

COVID-19 Communication to Employers via CRDM – March 3, 2020

With amplified concerns over the Coronavirus Disease 2019 (COVID-19), the purpose of this message is to reinforce our collective responsibilities in maintaining a productive and healthy work environment. As the employer representative for the physical workplace, you may be asked to play an enhanced role in the future.

Public Services and Procurement Canada (PSPC) understands the concerns of building occupants and continues to liaise with Health Canada on identifying mitigating actions within the base building maintenance program to reduce the risk of COVID-19 exposure within the workplace. Health Canada has recently confirmed that normal cleaning routines remain in effect with no additional protocols being recommended at this time. Reinforcing the importance of frequent hand washing remains the cornerstone of preventing the spread of infections, however, should Health Canada recommend enhanced disinfection processes, PSPC will be ready to implement. These measures are consistent with those taken for historical virus outbreaks such as SARS and H1N1. As employer representatives, you have an important role to play in support of your organization. Examples include:

- Ensuring your business continuity plans are up to date with any additional support requirements confirmed with your PSPC account executive;
- Considering flexible leave policies which encourage sick employees to stay at home;
- Introducing into the workplace disinfectant wipes or hand sanitization stations for employees;
- Reassuring employees that PSPC is following guidance from Health Canada in the management of its assets;
- Encouraging frequent hand washing and promote responsible respiratory practices; and,
- Issuing timely communications to employees to reaffirm your dedication to their well-being.

The World Health Organization and Health Canada have protocols in place for territorial and provincial health partners on the detection and source control of the COVID-19. Should a case of COVID-2019 be confirmed within your department, please be assured that PSPC is ready to support you with additional building services as you execute your employer responsibilities to ensuring a safe and healthy workplace. You can arrange these service requests through your PSPC account executive team.

At this time PSPC is working to ensure buildings remain open during any future pandemic scenarios and will not be making decisions on building closures unless capacity does not exist to support base building life safety systems. Employers are responsible to make workplace continuity decisions in consultation with the respective building specific Senior Designated Officer, which may include guidance from their

senior management and Treasury Board Secretariat, Office of the Chief Human Resources Officer (OCHRO).

Thank you for your continued support and cooperation. For more information on disease prevention, you can visit the [Public Health Agency of Canada Infectious Disease website](#).

Kevin Montgomery

Directeur général / Director General

Gestion des immeubles et des installations

Property and Facility Management

Services immobiliers / Real Property Services

Services publics et Approvisionnement Canada / Public Services and Procurement Canada

kevin.montgomery@pwgsc-tpsgc.gc.ca

tel: 613-948-6340 / cell: 613-790-5784

Gouvernement du Canada / Government of Canada

Jean-François Lymburner

Directeur général / Director General

Relations avec les clients et gestion de la demande

Client Relationship and Demand Management

Services publics et Approvisionnement Canada / Public Services and Procurement Canada

Jean-Francois.Lymburner@tpsgc-pwgsc.gc.ca

Gouvernement du Canada / Government of Canada