you. EAP Counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

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

Thank you

Gary Trainor - Employee Update - November 10, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 11/10/2020 3:03 PM
Subject: Employee Update - November 10, 2020
BC: Gary Trainor

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 Chief Public Health Officer, Dr. Heather Morrison, confirmed there are currently 3 active cases of COVID-19 in Prince Edward Island. Together we have worked hard to adhere to CPHO measures. As a result, we can enjoy a number of experiences such as visiting with our loved ones, watching our children play sports or enjoying a meal in one of our great restaurants. This is not the case in all provinces. It is extremely important that we continue to follow CPHO guidance and do all we can to protect one another as we see the rise in cases during the second wave of this pandemic in Canada.

Remembrance Day and Holiday Gatherings

Please consider alternative ways to come together as this is not the year for traditional large gatherings. CPHO Gatherings Guidance must be adhered to and can be found at:
<https://www.princeedwardisland.ca/en/information/health-and-wellness/new-normal-gatherings-guidance>.

The following measures are most effective in preventing the spread of COVID-19 in the workplace:

- Staying home when ill; anyone experiencing symptoms related to COVID-19 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-peii>).
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc. This may include staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- When physical distancing or a physical barrier is not possible, staff and clients follow the Civil Service Mask protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/Mask%20Protocol.pdf>. Remember, this also includes individual offices and meeting or conference rooms.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

Screening Tool

All clients and visitors must be screened before entry using the screening tool at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTools20200917.pdf>. Employees, visitors and clients who have been outside of the Atlantic provinces within the last 14 days who are required to self-isolate are not

permitted to enter a Government site.

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 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 Departmental HR Manager on appropriate next steps.

Travel

Employees who travel outside the Atlantic Bubble (Nova Scotia, New Brunswick, and Newfoundland) should be extremely cautious. The preferred option for Islanders returning to PEI from travel outside of the Atlantic Bubble is to self-isolate and work from home for 14 days, if possible. If this option is not possible and an employee must return to their workplace, individuals may apply to **work isolate** through the online application at <https://www.princeedwardisland.ca/en/service/apply-work-isolate-or-register-rotational-worker-pej>, provided they have their employer's support to work isolate if approved. It is recommended that employees discuss the application with their manager before submitting the application and before they leave the province. **Managers are to discuss work isolation requests with their Director and Human Resource Manager.**

Employees who choose to travel outside of the Atlantic Bubble **and do not apply or are not approved to work isolate** are required to self-isolate for 14 days upon return and must use vacation or other accrued leave during the self-isolation period if not approved to work from home. Sick leave is not available unless symptomatic.

COVID Alert App

As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

Your Employee Assistance Program Is Here for You

Your Employee Assistance Program (EAP) is confidential, here, and available for you. EAP Counsellors can be reached at (902)368-5738 or toll-free at [1-800-239-3826](tel:1-800-239-3826) or by email at eap@gov.pe.ca.

If you have any questions or concerns, please discuss directly with your Manager or your Human Resource Manager.

Thank you, and enjoy the rest of your week.

Cosidy Bruce - Employee Update: November 19, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 11/19/2020 2:42 PM
Subject: Employee Update: November 19, 2020
Attachments: Mask Protocol final Nov 19 20.docx; Nov 19, 2020 Gov Bldg COVID Screening Tool.docx

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-

Earlier this week, our Chief Public Health Officer, Dr. Heather Morrison, announced that **non-medical masks will become mandatory in all public spaces in the province, effective Friday, November 20, 2020**. Dr. Morrison confirmed there are currently no new cases and three active cases of COVID-19 remain in Prince Edward Island. Together we have all worked hard to adhere to CPHO measures. However, we must continue to prepare to handle the second-wave of COVID-19, recognizing the challenges of our sister provinces and rising case counts throughout the country. We must continue to follow CPHO guidance and do all we can to protect ourselves and one another as we progress in our response to the pandemic.

Mandatory Masks

Non-medical masks will become mandatory in all public spaces in Prince Edward Island on Friday, November 20, 2020, and include the following locations and spaces:

- Government buildings or offices where services are available to the public;
- Common and high traffic areas such as lobbies, meeting areas, reception areas, lunchrooms, stairwells or elevators in an office building;
- Stores and retail business;
- Spaces used to hold events, including conferences, conventions and receptions;
- Arts, cultural, entertainment, recreational, and sports facilities;
- Train stations, bus stations, ferry terminals, airports;
- Public transit, public passenger vehicles, taxis;
- Restaurants or drinking establishments (except when drinking or eating);
- Places of worship; and
- Common areas on university or college campuses.

Clients and other visitors should be advised of this expectation before their arrival. Employees, clients and other visitors are responsible for providing their own masks and are to follow CPHO guidelines for wearing non-medical masks outlined at <https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community>. Employees are asked to please be mindful when purchasing cloth masks that they are appropriate for the workplace.

For more detailed information, the updated PEI Civil Service Mask Protocol is attached and available at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf>.

While not required, if a service or operation identifies a need to have a supply of masks on hand and managers or directors require assistance in accessing or procuring non-medical masks, they should contact their respective Department Emergency Services Officer (DESO).



Exceptions

Consideration will be given to individuals who are unable to wear a mask due to certain health conditions and exceptions. As Dr. Morrison had expressed on Tuesday, there are exceptions to the mandatory mask policy and include the following:

- Children under the age of two;
- Children under the age of five, if they will not wear a mask;
- Individuals who cannot remove a mask; and
- Individuals who have underlying medical issues that would prevent them from wearing a mask.

Underlying medical issues may not be immediately apparent to Islanders. We continue to ask for kindness and understanding as we comply with these new measures.

If there is a medical reason why an employee is not able to wear a mask, they should discuss this immediately with their supervisor. The supervisor should seek support from their HR Manager regarding options.

It is important to note that some departments may have more specific safety requirements regarding masks and other personal protection equipment in place, given the nature of their services, and this is not meant to supersede that direction. If you have questions, please contact your manager or HR Manager.

In addition to masks, the following measures are most effective in preventing the spread of COVID-19 in the workplace and must continue:

- Staying home when ill; anyone experiencing symptoms related to COVID-19 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-pei>).
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

Screening Tool

All clients and visitors must be screened before entry using the screening tool at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTools20200917.pdf>. Note an **UPDATED screening tool will be in place effective November 20** and is attached and will be located at <https://psc.gpei.ca/sites/psc.gpei.ca/files/COVIDScreeningTool17Nov2020.pdf>. Employees, visitors and clients who have been outside of the Atlantic provinces within the last 14 days, who are required to self-isolate, are not permitted to enter a Government site.

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 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 appropriate next steps.



Holiday Travel

Dr. Morrison has advised us all to consider not travelling during this Holiday Season to limit our exposure and ensure the safety of families and ourselves.

Travel

Employees who travel outside the Atlantic Bubble (Nova Scotia, New Brunswick, and Newfoundland) should be extremely cautious. The preferred option for Islanders returning to PEI from travel outside of the Atlantic Bubble is to self-isolate and work from home for 14 days, if possible. If this option is not possible and an employee must return to their workplace, individuals may apply to **work isolate** through the online application <https://www.princeedwardisland.ca/en/service/apply-work-isolate-or-register-rotational-worker-pej>, provided they have their employer's support to work isolate if approved. **Individuals who are work isolating are advised to not travel to any public spaces during the period of their work isolation.**

It is recommended that employees discuss the application with their manager before submitting the application and before they leave the province. **Managers are to discuss work isolation requests with their Director and Human Resource Manager.**

Employees who choose to travel outside of the Atlantic Bubble **and do not apply or are not approved to work isolate** are required to self-isolate for 14 days upon return and must use vacation or other accrued leave during the self-isolation period if not approved to work from home. Sick leave is not available unless symptomatic.

COVID Alert App

As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

Your Employee Assistance Program Is Here for You

Your Employee Assistance Program (EAP) is confidential and here for you. EAP Counsellors can be reached at (902)368-5738 or toll-free at [1-800-239-3826](tel:1-800-239-3826) or by email at eap@gov.pe.ca.

If you have any questions or require more information, please don't hesitate to reach out to your manager or your Human Resource Manager.

Thank you for your understanding and cooperation as we continue to work together to comply with these new measures.

