

Department of Education and
Early Childhood Development
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Date : April 24, 2020
To : All school district personnel (Part II)
From : George Daley, Deputy Minister
Copies : Craig Caldwell, Assistant Deputy Minister, EECD
Robert Penney, Assistant Deputy Minister, EECD
Subject : **Bulletin #12: Safe Return to Work (COVID-19)**

Over the course of the coming months, a number of programs and services will resume operations. GNB's business continuity unit is building a recovery process to prioritize which services will resume and when.

A number of key steps will need to be completed before re-opening workplace and welcoming employees back. One of those tasks is ensuring that employees report back to healthy and safe workplaces.

School districts will need to ensure the necessary precautionary measures are in place before re-opening a worksite. There are a number of resources available to help with this task:

- The COVID-19 Workplace Health and Safety Checklist (attached)
- COVID-19 Screening process and questionnaire
- Safe Work Procedures - field work
- WorkSafeNB's guideline for [staying safe at work and personal protective equipment](#)
- Manager's Guide for Responding to Potential or Confirmed Cases of COVID-19

The recovery process will provide assistance to help departments put in place all the required precautionary health and safety measures before a workplace opens and give employees a safety orientation on their first day back at work. This assistance will be provided by GNB's health and safety consultants (employed by various departments) and additional resources if needed.

To managers, I cannot emphasize enough the importance of taking all the steps required to make the workplaces safe and on schedule for re-opening. GNB employees are eager to return to work and New Brunswickers are equally eager to access the services which have been unavailable during this period. Having unsafe workplaces will put employees at risk, create otherwise avoidable refusals to work and will delay re-openings.

To employees, the expectation is that you will work from your regular location when you are called back. I want to assure you that GNB is committed to your safety. We have and will continue to take the

precautionary measures needed to make your workplace safe before it opens. In some cases, the configuration of the workplace may not allow all employees to be present at the same time. Working from home will therefore be necessary in some cases. We also recognize that childcare responsibilities remain a reality for many of you as schools and daycares remain closed. We will provide more information soon about options for employees whose childcare responsibilities will not allow them to be physically present in the workplace.

As we resume more government services, I know that I as well as your managers and colleagues can count on your professionalism and dedication to serving New Brunswickers.

Keep safe and well and continue to stay informed by checking GNB's coronavirus [website](#) regularly for up to date information.

You can find additional COVID-19 related resources [here](#).

A handwritten signature in black ink that reads "George Daley". The signature is written in a cursive, flowing style.

George Daley
Deputy Minister