

**Department of Education and
Early Childhood Development**

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Date: July 8, 2020
To: All School and District Office Employees
From: George Daley, Deputy Minister
Copies: Craig Caldwell, ADM, EECD
Robert Penney, ADM, EECD
Subject: Bulletin #21: Safe Behaviours (COVID-19)

As we continue with the provincial recovery plan, additional restrictions have recently been lifted. There are now more opportunities to enjoy gatherings, activities and travel. As we resume these important parts of our lives we must remember that COVID-19 is still with us and will continue to be for some time.

We must remain vigilant and do our part to slow the spread of the virus. It is crucial that we not let our guard down – we must continue taking the required preventive measures at home and at work.

In Part II workplaces, this means following the required prevention measures, especially the most effective ones:

- 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 physical distancing cannot be maintained. Information on use and care of community face masks can be found in Bulletin #17.

- Participate in daily workplace screening. This exercise may be repetitive but critical to keeping workplaces safe.
- Use Skype or other virtual means to have discussions and meetings where ever possible.
- Avoid touching your face, nose and mouth, and shaking hands.
- Stay home if you are unwell.
- 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.

While we manoeuvre these next weeks, we are still advised to keep our bubble of close contacts small so that we have the best opportunity of slowing the spread of the virus. These are challenging times for everyone, remember to always treat each other with kindness, compassion and respect. We are all in this together.

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, appearing to read "George Daley". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

George Daley
Deputy Minister