Sincerely,

Tanya

Cesidy Bruce - Employee Update November 23, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 11/23/2020 3:08 PM
Subject: Employee Update November 23, 2020
Attachments: Nov 24, 2020 COVID Screening Tool.docx

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 Chief Public Health Officer, Dr. Heather Morrison, announced as a precautionary measure given the rising cases across the country and in the Atlantic region, effective tonight at midnight that only essential travel is to occur to and from Prince Edward Island. This will be in effect until at least December 7, 2020, with a further announcement closer to that time. **Anyone entering Prince Edward Island after 12:01 a.m. Tuesday, November 24, must self-isolate for 14 days unless they have applied and received approval to work isolate (see more on work isolate below).**

If you returned from New Brunswick or Nova Scotia within the last 7 days, you must wear a mask while at work at all times for 14 calendar days following your return and take extra precautions such as keeping your circle of contacts small, practicing enhanced hand hygiene, ensuring 6 ft/2 m physical distancing at all times, and monitor closely for symptoms of COVID-19

(<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>). Anyone experiencing symptoms are to contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-pej>).

If you were at any Nova Scotia or New Brunswick sites as listed at

<https://novascotia.ca/coronavirus/alerts-notice/#possible-exposures> and https://www2.qnb.ca/content/qnb/en/corporate/promo/covid-19/potential_public_exposure.html, please visit one of the COVID-19 Drop-In Testing Clinics as soon as possible at <https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-pej>, even if you are not symptomatic.

Screening Tool

All clients and visitors must be screened before entry using the screening tool at <https://psc.qpei.ca/sites/psc.qpei.ca/files/COVIDScreeningTool17Nov2020.pdf>. Note an **UPDATED screening tool will be in place effective November 24** and is attached and will be located at <https://psc.qpei.ca/sites/psc.qpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>. Employees, visitors and clients who have been outside of Prince Edward Island, who are required to self-isolate, are not permitted to enter a Government site.

The following measures are most effective in preventing the spread of COVID-19 in the workplace and must continue:

- Staying home when ill; anyone experiencing symptoms related to COVID-19 (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In

ing Clinics (<https://www.princeedwardisland.ca/en/information/health-and-wellness/information-about-covid-19-testing-pei>).

- Adhering to the Civil Service Mask Protocol at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

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 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 appropriate next steps.

Work Isolate

The preferred option for Islanders returning from travel outside of Prince Edward Island is to self-isolate and work from home for 14 days, if possible. If this option is not possible and an employee must return to their workplace, individuals may apply to work isolate through the online application <https://www.princeedwardisland.ca/en/service/apply-work-isolate-or-register-rotational-worker-pei>, provided they have their employer's support to work isolate if approved. **Individuals who are work isolating are advised to not travel to any public spaces during the period of their work isolation.**

It is recommended that employees discuss the application with their manager before submitting the application and before they leave the province. **Managers are to discuss work isolation requests with their Director and Human Resource Manager.**

Employees who **do not apply or are not approved to work isolate** are required to self-isolate for 14 days upon return and must use vacation or other accrued leave during the self-isolation period if not approved to work from home. Sick leave is not available unless symptomatic.

COVID Alert App

As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

Your Employee Assistance Program Is Here for You

Your Employee Assistance Program (EAP) is confidential and here for you. EAP Counsellors can be reached at [902368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

If you have any questions or require more information, please don't hesitate to reach out to your manager or your Human Resource Manager.

Thank you for your commitment, professionalism and kindness as we continue to monitor the situation

ely and take all necessary precautions to keep you, your family and Islanders safe. Let's continue our good work and get closer to that finish line, together!

Sincerely,
Tanya

Cosidy Bruce - Employee Update- November 26, 2020

From: Cheryl Dillon for Tanya Rowell (Cheryl Dillon)
To: Cheryl Dillon
Date: 11/26/2020 3:46 PM
Subject: Employee Update- November 26, 2020

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-

Yesterday, our Chief Public Health Officer, Dr. Heather Morrison, announced one new case of COVID-19 in Prince Edward Island. In addition to visiting two restaurants for which contact tracing is underway (<https://www.princeedwardisland.ca/en/news/one-new-covid-19-case-and-potential-exposures-prince-edward-island>), the individual visited the Atlantic Superstore at 465 University Avenue in Charlottetown on Monday, November 23 between 3:00 pm and 4:00 pm. **If you were at this location during this time, you should monitor closely for symptoms of COVID-19** (<https://www.princeedwardisland.ca/en/information/health-and-wellness/about-covid-19-coronavirus>) **and get tested if symptoms develop**. Dr. Morrison advised there is no need for individuals who were at the store to be tested if they do not have symptoms. Up-to-date information on testing services is available at <https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-testing-pei>.

If you returned to Prince Edward Island from New Brunswick or Nova Scotia between Monday, November 16 and Monday, November 23, you must wear a mask while at work or in a public place at all times for 14 calendar days following your return and take extra precautions such as:

- limit close contacts with anyone outside of your household;
- maintain as much physical distance as possible;
- wash hands regularly;
- monitor closely for symptoms of COVID-19;
- if experiencing symptoms of COVID-19, get tested and self-isolate until test results are back; and
- during this time, you should not attend organized events or extracurricular activities for 14 days. This includes activities such as birthday parties, organized sports or social gatherings.

If you were at any Nova Scotia or New Brunswick sites listed at

<https://www.princeedwardisland.ca/en/information/health-and-wellness/possible-exposure-covid-19-within-atlantic-bubble>, you should be tested even if you do not have symptoms. As per Public Health Guidance in Nova Scotia (<https://novascotia.ca/news/release/?id=20201124001>), **if you were in a bar or restaurant in the Halifax Regional Municipality since November 10, you should be tested even if you are not symptomatic.**

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 contacted by CPHO as part of contact tracing or 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 appropriate next steps.

Anyone entering Prince Edward Island after 12:01 a.m. Tuesday, November 24, must self-isolate for 14

do, unless they have applied and received approval to work isolate (see Nov. 23rd Employee Update at <https://psc.gpei.ca/sites/psc.gpei.ca/files/EmployeeUpdate23Nov2020.pdf>). Anyone experiencing symptoms are to contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Testing Clinics.

The following measures are most effective in preventing the spread of COVID-19 in the workplace and must continue:

- Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics.
- Screening all clients and visitors before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>. Employees, visitors and clients who are required to self-isolate are not permitted to enter a Government site.
- Adhering to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2 metres/6 feet) at all times in your workplace and in common areas such as elevators, stairs, and lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Limiting the number of people in the workplace at any given time where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.
- As an additional layer of protection, you are encouraged to download the free **COVID Alert App** (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>). Once you have downloaded it to your mobile device, you can be notified that you have been exposed to someone who has tested positive for COVID-19.

Your Employee Assistance Program is Here to Help

EAP Counsellors can be reached at (902)368-5738 or toll-free at [1-800-239-3826](tel:1-800-239-3826) or by email at eap@gov.pe.ca.

If you have any questions or require more information, please don't hesitate to reach out to your manager or your Human Resource Manager.

Thank you for doing your part to adhere to CPHO guidance, and making a difference for so many.

Tanya

Cesidy Bruce - Employee Update: December 17, 2020

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 12/17/2020 7:00 PM
Subject: Employee Update: December 17, 2020

**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 some relaxing of the "Circuit Breaker" measures due to the success that has been seen since the implementation of those measures on December 7, 2020. The relaxing of measures will be effective Friday, December 18 at 8 a.m. and last until January 11, 2021
<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-post-circuit-breaker-holiday-measures>.

The new easing of restrictions will include:

- Museums, libraries, gyms, craft fairs, markets and retail stores can operate at 50 per cent of normal occupancy.
- Households can welcome 10 additional people for a private gathering, provided that these individuals be as consistent as possible, and physical distancing can be maintained.
- Restaurants may offer dining room service again, with reduced capacity, and be closed by 11 p.m.
- Recreational and organized sports can resume.
- Residents in long-term care may have two partners in care each, plus up to six additional visitors in assigned areas.
- Organized gatherings such as church services and concerts may resume with a maximum of 50, plus a second cohort of an additional 50 with an approved operational plan. Weddings and funerals may now have up to 50 people in attendance.

Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

What does this mean for Civil Service employees?

Departments and agencies are to continue to determine how best to provide services to the public within current guidelines and are to communicate with their staff and clients as soon as possible to advise of any operational changes.

Employees who were directed to work from home during the 'circuit breaker' measures may be advised to return to their workplace by their Manager. Employees working onsite are still encouraged to limit unnecessary visits to other offices or shared spaces.

While meetings should occur virtually where possible, and services can continue to be offered remotely where feasible, departments and agencies may consider returning to their pre-circuit breaker mode of service delivery, provided it aligns with current CPHO guidance. Public access is to be limited where appropriate, and if a service cannot be offered virtually, it must be done safely and following CPHO guidelines.

If Public Health has advised you 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 the next steps.

The following measures must continue to prevent the spread of COVID-19 in the workplace:

☹ Staying home when ill; anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics.

