

Department of Education and
Early Childhood Development

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Date: May 27, 2020
To: All School and District Office Employees
From: George Daley, Deputy Minister
Copies: Craig Caldwell, ADM, EECD
Robert Penney, ADM, EECD
Subject: **Bulletin #19: Keeping Workplaces Safe (COVID-19)**

As we move into the yellow phase of the provincial recovery plan, we will be able to enjoy fewer restrictions as long as the number of COVID-19 cases does not get too high. It is crucial that we continue taking the required preventive measures at home and at work.

In schools and district office settings, this means following the required prevention measures, especially the most effective ones: 2-metre physical distancing, frequent hand washing/sanitizing and respiratory hygiene.

Here are other important reminders:

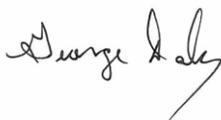
- To protect your co-workers, have a non-medical (community) face mask with you at work, to wear in any setting when the 2-metre physical distancing cannot be maintained. Information on use and care of community face masks can be found in Bulletin #17.
- Participate in the workplace screening daily. This exercise may be repetitive but critical to keeping workplaces safe.
- Avoid touching your face, nose and mouth and shaking hands.
- Stay home if you are unwell, using the benefits available to you under your collective agreement or workplace policy.
- Wipe down your personal workstation/desk regularly; at a minimum at the start and end of your shift.
- Wipe down shared workspaces (e.g. boardrooms, lunch areas, printer/copy areas, etc.) or equipment before and after use.
- Keep your workspace free from clutter to make cleaning easier.
- Observe and follow any directional traffic signs implemented in your workplace and the washroom occupancy limits.

- Where applicable to your job functions, follow the safe work procedures developed for the task and use the required PPE.

Other than our homes, the workplace is where we spend the most time. If we all adopt safe behaviours at work, we will contribute significantly to keeping the virus at bay.

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 style with a long, sweeping underline.

George Daley
Deputy Minister