

Department of Education and Early Childhood Development

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Date: March 19, 2020
To: Part II Schools and School Districts
From: George Daley, Deputy Minister
Copies: Craig Caldwell, Assistant Deputy Minister
Subject: Bulletin #1: Critical Business Continuity

As you know, upon the recommendation of New Brunswick's Chief Medical Officer of Health aimed at limiting the spread of the COVID-19 virus, GNB operations transitioned from normal operations to a focus on maintaining critical programs and services as of 8:00 a.m. Tuesday, March 17, 2020 until further notice.

This will have a significant impact on operations in Parts 1 (Civil Service), 2 (school districts) and 4 (crown corporations) of the Public Service. Out of necessity, this decision does not apply to Part 3 (the health care sector).

School Districts have identified business continuity plans to reflect this change. They have identified critical services as well as the areas that support those critical services. The operation of all other services will be suspended.

Management in your School District will confirm whether you currently work in one of those critical services or in areas that support those critical services.

Workers in Critical Services

If you receive confirmation that you work in a critical service or in an area that supports critical services, you will continue to report to work, as directed by your supervisor.

Workers in Non-critical Services

If you do not work in a critical service or in an area that supports critical services, you will not report to your regular work. You will remain on payroll and receive your regular wages. ***However, we require that you remain available for possible deployment to help in a critical service area.***

I know you appreciate that it will not be "business as usual" for your colleagues who remain at work. They will work long hours under tremendous pressure. This can take a toll. Your colleagues will need support and relief.

Staffing needs across GNB's critical operations will be monitored and employees may be deployed where help is needed. This means you may be asked to help in a different section of your school district, in a different school district, or even a different part of the public service. We need to make all of GNB's talented workforce available to contribute to this effort.

Exceptional Measures

To support our employees in these unprecedented times, the following exceptional measures are in effect starting Tuesday, March 17th, 2020 until further notice:

- **Sick leave:** Employees, whether in critical or non-critical positions, who are sick or unwell will be placed on general leave with pay, i.e. they will not need to use paid or unpaid sick leave.
- **Self-isolation:** Employees in critical positions who return from any international destination on or after March 13, 2020 will work from home during their 14-day self-isolation period if equipped to do so. If they cannot work from home, they will be placed on general leave with pay. Employees in non-critical positions will remain on payroll during their self-isolation period and will remain available to be assigned other work from home if equipped to do so.
- **Childcare responsibilities:** Employees in critical positions with preschool and school-aged children who require care during the school closure, and who cannot make alternate childcare arrangements despite their best efforts, will remain on payroll, i.e. they will not need to use vacation, family responsibility leave or banked overtime. The same will apply to employees in non-critical positions who also must take care of their school-aged children

To further help explain, we have created a visual aide [here](#).

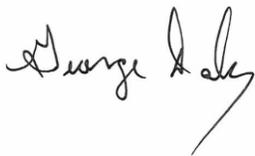
As your employer, GNB values your health and well-being. These exceptional measures will help minimize anxiety and financial losses for GNB employees.

I know, as do the Superintendents of the anglophone sector, that you will do your part as well and help to the best of your ability.

If you are an employee who will be at home because you are in a non-critical position, we ask that you respect these two important guidelines:

- in line with public health recommendations, we ask that you stay at home as much as possible and only leave for essential matters. This is critical to limiting the spread of the virus. It also increases your chances of remaining healthy and available to be deployed; and
- if you have children, please keep them at home with you to ensure daycares are accessible for critical workers with children requiring care.

We are 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.



George Daley
Deputy Minister