- Screening all clients and visitors before entry using the **screening tool** at <https://psc.qpei.ca/sites/psc.qpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Adhering to the **Civil Service Mask Protocol** at <https://psc.qpei.ca/sites/psc.qpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2m/ft) at all times in your workplace and in common areas such as elevators, stairs, lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>).

Your Employee Assistance Program is Here for You

EAP is confidential, and counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

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. Thank you for continuing to do your part for you, your family, co-workers and Islanders.

Cassidy Bruce - Employee Update - January 6, 2021

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 1/6/2021 1:33 PM
Subject: Employee Update - January 6, 2021

**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-**

Happy New Year!

Yesterday, Premier Dennis King and Chief Public Health Officer, Dr. Heather Morrison, announced the further easing of public health measures concerning organized gatherings, recreational and team sports, and restaurants and licensed premises (<https://www.princeedwardisland.ca/en/news/public-health-measures-eased-further-covid-19-vaccine-rollout-continues>). Prince Edward Island's participation in the Atlantic Bubble will continue to be suspended, and other previously announced post-circuit breaker measures remain in effect until at least January 25, including:

- **Personal gatherings** (indoor and outdoor) continue to be permitted with up to 10 additional people outside your household. These 10 people should be as consistent as possible, and physical distancing should be maintained as much as possible.
- **Gyms/fitness facilities, museums, and libraries** can continue to operate at 50% capacity with some modifications for high-intensity activities.
- **Retail stores, markets and craft fairs** can continue to operate at up to 50% capacity.
- **Personal services** can continue operating on an appointment basis, provided non-medical masks are worn at all times by staff and patrons.
- **Long-term care residents** can have up to two partners in care, with a limited number of visitors allowed in designated areas.
- **Licensed and unlicensed childcare centres** can continue operating at 100% capacity.

If Public Health has advised you 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.

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 the next steps.

The following measures must continue to prevent the spread of COVID-19 in the workplace:

- Limiting the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services where feasible.
- Staying home when ill. Anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics.
- Screening all clients and visitors before entry using the **screening tool** at <https://psc.qpei.ca/sites/psc.qpei.ca/files/PDF%>

[2020-11-24/COVIDScreeningToolNov24%2C2020.pdf](#).

- Adhering to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2m/6ft) at all times in your workplace and in common areas such as elevators, stairs, lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>).
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

Your Employee Assistance Program is Here for You

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

If you have any questions, please don't hesitate to reach out to your manager or your Human Resource Manager.

Prins Edward Island - Employee Update - January 25, 2021

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 1/25/2021 7:00 PM
Subject: Employee Update - January 25, 2021

**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-**

On Friday, January 22, 2021, Chief Public Health Officer, Dr. Heather Morrison, announced the further easing of public health measures concerning libraries, museums, retail operations, organized gatherings, gyms and fitness facilities, and personal services (<https://www.princeedwardisland.ca/en/news/pei-eases-public-health-measures>). The eased restrictions took effect on Saturday, January 23, 2021, at 8 a.m. and are expected to remain in place until February 16, 2021. The eased measures include:

- **Organized gatherings**, such as concerts, worship services and movie theatres, can continue to operate with a total of 50 people but can now have up to three additional groups of 50 people (up to 200 total) with an approved operational plan. Weddings and funerals can include up to 50 people, plus officiants. Weddings and funerals are not eligible for additional groups of 50.
- **Gyms/fitness facilities, museums, and libraries** may now operate at capacity provided physical distancing and other public health measures can be maintained. Indoor fitness activities such as hot yoga, boot camps, spin and high-intensity interval training must continue to operate at a three-meter physical distance between individuals.
- **Retail stores, markets and craft fairs** may operate at capacity providing physical distancing, and other public health measures can be maintained.
- **Restaurants and licensed premises** can continue to offer in-room dining service with a later closing time of 12:00 a.m. (midnight) and a maximum table size of 10 people. These establishments are subject to the organized gathering limit of 50 people but can now have up to three additional groups of 50 people with an approved operational plan.

Other public health measures will remain in place:

- **Personal gatherings** (indoor and outdoor) continue to be permitted with up to 10 additional people outside your household. These 10 people should be as consistent as possible, and physical distancing should be maintained as much as possible.
- **Organized recreational and team sports** may resume following the organized gathering limits, with enhanced attention to records for contact tracing.
- **Personal services** can continue operating on an appointment basis.
- **Long-term care residents** can have up to two partners in care, with a limited number of visitors allowed in designated areas.
- **Licensed and unlicensed childcare centres** can continue operating at 100% capacity.

Starting Tuesday, January 26, 2021, courier deliveries to the Public Administration Buildings (PAB) may now be delivered directly to specific buildings and floors within the PAB Complex.

If Public Health has advised you 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.

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 the next steps.

The following measures must continue to prevent the spread of COVID-19 in the workplace:

- Staying home when ill. Anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics.
- Screening all clients and visitors before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Adhering to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2m/6ft) at all times in your workplace and in common areas such as elevators, stairs, lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Limiting the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services where feasible.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- As an additional layer of protection, you are encouraged to download the free COVID Alert App (<https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-alert-app>).
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates.

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If you have any questions, please don't hesitate to reach out to your Manager or your Human Resource Manager.

Thank you and have a great week!

ssidy Bruce - Employee Update - February 16, 2021

From: Delma Good for Tanya Rowell (Delma Good)
To: Delma Good
Date: 2/16/2021 10:51 AM
Subject: Employee Update - February 16, 2021

***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 -***

On Saturday, our Chief Public Health Officer, Dr. Heather Morrison and Premier Dennis King announced Prince Edward Island's first COVID-19 case associated with the U.K. variant. While there is no indication that the variant strain of COVID-19 has spread within our province, the arrival of a variant confirms how important it is that we remain vigilant and do not become complacent with COVID-19 (<https://www.princeedwardisland.ca/en/news/uk-variant-identified-pei>). Together, let's continue to do what is needed to push through this.

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 the next steps.

If Public Health has advised you 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.

The following measures must continue to prevent the spread of COVID-19 in the workplace:

- Staying home when ill. Anyone experiencing symptoms related to COVID-19 should contact their family physician, nurse practitioner, call 8-1-1 or visit one of the COVID-19 Drop-In Testing Clinics.
- Screening all clients and visitors before entry using the **screening tool** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/COVIDScreeningToolNov24%2C2020.pdf>.
- Adhering to the **Civil Service Mask Protocol** at <https://psc.gpei.ca/sites/psc.gpei.ca/files/MaskProtocol19Nov2020.pdf> and ensuring clients and other visitors are advised of mask expectations before their arrival.
- Physical distancing (2m/6ft) at all times in your workplace and in common areas such as elevators, stairs, lunchrooms, etc. This includes staggering lunch breaks, booking larger boardrooms, and not meeting in hallways where others need to pass, etc.
- Limiting the number of people in the workplace where necessary by having people work remotely where possible, limiting public access where appropriate, meeting virtually or via teleconference, and offering virtual services where feasible.
- Washing your hands and not touching your face with unwashed hands, covering your cough or sneeze with tissues or your sleeve, and enhanced cleaning of commonly touched surfaces.
- Stay informed by checking www.princeedwardisland.ca/covid19 regularly for CPHO updates and download the free national COVID Alert app, which will let you know if you have been exposed to someone who has tested positive for COVID-19.

Employees should not travel off Island unless absolutely necessary

If it becomes necessary for you to travel outside of Prince Edward Island, you must follow CPHO advice. If you are required to self-isolate following your travels, please talk with your manager in advance about the option of working from home during your self-isolation period. If this option is not possible, you may apply to work isolate through the online application at <https://www.princeedwardisland.ca/en/information/health-and-wellness/work-isolation> provided you have your employer's support to work isolate if approved. It is recommended that you discuss the application with your manager before submitting the application and before you leave the province. **Managers are to discuss work isolation requests with their Director and Human Resource Manager.** Employees who **do not apply or are not approved to work isolate** and are required to self-isolate for 14 days upon return, must use vacation or other accrued leave during the self-isolation period if not approved to work from home. Sick leave is not available unless symptomatic.

