

TO: ANB and EMP employees

FROM: Beth Simkins-Burrows, Senior Manager, Human Resources

RE: HR Bulletin #14 – Extended School Closure

The last few weeks have been difficult for all New Brunswickers, whether we are working long hours providing critical functions, without income because of the economic impact of the pandemic, or at home taking care of our children during the school closure. This disruption to our work and personal lives will continue for some time given recent developments.

The provincial government recently extended the state of emergency for an additional two weeks and the Department of Education and Early Childhood Development (EECD) announced that schools will remain closed to students for the remainder of the 2019-20 school year. Daycares remain closed to the general population, remaining accessible only to the children of essential workers.

In light of these developments, we want to provide an update on some of the exceptional measures currently in force.

Childcare responsibilities

The following measures for employees requiring care *is extended until April 24, 2020*:

- As a first step, we ask that you attempt to the best of your ability to make alternate childcare arrangements.
- As a second step, if you are unable to make alternate childcare arrangements, we ask that you work from home if you are equipped to do so. We know that your ability to work from home will also depend greatly on the level of care your child or children require.
- As a third step, parents who require early learning and child care are directed to contact the Department of Education and Early Childhood Development on how to access child care services through their Parent Portal or by calling 1-833-221-9339.
- Finally, as a last step, where employees are unable to make alternate childcare arrangements, cannot work from home, and cannot access early learning and child care services they will be provided with leave with pay.

Among the other options to allow you to report to work, your work schedules may be modified and adapted to your situation.

In addition, if it is shown that you do not take the necessary measures to find a place in daycare, appropriate administrative measures will be taken, such as the application of unpaid leave of absence.

We recognize how challenging it is for many of us to balance work and parenting during these extraordinary times. Please remember to take care of yourself, your loved ones and remember to check in regularly to access information and support through your [EFAP resources](#) online 24/7 or by calling inConfidence toll-free at 1-877-418-2181. Online resources are available via:

[Myinconfidence.ca](https://myinconfidence.ca)

Userid: healthymind

Password: inconfidence

We will continue communicating significant developments as we monitor events. Stay informed by checking the COVID section on our intranet sites ([ANB](#) / [EMP](#)) regularly for up to date information.