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**Date:** March 24, 2020  
**To:** Part II Schools and School Districts  
**From:** Mr. George Daley, Deputy Minister  
**Copies :** Mr. Craig Caldwell, Assistant Deputy Minister  
**Subject:** **Bulletin #5: State of emergency declaration (COVID-19)**

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As you are very well aware, on Thursday, March 19, 2020, the provincial government declared a state of emergency under the *Emergency Measures Act*.

The state of emergency has many implications for our entire society (you can read about them [here](#)), including a number directed specifically to employers. I want to share with you the measures that GNB, as an employer, has in place to comply with the state of emergency order.

#### **Screening at entrances to GNB workplaces**

Our latest measure is aimed at preventing persons who exhibit symptoms of COVID-19 and recent international travelers from entering GNB workplaces. You will now see this [screening notice](#) prominently displayed at the entrance to all GNB buildings that remain open to employees or the public. The four simple questions in this screening tool were prepared with the assistance of provincial public health officials. ***Please take the time to self-screen by answering the questions each time you arrive at the entrance to a GNB workplace. If you answer YES to any of the four questions, please do not enter. Please contact your supervisor to determine next steps.***

#### **Reducing operations to critical functions**

Since March 17, 2020, GNB is only operating critical GNB programs and services, which means fewer GNB workplaces remain open, and the ones that are open have significantly fewer employees on site.

#### **Workplace and personal hygiene**

As previously mentioned in Bulletin #2, we are using the Public Health Agency of Canada's recommended precautionary measures as a benchmark for our workplace safety response to COVID-19 and created a [visual aid](#) tracking our implementation (also available [here](#) if accessing outside the GNB intranet).

For those worksites where a number of employees remain on site, we want to take this opportunity to remind managers of the importance of working with their teams to make the necessary modifications to your workplaces to enhance everyone's safety, such as:

- respecting the 2-metre separation guideline when in a room with others;
- avoid shaking hands;

- maximizing the use of phones and Skype instead of in-person meetings;
- avoiding sharing phones, computers and other work tools where possible (if sharing some work tools cannot be avoided, clean them often).

Certain GNB operations require additional precautions because of the work involved (e.g. laundry facilities) or they involve a higher degree of interaction with the public (e.g. SNB service centres). Managers in those workplaces are actively reviewing their operations and seeking advice from experts. They will be putting additional precautionary measures in place as necessary.

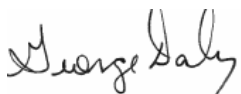
[Personal hygiene](#) also plays a critical role in preventing the spread of the virus. We all need to practice these personal hygiene habits:

- avoid touching your eyes, nose and mouth;
- consistently use good hand hygiene measures, which include frequent handwashing with soap and water for at least 20 seconds, or using an alcohol-based hand sanitizer **if soap and water are not available**;
- maintain good respiratory etiquette, such as covering your mouth and nose with your arm or sleeve when coughing and sneezing, disposing of any used tissues as soon as possible, and following with handwashing or use of alcohol-based hand sanitizers **where soap and water are not available**.

I want to thank you again for your unceasing professionalism and dedication through these unprecedented times and urge you to take every reasonable step at work and at home to prevent the spread of the virus.

We keep monitoring the situation closely and will continue communicating any significant developments. Stay informed by checking GNB's coronavirus [website](#) regularly for up to date information.

You can find all these bulletins and other information [here](#). If you are outside GNB's intranet network, you can find them [here](#).



George Daley  
Deputy Minister