Family Violence Prevention Week- February 14-20

All employees are invited to participate in Family Violence Prevention Week, February 14-20, to raise awareness and learn

about how to help prevent family violence. **On Wednesday, February 17, please wear purple to remember victims of violence and their families. For a full schedule of events for the week, visit: Family Violence Prevention Week 2021. "The Guidelines for Addressing Family Violence and the Workplace" is a handbook created as a resource for PEI Government workplaces to help recognize and respond to employees affected by family violence. It can be found at https://psc.gpei.ca/files/HRManual_9.06.pdf and contains helpful information for employees and supervisors. If you would like to talk to someone about family violence, please don't hesitate to reach out to your Supervisor, Manager or HR Manager or connect with the services listed in Appendix A of the Guidelines.**

Working from Home and your 2020 Tax Return:

If you are an employee who worked from home due to COVID-19, the Canadian Revenue Agency (CRA) recently announced a temporary simplified method for claiming home office deductions on your 2020 tax return. This will allow employees who worked from home due to COVID-19, more than 50 percent of the time for at least four consecutive weeks during the pandemic, to claim an amount of \$2 per working day (up to a maximum deduction of \$400). This simplified method does not require you to obtain a T2200/T2200S form. If you are claiming a deduction that is greater than the simplified method, you will need to contact your payroll department to obtain a T2200 form. For more information related to the home office deduction please visit the CRA website:

<https://www.canada.ca/en/revenue-agency/news/2020/12/simplifying-the-process-for-claiming-a-deduction-for-home-office-expenses-for-employees-working-from-home-due-to-covid-19.html>. If you have any further questions, please contact your payroll office or HR Manager.

Your Employee Assistance Program is Here for You

EAP is confidential and counsellors can be reached at [\(902\)368-5738](tel:9023685738) or toll-free at [1-800-239-3826](tel:18002393826) or by email at eap@gov.pe.ca.

If you have any questions or require more information on any of the above, please don't hesitate to reach out to your manager or your Human Resource Manager.

Thank you and have a great week!

Denielle Hennessy - COVID-19 (Staff update)

From: Darrell Wight
To: Youth Justice Services
Date: 3/17/2020 9:39 PM
Subject: COVID-19 (Staff update)
CC: Dawson, Darlene; Trainor, Gary
Attachments: RecordsManagementBestPracticesforWorkingfromHome.pdf

Good evening,

Further to Karen's email on our work status I want to provide some clarity. As of tomorrow (March 18, 2020) we should be working from home to avoid unnecessary personal contact with our clients and co-workers as per social distancing recommendations.

There have been lot's of questions on what working from home would entail. Some expectations would include:

- 1) Making regular, ongoing contact with your clients/ families via phone and/ or email (in-person appt's should not be occurring at this time) and documenting in case notes,
- 2) Completing file reviews and ensuring all files are up to date and include all necessary information/ documentation,
- 3) Being available for consultation on cases with co-workers and other agencies,
- 4) Completing any eLearning training required. (I will forward an email from Denise Spenceley which provides a link and a list of courses).

As any normal day, should you be taking leave for all or part of the day you would be required to contact myself, in advance for approval.

When taking files home, you should send me an email with the list so we have record of what has left the office. All files that you take out of your office must be kept secure and confidential. See attachment on RIM expectations.

As this situation continues to change rapidly, we may need to make changes to our daily routines and be available to respond to different situations. Some staff may be required to respond to requests from Police, Courts, Custody facilities, etc.

We understand your work day will look much different than normal while following the recommendations of our Chief Public Health Officer, Dr. Heather Morrison. We also appreciate your patience and professionalism as we work through this very challenging time.

I will continue to provide any updated information. If you have any questions/ concerns, please contact me to discuss.

Thanks,
Darrell

Program
Manager
Meeting
Minutes

PROGRAM MANAGERS COMMUNICATION MEETINGS

Meeting notes April 6, 2020 Community & Correctional Services (draft)

Divisional senior management semi-weekly conference call

Participants: Karen, Shannon, Gary, Denise, Allie, Susan, Carol (NOTE: Carol joined at 11:35)

Gary:

- Will be talking with staff this afternoon and getting back to Denise re training. Great opportunity.
- Staff accessing office: looking at how this will happen.
- Has been in touch with Mandy Kremers and people who are working from home and having to go office to get mail etc are not eligible for mileage

Denise:

- Sending message out to community for things to help people be active
- Working on one for custody and one for clinical today or tomorrow
- Has 7 course builds in the works. Busy reading content
- Working on a policy and hopes to get it to Karen next week
- Had a teleconference with staff at Burns Ave. They are quite busy so that is good.
- Kathie will reach out responding to the request from Many Kremers for web help.
- Denise advised Kathie was advised to put a hold on our updates but acknowledged request from Susan Maynard for changes. They will check into being able to get it done.

Allie:

- Still trying to source materials. This time for Cathy Bryanton
- Will be getting laptops for those needing them.

Carol

- Still unable to access the drives although she has VPN. Service Centre working on it. Hopes for access by end of day.

Susan:

- Staff in process of getting operational on VPN.
- Noted there are 136 people on court dockets this week. Observation there will be a back log
- Good news that clients are getting through to Victims Services or calling police if they need assistance.
- Child protection Services and Family Resources Council might be working together to help out in situations (ie co-parenting from 2 homes);

Karen.

- Has been checking with what is going on with crime rate in other jurisdictions and what will happen if this goes on for several months. We need to be ready.
- Susan and Karen are on a Family Violence Prevention Committee. It is a very worrisome time. Family stress, being unable to go out, no money, no job, etc
- Susan shared that the Public Schools Branch is doing a lot to help – rolling out meals etc.
- School is starting today online.

Shannon

- Ron, Brooke & Scott working on possible TA's later this afternoon. Not a big number Shannon will be in contact with Gary and Susan to discuss.
- Talking with Jennifer regarding Brandy being safe at work. Shannon shared they are discussing building an area with plexiglass to put ankle bracelet on offender. Discussion followed on this with on what it would look like (attached to a chair) to possibility of creating a portable shield system. Karen says this needs to happen given the close proximity in putting the bracelet on and/or taking it off. Shannon is going to talk with Ron and Jennifer and will check with Darrell and pursue it.
- LPN – offers went out Friday. Orientation piece will come soon. There will need to be policy work done to define their role, (scope, duties, direction) as guidance for them. LPN association has all kinds of information on their website. Brooke is lead on that with Shannon.

22.(1)

Karen:

- Working from home and de-population of buildings. We are to put all supports in place so people can work at home (cell phone, laptops, VPN access). From Karen's perspective, no one should be going to the office if at all possible.
- Discussion around who, why & when people need to go to which office site & what they need. A list needs to be created for Karen to give to DM for approval.
- Karen asked for clarification on why staff need to go to office.
 - At Murchison House Jackie is the only person with access and if anyone needs anything she will get it to them. No one else is allowed in.
 - Sometimes there are exceptional circumstances when someone needs to go in (Breach charge, pre-sentence reports unless people have VPN access, admins type them up.)
 - For Breach, why do staff have to go in? Jump drives were provided. Darlene could make a copy for Meghan and Margie so they have the forms. Some staff do not have access to their drives at home. Not everyone is set up to work at home.
- Except in exceptional circumstances, no one goes into the building. We have to be assured people who have client files at home keep them secure. EPO's, Breach, PSR's etc. Suggestions to make that happen: Keep client files in a locked suitcase.
- Reality is that not all people have a computer/system to be able to work at home.
- Victim Services has a system so don't need actual client files at home. However paying of invoices once a week and receiving payments needs to happen. There are a number that are there to be processed. Karen agrees this has to happen. Susan and Pam will continue to do this
- Karen is hoping to get blanket approval for a narrow ask for permission to enter buildings

Denise:

- For Client Files security, suggestion to purchase small file cabinets to store the files at home. Karen asked how would staff feel about this? Definitely more secure. Discussion around whether there would be any available through surplus Allie will get Meaghan to check on it.
- Denise suggested reaching out to staff to see what would be helpful? File cabinets, ink, printers, etc. Looking at getting everything people need to work from home so they don't need to go to the office, supplies etc. Denise suggested that when providing computers, it is an opportunity to update everyone's desktop to a laptop.
- Supervisor should be the person to agree that something needed to be picked up from office but may have one designated person to pick it up.
- Denise to draft document (this afternoon) on what is needed and forward to Gary, Susan and Shannon to send to staff so everyone gets same message. Karen will be doing a communication today. Hoping to get to Sr Mgmt team this afternoon to have a look at and provide feedback before she sends it out.

Meeting notes April 17th, 2020 (draft)

Community & Correctional Services Divisional senior management semi-weekly conference call
Participants: Karen, Denise, Allie, Susan, Carol

Regrets: Shannon, Gary

Susan:

22.(1)

Allie:

- Continuing to get people set up to work from home
- Will be working on a list for Karen.

Denise:

- Shared that one of the students heard that the premier is saying school would be re-opening in May
- Discussion around two schools in Charlottetown (Birchwood and Queen Charlotte) are being used for outreach and treatment programs

Karen.

- Discussion around list that has been requested in preparation for re-population of workspaces.

Carol

- Still checking for hard copy of file as requested. No luck as yet.

