



Subject: Important information regarding PIPSC operations and COVID-19

To whom it may concern:

Out of an abundance of caution, we have instructed staff from the Professional Institute of the Public Service of Canada (PIPSC) across the country to work from home and minimize in-person meetings starting Monday March 16 until at least April 4. We have also sent instructions to our member representatives to minimize in-person meetings during this time. Our goal is to reduce in-person contact while continuing to serve our members.

As an employer of PIPSC members, we are asking for your collaboration with these operational changes to assist in limiting the potential spread of COVID-19. We ask that all meetings with our staff and/or representatives either be conducted remotely or be postponed until after April 4th. The Institute will be continuously monitoring the recommendations of relevant health authorities to know when we should be resuming normal operations.

We ask that you communicate this information throughout your organization, and to reach out to us when circumstances preclude the implementation of alternative work arrangements. Please contact the PIPSC representative or staff person you normally work with or _____ if you have any questions and concerns.

In closing, I encourage you to take all necessary steps to ensure the wellbeing and safety of your employees. This includes clearly communicating to employees the steps you are taking to protect their health and safety, making every effort to take advantage of virtual work and meeting tools whenever possible, and to clarify measures around the leave provisions employees can access for time away from the workplace due to COVID-19.

Sincerely,

Debi Daviau
President, PIPSC