Karen asked Denise if any of JP's files are at Burns. Yes one, investigations files in locked cabinet in Donna's old office. Denise suggested Karen reach out to Meaghan Hood to check for file for Gary.

Next meeting Monday April 20th at 11:30

2020 04 20 Div Sr. Mgmt Semi-Weekly Conference call Meeting notes (draft)

Participants: Karen, Shannon, Allie, Denise, Susan & Carol

Regrets: Gary

Karen:

22.(1)

- Need to identify someone to be the person staff contact regarding being tested for CoVid-19 (someone to coordinate this) (Shannon will discuss on his 2 o'clock call this afternoon.)
- Discussion around staff working in multiple facilities. Do we have staff doing this? Typically we do. (Shannon will also bring up in 2 pm call.)
- Karen is having a call with Dr Morrison on Wednesday and will ask her about it as well. We may have to work with Health and others on this.
 - Will reach out to Verna and have a discussion as well, if necessary
- Karen was on a law enforcement call on Friday afternoon and talked about the challenges of de-populating the correctional centres and having police bringing people to the centre for not following the directives of the Chief Public Health Office.
- There has been covid death of an inmate in BC

22.(1)

Sus

- Talked to John Diamond to see if/how CoVid19 restrictions have been feeding into incidents of family violence. So far no upsurge in reported cases but there were a couple of incidents on the weekend involving handguns which were drug related.

Denise:

- Working behind the scenes
- Reiterated that now is a good opportunity to upgrade work computers to laptops if we can get the support through IT.
 - She is not comfortable in staff using home computers for government work. More secure to use government laptop. Want to invest in laptops. Challenging to make it happen.

Allie

- ITSS has a verbal directive that staff cannot take desktops home. It is not written anywhere. Allie said that any of our staff who had done so has been contacted and asked to bring them back. Allie has requested laptops for those people.
- Allie has not requested laptops for everyone using personal computers. Is this something that should be done at the same time. It seems that each request has to be validated/justified. Could Allie cite confidential client files and that we are prepared to make an investment etc. and send all at once?
- Seems to be mixed messages from ITSS but certainly worth putting out there. Should Karen, as Director, be the person making an inquiry? Could this be considered regular work to use up our budget?
- Working on getting equipment. Has a call scheduled with Derryl MacDonald.
- Working on year end stuff
- Karen wondered how many people using home computers. Allie will get information.
- Susan wondered what do we do in regards to prior requests that went it for laptops. Do we send a new request? Those requests were put on the back burner with all the VPN etc. ITSS should be getting to them now.

Shannon:

22.(1)

- Teacher at youth centre working remotely due to CoVId19. Shannon and Karen will examine and discuss this situation.
- Chris Bulman has reached out to Denise to get access to take some online courses.

Carol

- Has contacted Bell Conferencing and we now have a second conference call line on Karen's account.
- This allows us to accommodate setting up requested conference calls.

Karen:

- Webex: Let Karen know if you want it and she will request it.

22.(1)

Next call Friday April 24th

2020 04 24 Div Sr. Mgmt Semi-Weekly Conference call Meeting (draft)

Participants: Karen, Carol, Allie, Denise, Susan, Shannon Regrets: Gary

22.(1)

Karen

- Call with Law enforcement this afternoon and afterward she, Shannon and John Diamond will have a follow-up conversation.
- We only want people brought to custody that need to be in custody. Big issue. Need to be erring on side of public safety but need to release if non-essential. Recognizes risk. Very frustrating for everyone.
- Karen will let us know the outcome of the call.

Shannon

- Positive things happening
 - Team of UPEI Nutrition Dept and some chefs are supplying lunch and supper to first responders, police, ems and pcc staff today.
 - They are also doing a drive by salute and again PCC is being included as well. Happening at lunch time today.

22.(1)

- On a HOC custody sub-committee call, Shannon said PEI is doing a lot of what everyone else is doing across Canada. Identified some things we are doing with public health office which mirrors what other are doing.
 - moving people out of institutions with TA's or electronic monitoring,
 - staff are reporting a different feel in environment, improvement of space.
 - staff not taking leave.

22.(1)

Allie

- Working on finishing up temporary housing schedule
- Video conferencing – getting information for it (she and Susan will talk about that today)

Carol

- Had an admin team conference call on Wednesday. Only one person not on call. Good check in with everyone. Overall people are doing good. It is challenging but they are getting things done
 - Karen popped on the call to wish everyone a Happy Admin Day and that was appreciated by all
 - Melissa Craig is sharing the link for taking Microsoft and Excel training
 - Carol had shared the information to put 'voicemail to email' with admin team

ACTION: At Denise's request, Carol will send the 'voicemail to email' instructions to this group

Denise

- Was in office a couple of times to get papers from photocopier (eLearning content docs etc) to deliver to community staff to review
- Also delivered documents to Chris Bulman to work on from home as setting up his laptop had some unexpected delays
- Popped in to say hello to Darrell and Gary at Sage Room and is delivering lunch to them today
- Working on policy
- On community side, she had reached out to Darlene and Darrell to have staff contribute to both policy review and eLearning course development and they assigned most of their staff to some area of this work. The difficulty now will be in managing the flow of paper from multiple people and sometimes getting it to them at their homes when requested.
- Students being re-assigned to EMO office.
 - Originally, Shawn Arbing requested [15.(1)] to assist with administrative functions. Because [15.(1)] has a child at home, it was decided that the students would work better in this capacity.
 - EMO would now like all three students as the number of requests for travel to the Island is high and they are operating 7 days a week and often for 16 hour days. We have negotiated that 3 students on a part-time basis might work better given the shift nature of the request.

Susan

- Thank you to Denise as we are getting policies off to Karen today.
- Likes the Covid success story – no new cases, 24 of 26 recovered.
- Wishing everyone a great weekend.

Karen

- Karen also wished everyone a great weekend.
- Needs to cancel this conference call on Monday. Will reschedule if necessary otherwise will be back on call next Friday May 1st

ACTION: Carol to cancel Monday's call.

2020 05 01 Div Sr. Mgmt Semi-Weekly Conference call Meeting (draft)

Participants: Karen, Carol, Allie, Denise, Susan, Shannon Regrets: Gary

Karen:

- Had a Directors Forum call this morning. Webex call over 100 participants with directors across government.
- Has information and is preparing an update for employees. Will send to group for feedback and then send to staff for circulation
- She shared this information
- Huge volume of work 2400 VPN requests and 350 laptops requested.
- On Apr. 29, there were 79 government webex meeting licences.

Easeback plan

Phase 1 – May 1-21st Staff to work at home as much as possible. Information coming out from PSC re cautions, distancing, work place practices

Phase 2 May 22 to June 11th – staff still to work at home as much as possible

Phase 3 – June 12th if you can work from home as much as possible do so, on full or part-time basis.

Government have expressed desire to see 1/3 working of workforce from home some of the time

- Discussion around divisional management returning to worksites in phase 1 and talked about victim services.
- Susan asked if it is necessary for staff to be on site, if not, plan is to have 2 staff in maintenance enforcement – staff rotation
- She shared that Public Trustee & Public Guardian- staff rotation as well. We should follow that and re-look at the 22nd.
- Can continue on as is.
- Discussion around productivity low in some areas when you don't have the technology at home

Allie

- Just got off phone with Carol Murphy
 - waiting period is 20-30 days.
 - Suggestion is go back to DM and ask again
 - Insurance issue?
 - Cell phones are required for admins to return calls etc from home
 - It is hard for admins to work from home and only able to be doing 5% of work

- Karen continued with information from her call.
 - Paul Ledwell very thankful. Province has had to deal with a lot. Praise that government is taking action so quickly
 - Dan Campbell talked about budget.
 - Our government are investing a lot: 22.(1)
 - 22.(1) We were in a good position before this happened.
However, we will be asked to look at priorities
 - 22.(1)
 - Tanya Rowell talked about a policy of flex hours and working from home.
 - Classification working at full capacity and we should get things to them as quickly as possible
 - Pam Trainor talked about the start of returning staff to buildings (TIE developing all kinds of things, signage, decals, floor markings etc.) A checklist will be coming
 - Dr. Morrison & Dr. Sabathy – had nothing new to report
- Tanya was asked if people worked from home, what about ergonomics?
 - Work with HR manager to identify what equipment they might need and to supply it

Susan

- What is the goal to half 1/3 of the staff working from home?
 - Cut down number of staff in buildings & free up space
- Will there be training for supervision of staff working remotely.
 - Karen thinks it is a great idea.
 - Maybe PSC could prepare a package.
 - Karen will send note to Tanya at PSC to put on her "to do" list

Denise

- There is a lot of inequity in what is being done at home.
- Some admins not doing much, others going straight out and still others working 12 hrs a day. How should we deal with that?
 - Comes down to a management style.
 - Two things – how do we measure/ensure productivity? As a manager supervision how do we make sure that level of productivity is done?
 - Every case is individual and has to be looked at.

Allie

- will deploy a couple of cells for victim services admins
- has concerns about other businesses opening and having to compete for supplies. She is reaching out to other places. (hand wipes, sanitizers) Has two big shipments coming in.

Susan

- Thanks Karen for updates from directors meeting.

Next call scheduled for May 8th

Participants: Karen MacDonald, Carol Handrahan, Shannon Ellis, Allie McAlduff, Denise Spenceley, Susan Maynard, Gary Trainor

Karen:

- Will be going into her old office on Saturday and Sunday to clean out some items.

➤ 22.(1)

22.(1) Karen is delighted how everyone is pulling together during this crazy time.

- Will be talking with Shannon about the delegation of different groups/committees - Law Enforcement Group, HOC etc.

➤ 22.(1)

- Had sent the ZOOM Health Care info to Jackie and waiting for feedback. Shannon and Jackie have discussed. Karen will send out this weekend and Carol Murphy will action it this weekend.

- Karen checked on status of laptop for Tabatha. Allie is supplying a laptop to Tabatha.

Shannon:

➤ 22.(1)

- Ron will be working out of Summerside some of the time
- Chris Oatway is working from home
- Ron will work out of Chris's office when in Charlottetown

➤ 22.(1)

Question to Karen:

- Civil Service Operational Plan and things to be considered
 - TIE sent out an email about re-populating work sites.
 - Every site has to have an operational plan for staff to return and for public to be there.
 - All has to be in place before anyone can return to workplace
 - Recommendation – build a spreadsheet outlining what we have done
 - Public Health Office may come and want to see what is in place
 - Phases 1, 2, 3 & beyond that, people can work at home if possible
 - Up to managers/supervisors to put things in place
- Karen sent info to Shannon and Shannon will send to Allie. Allie to create spreadsheet.
- Karen expects an email to come out today to all employees regarding this.

Denise

- Looked at schedule for next week.
 - Carol to remove the Wednesday Divisional Senior Management Meeting.
 - There will **not** be a conference call at that time replacing it.
- Calls for Senior Management will continue on Mondays and Fridays but using WebEx and Ron Taylor is to be added to the calls
- Denise will do set up for the WebEx calls for Senior Management.
- Carol will cancel the teleconference calls previously set up.

Gary

- Talked about having some offices designated for interviews for clients for when we re-populate our work sites.
- Allie has asked Jonathan to re-route TIE emails to Gary.

15.(1)

Denise

- Has two e-learning courses that need to be reviewed by Gary, Darrell and Darlene.
- They were sent to staff for youth and adult to review but Denise is not sure they are clear on what to do. She has added text etc.(org names changes, text revisions, etc)
 - Wants direction from Gary to proceed.
 - She would like to do in small groups maybe 2-3 at a time.
- Wants to talk about Training and Orientation.
 - Talking to Allie about looking for/finding new money for these
 - Gary suggested Denise send an email about getting together. Gary will talk to Darlene and see if she would be available

15.(1)

22.(1)

Susan

- Things are busy at Victim Services. Lots of referrals

22.(1)

- Was supposed to be starting

15.(1)

Shannon

22.(1)

Next meeting Monday at 11:30 via WebEx call set up by Denise

2020 05 11 Div Sr. Mgmt Semi-Weekly WebEx Call Meeting notes (draft)

Participants: Shannon Ellis, Ron Taylor, Allie McAlduff, Denise Spenceley, Gary Trainor, Carol Handrahan, Susan Maynard

(Carol joined via telephone as WebEx link would not work and meeting was already in progress. One other person also had issues joining and had no video when she did join)

Denise:

➤ 22.(1)

Shannon

➤ 22.(1)

Denise

➤ 22.(1)

Shannon

- Ron is working out of 109 Water Street
- Brooke is working in Ron's former office
- Ron will work out of Chris's office when in Charlottetown
- Chris is working from home

22.(1)

ACTION: Ron to reach out to Scott for this.

NOTE: Denise and Allie will be working on Friday mornings in S'Side and Denise can connect with Ron there.

Allie:

- Very close to getting thermometers. PO is out and supplier is expecting them on May 18th. We will get them shortly after that.
- Going to bring it up tomorrow on Program and Senior managers call about staff/clients wearing PPE when we do go back to the offices
- Plexi-glass screens, can we get enough?
- Discussion around what is happening in hospitals.

Gary

- He, Darrell, Darlene and Danielle met on Monday regarding getting ready for the re-populations process.
- They came up with a long list of things to be considered including: PPE's, plexiglass, intercom, buzzers, schedule rotation, using meeting rooms for clients only, safe distancing etc, concerns around staff with young children, responsibilities to court etc.,
- Asked about a potential time frame when staff might be returning to work sites
 - Shannon said it potentially could be before the start of summer vacation
- Gary said a number of people would prefer to work part of the time from home
- Discussed high risk where face to face meeting is better to low risk where a phone call is good.
- Shannon thinks these items need to be explored
- Gary sees this as:
 - an opportunity
 - Reduces our carbon footprint (This was talked about in Throne speech before pandemic hit and pushed it.)
 - a challenge
 - getting staff trained on working from home
 - get schedules on groupwise
 - get people productively working from home
 - how to monitor
 - real opportunity
 - video conferencing saves time and money and is safer
- He is picking up supplies at the Ease Back Supplies Depo today
- 15.(1)
- Darrell and Danielle are busy with Student Outreach workers program
- Continuing to meet with staff on conference calls Tuesdays and Thursdays

Ron

- Busy (Visiting PEIYC) tomorrow
- Lock-ups are increasing
- Discussion around J. Diamond and courts and isolation availability
- RCMP are using some lock-up cells.
- Thinks there will be an increase in lockups
- Shannon and Susan were just on a Domestic Violence Committee meeting and Shannon thinks it is going to increase as well
- Right now - 9 people are in isolation.
- New admissions are only tested if symptomatic.
- A lot of sanitizing has to be done each time an inmate leaves a cell
- 22.(1)
- Looking ahead, it will be really busy when courts open up with all the cases
- Discussion on whether there is any word on a new judge. Apparently they are interviewing.

Susan

- Nothing new since Friday
- Discussed pressure on Schools

- Verna Ryan said families are coming forward with children with challenges/high needs and when they are brought in, they have already escalated and are at the point of hitting staff
 - would like to see more support within the home (avoids triggers of unfamiliar places, etc.)
- Food hampers and meals are being delivered and looking at how long that can continue.

Carol

- Not liking the WebEx calls. Sound has static, is distorted, is cutting out/lagging and very echo-y.
 - Very hard to try to take notes.

22.(1)

Shannon

22.(1)

- Shannon asked Ron for count- Ron said 66 in facility and 9 of those in self isolation.

Next WebEx call Friday May 15th, 11:30am

2020 05 15 Div Sr. Mgmt Semi-Weekly (WebEx) Conference Call Meeting notes (draft)

Participants: Shannon Ellis, Carol Handrahan (from Shannon's office in Shaw Building)
Ron Taylor, Allie McAlduff, Denise Spenceley, Gary Trainor, Susan Maynard

*(Shannon and Carol were to join via WebEx link in Shannon's Ch'town office but unable to connect. Exited call and re-
tried but no luck. After 10 minutes trying to connect, decision was made to do a conference call instead.)*

Gary:

- Asked questions around Zoom and Outreach Workers.

Shannon:

- Forwarded Allie a operational plan template from Chief Public Health Office to complete

Denise:

- Allie & Denise pulling together for teaching on ZOOM.
- Will be doing:
 - Video training
 - Doing work with each person on groupwise
 - Working with Darlene, Gary and Darrell and will set up schedule for staff training
- Would like to have a student do this but they are working with EMO evenings and on weekends and today only one student working with us
- In Sage Room with Darrell Wight, was able to do Zoom call to and from Darrell and Danielle

Gary:

- Talked about using Sage Room and Summerside Board Room as training sites.
 - Would like training done as soon as possible
 - Denise is going to touch base with Jody Curley-Howards about apps (which were approved for use by ITSS)
 - Denise will be meeting with Darlene, Darrell & Gary
- Re-populating offices.
 - Items being discussed: Rotating schedules, designated offices for interviews, schedules on line (GW), daily scheduling, partitions/plexi-glass etc.
 - There is a lot to put into place before they feel comfortable on coming back
 - Left message for Jim Doiron re conferencing etc with courthouses. Waiting to hear back.

Ron

- Complicated process getting conferencing with courthouse set up
 - Need a dedicated line, etc.
 - Discussion around process
 - Working at getting additional line for Georgetown court

Shannon

- Will be on a call next week discussing re-opening courts
- Keeping in mind that Probation & Victim Services have special needs above custody
- Messaging from government is 'let's not go too fast', not looking to be back next month, baby steps

Ron:

- Busy, have admissions
- Moving people around to deal with admissions
- TA's – looking at 8 possibilities – names being sent to Gary and Susan
- 15.(1) Working from home today
- Working with IT to get rid of social media etc throughout worksite
- 22.(1)

Susan

- New services opening up
 - Services at Family Law Centre as of May 22nd
 - Trying to get more information on it as they share a space
 - What does it look like?
 - Working steady

22.(1)

Action: Carol will send as appointment

Allie:

- She and Denise putting ZOOM training together this afternoon
- Will be calling Carol Murphy to see if any additional Zoom licenses are available.
- Shannon advised when he issued list, he added nurses to it
- Allie will check with Geoff regarding ZOOM for School Outreach Workers
- Working on getting for Deborah

Denise:

- Has cancelled the WebEx calls for senior management until technology is there to have work properly
- Carol will await direction to schedule calls

Shannon:

- Carol to set up conference call for Wednesday at 11:30 for Divisional Senior Management teleconference to discuss Div.Senior Management in-person meeting at Sage Room on May 21st (Appt from Allie) and to discuss other issues .
- This meeting will be followed by the Program and Senior Managers teleconference at 11:30. Div. Management will call in from Sage Room.

2020 05 25 Div Sr. Mgmt Semi-Weekly (WebEx) Conference Call Meeting notes (draft)

Participants: Shannon Ellis, Allie McAlduff, Susan Maynard, Carol Handrahan, Ron Taylor
Regrets: Gary Trainor, Denise Spenceley

Discussion on conference call times and set-up

ACTION: Carol will send out an overarching email re meeting times with new conference call info.

Law enforcement call – once a week on Wednesday.

Chiefs of Police meetings

Action : Carol to check on this with DM's office.

Allie:

- Should have thermometers today. Being delivered to Kays Bros and Allie will pick up.
- Has submitted a request for supplies for Youth Centre and PRCC – orders have to be requested on a weekly basis – emergency requests a priority. Order is being processed.
- From DM Karen's email we are looking at staff working from home on a rotational basis and we have to submit our operational plans by June 1st.

Action: Carol to put operational plan on agenda for Friday.

Action: Carol to check on status of Shannon's signing authority

Susan:

- Nothing new.
- Had a few referrals on the weekend
- Discussion with staff on Friday on plan to return to work.
 - Some people concerned about compromising health of family members.
 - People feeling less safe with opening of borders.

Ron :

- dropped off some covid swabs to youth centre this morning so Cathy Bryanton has them for staff and youth
- Things are tight staff wise.
- 22.(1)
- Video court continues

➤ 22.(1)

- Court re-opening next week will have a big impact on numbers.
 - Judge Orr will be covering some cases in Summerside.
 - Plans were sent regarding plan in place for social distancing.
 - There is a court docket for next week in Summerside. 70 people?

Shannon:

- Conference Calls going forward will be once a week
 - Mondays from 9-9:45 Divisional Senior Management
 - Tuesday from 11:30am - Program and Senior Managers
- This Friday May 29th
 - in person meeting of Div. Senior Management at Sage Room 9-12 Jackie joining at 10 as she did last week.

Carol:

- Working getting new teleconferencing account set up for Shannon

Susan:

- Question to Allie – how can Victim Services get masks to have on site?
 - Plexi glass will be at Tabatha's work space
 - Would like disposal masks for clients

Action: Allie will reach out to procurement services

Note: Ron said he has a good supply at custody sites.

- Tabatha would like a printer.

Action: Allie to check on it.

Allie:

- She and Denise will be in Summerside Tuesday and Thursday to do training

Shannon

- Shannon will be in Charlottetown Wednesday and Friday.
- Everyone asked to forward agenda items to Carol for Friday

2020 06 01. 9:00 to 12:00 Div Sr. Mgmt Face to Face Sage Room Meeting notes (draft)

Participants: Susan Maynard, Carol Handrahan, Gary Trainor, Allie McAlduff, Denise Spenceley, Ron Taylor and Shannon Ellis

Shannon had requested that Susan chair call as possibility existed that he could be delayed. She welcomed everyone and was about to start and then Shannon joined and he did chair. Thanks to Susan for starting it.

Shannon:

- Has a call at 10 o'clock with the Domestic Violence Prevention Committee. They are looking for information re lock-up (increases etc) during this pandemic. Susan said they are not seeing an increase in referrals over last year at this time. Shannon said Jackie is meeting with her staff regarding meeting with clients/groups.

ACTION: Ron will check on lock-ups and nature of them and let Shannon know before ten o'clock

Ron:

- Custody management team is meeting with staff regarding custody visitors, gym use etc.
- He will be meeting with Brandi on this.
- Going to go slow regarding opening up,
- John Diamond has already called about capacity re court
- Ron has another call with courts on Friday
- Good to keep lines of communication open
- Staffing is a challenge. Hard to get new casuals. Added challenge is some applicants are from out of province. Summer could be tight for staffing. Already looking at declining requests for time off this summer.

➤ 22.(1)

➤ 22.(1)

Gary:

- Staff are back in office part time today 50%. Office not open to public. Will be starting appointments on June 12th. Right now meeting with staff and doing set-up to ensure all is in place. Regarding admin staff, one person in office in Charlottetown. Margie is 50% time in office, is there in the afternoons.
- Darlene is taking calls from staff about their wants and needs workwise.
- Court – Most cases will be dealt with by phone. Will continue to get results from Clerk of the Court.
- May go into court later this week depends on what they are looking for.
- Judge Orr has been in touch to see if they want to be there

Susan

- Was invited on Friday to go on Courthouse tour with Public Health Office. (Darlene went)
- It was decided that there is a space for a Probation officer and Victim Services Worker in the courthouse
- Like Gary, getting results from Clerk of the Court

Denise

- Finished up the training (Zoom, Groupwise) last week
- Working on re-population plan today

- Will be getting back to policy work

Allie:

- Working on operation plan and getting it to DM Karen MacDonald today.
- Needs the one from Clinical Services
Action: Allie will get in touch with Jackie to forward it to her.
Action: Ron will forward the one they had done for custody
- Heard back from EMO. Supplies are being deployed today.
- Shannon asked about the backspace at 109 Water which will be occupied by Shannon, Ron, Clinical Services, Probation Services and Carol
- Allie brought up a tub of supplies and hand sanitizer and Shannon can have some of that
- Deborah and Gordie are looking for disposable gowns. None to be found.
- Gordie looking for them in case they need them to isolate (court?)
ACTION: Will be reaching out to Brandi to see if she has contacts that Allie can access
ACTION: Ron will reach out to Deborah and inquire about usage as they has 100 and are down to about 12 in a couple of week.

Carol:

- Will have to switch going to Summerside this week
- Potentially will go on Thursday, she and Shannon will discuss

Shannon:

22.(1)

Forms

+

Signage

COVID-19 Screening Question for Public Access

1.	Do you have any of the following symptoms:	Circle One	
		YES	NO
	• Fever or chills	YES	NO
	• Cough (new or worsened chronic cough)	YES	NO
	• Sore throat	YES	NO
	• Runny nose, sneezing, congestion	YES	NO
	• Shortness of breath	YES	NO
	• Marked fatigue	YES	NO
	• Body aches	YES	NO
	• Loss of taste or smell	YES	NO
2.	Are you currently required to be self-isolating for any reason?	YES	NO
3.	Have you been in close contact with someone who has returned to PEI in the past 14 days and who has any of the above noted symptoms?	YES	NO

If you have answered "YES" to any of the above questions, please DO NOT enter at this time.

If you have answered "NO" to all of the above questions, practice hand hygiene (wash hands for at least 20 seconds or use hand sanitizer) before and after your visit.

Client: _____ Date: _____ Time: _____

Public Health Advice
COVID-19
(coronavirus)



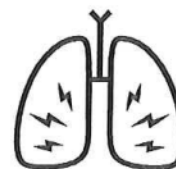
SYMPTOMS INCLUDE:



Fever



Cough



Difficulty
breathing

PROTECT YOURSELF AND OTHERS FROM GETTING SICK:



Wash your
hands often



Elbow cough/
sneeze



Avoid touching
eyes, nose, mouth
with hands



Stay home if
you are sick



Avoid contact
with sick person



Cough in tissues
and throw away

For accurate up-to-date information If you have general questions about COVID-19 call

1-800-958-6400

For the latest local information visit: princeedwardisland.ca/covid19

COVID-19

PUBLIC NOTICE



Please respect social
distancing and
limit to 1 person(s)
in the washroom
at a time.

Renew PEI,
together

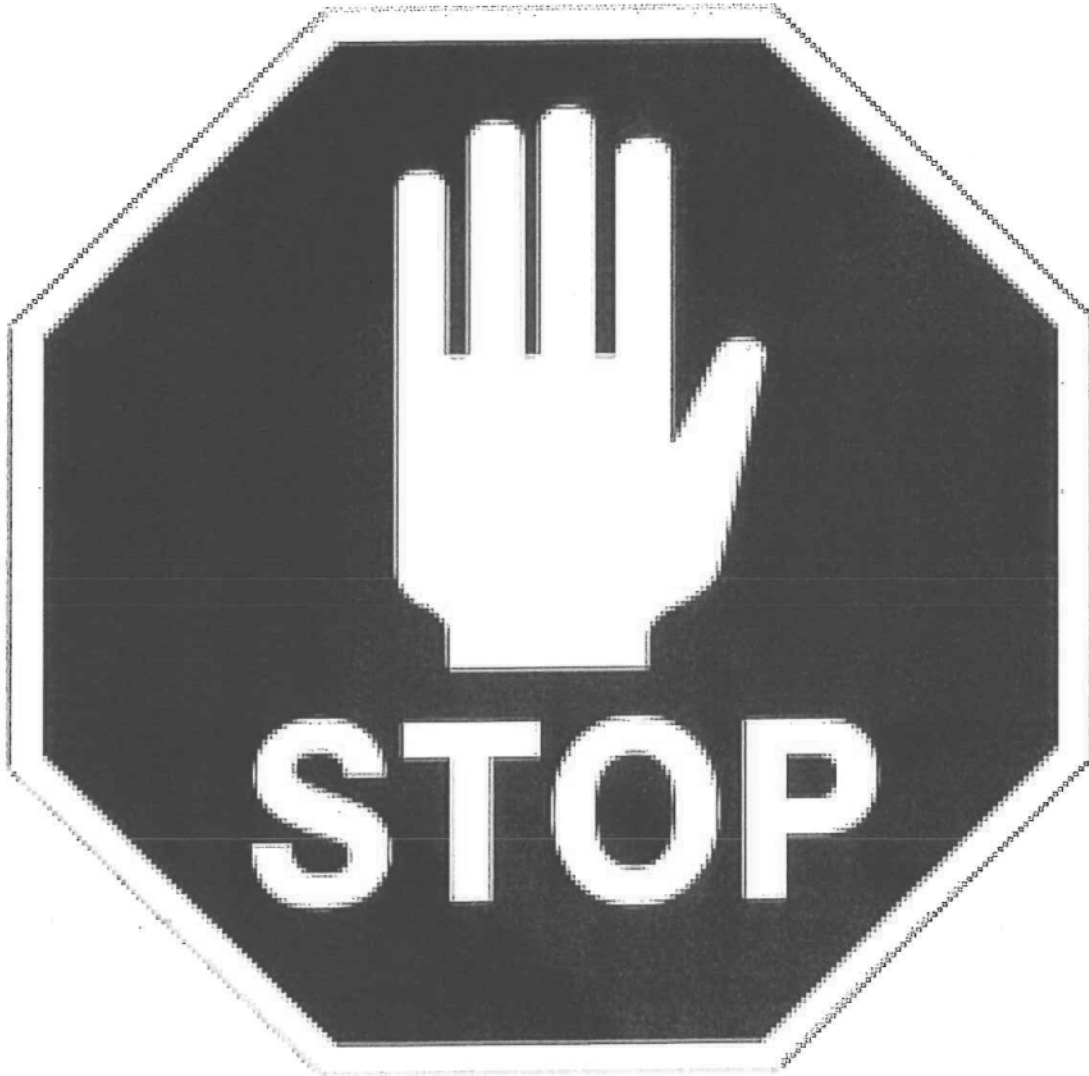


DUE TO PROVINCE OF PEI'S
RECOMMENDATION IN
REGARDS TO COVID-19, IF YOU
HAVE BEEN OUT OF THE
COUNTRY IN THE LAST 2 WEEKS
PLEASE CALL OUR OFFICE TO
RESCHEDULE YOUR
APPOINTMENT.

902-368-6061

or

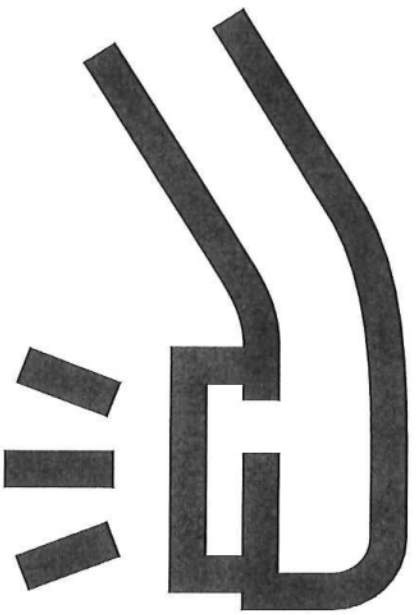
902-368-4587



BEFORE PROCEEDING

**PLEASE IDENTIFY YOURSELF AND THE PURPOSE OF
YOUR VISIT TO THE CAMERA ON THE RIGHT AND
WAIT FOR SOMEONE TO GIVE YOU PERMISSION TO
PROCEED UP THE STAIRS**

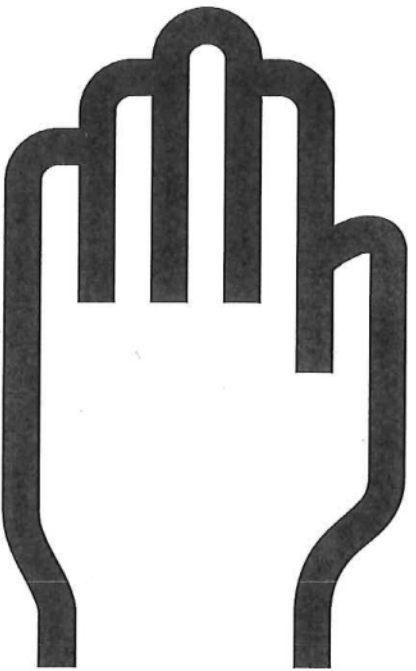
Please Wash



Clean

hands prevent

disease!



FACE MASK REQUIRED



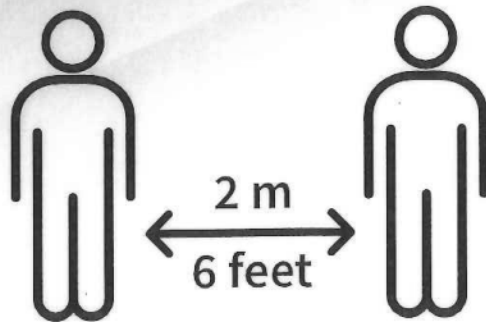
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PrinceEdwardIsland.ca/**MASKS**



COVID-19

PUBLIC NOTICE



Please respect **physical distancing** while using this shared space.

Maintain a physical distance of 2 metres between individuals.

Please use the cleaning supplies provided to wipe down high touch areas after use.

Renew PEI,
together



COVID-19

IMPORTANT NOTICE FOR EMPLOYEES

- All staff must self-monitor for symptoms of COVID-19 and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave the premise immediately.
- Please self-isolate and call 811 for testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19, but the staff member remain ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- | | |
|----------------------------------------------|--------------------------|
| • Cough
<i>(new or increased chronic)</i> | • Fatigue |
| • Headache | • Congestion |
| • Fever/chills | • Body aches |
| • Sore throat | • Runny nose |
| | • Loss of taste or smell |

Renew PEI,
together



Misc.

Gary Trainor - Covid-19 Voice Message

From: Meghan Doyle
To: Gary Trainor
Date: 2/10/2021 2:36 PM
Subject: Covid-19 Voice Message

Covid-19 Voice mail message for front desk staff phones during the office closure:

"Thank you for calling Probation Services, our office is currently closed due to the Covid-19 protocols put in place by the Chief Public Health Office. We do check our voice mails regularly and will return your call as soon as possible. Thank you for calling and have a great day!"

Hope this helps.

Meghan Doyle
Administrative Assistant
Probation Services
Justice and Public Safety
42 Great George Street
PO Box 2000
Charlottetown, PE C1A 7N8

Tel: [\(902\) 368-6061](tel:(902)368-6061)
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Email: mkdoyle@gov.pe.ca