

**From:** [Zara.Soukoroff](#) on behalf of [Global.Notes](#)  
**To:** "[AIYG@yukon.ca](mailto:AIYG@yukon.ca)"  
**Bcc:** [WCB-Staff](#); [YTA-President](#); [Steve.Geick](#); "[mparsons@yeu.ca](mailto:mparsons@yeu.ca)"  
**Subject:** Attest to COVID-19 vaccination by tomorrow  
**Date:** November 29, 2021 2:11:00 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image005.png](#)



## Attest to COVID-19 vaccination by tomorrow

All active Yukon government employees, and those working in Yukon government workplaces, will be legally required to have their first dose of a COVID-19 vaccine, or to request an exemption for legitimate medical or religious reasons, by tomorrow. Employees who do not attest will be considered unvaccinated and will be placed on Leave Without Pay (LWOP) on December 1.

### How to attest to COVID-19 vaccination

Employees can use one of two options when making their vaccination attestation:

- Enter vaccination dates for each dose directly into [My HR File](#), using the [how-to guide](#) for help when needed, or
- Request that their supervisor enter the vaccination dates for each dose on their behalf into My HR File, using the [how-to guide for managers](#).

### COVID-19 vaccination options

A limited supply of Janssen (Johnson & Johnson) vaccine is available for people seeking an alternative to mRNA vaccines. Additionally, the Pfizer vaccine is now being offered to adults 18 and older in order to provide an alternative to Moderna. These vaccine options are available November 29 and 30 at the Whitehorse Health Centre. More appointments will be made available based on demand from Yukoners. To book an appointment, call 867-336-1508 with your full name and telephone number. Our immunization team will call you back with an appointment time and date.

Regular vaccination appointments are available for booking at [yukon.ca/appointments](https://yukon.ca/appointments) on November 29 and 30.

### How does the COVID-19 vaccine protect our community?

Dr. Jesse Kancir, Medical Officer of Health in the Yukon, explains the protection that the vaccine provides. He gives an overview of the COVID-19 situation in our schools, comparing unvaccinated elementary school children and vaccinated high school children, in this short, 2-minute video:



## Review the answers to frequently asked questions

Employees may continue to have many questions related to their personal circumstances – we have again updated and added to our existing [question and answer document on Yukonnect](#).

Some of the questions addressed in this document are:

- Can I use a negative test or evidence of prior infection as a substitute for the vaccination requirement?
- What if I believe I am unable to be vaccinated for medical or religious reasons?
- Will my vaccination be recorded and tracked by the employer?
- What happens to my benefits coverage if I am placed on LWOP?

### More information:

- [COVID-19 vaccine requirement page on Yukonnect](#)
- [Employee Q&A on the mandatory vaccine requirement](#)
- [How-to guide for making your vaccine attestation in My HR File \(for employees\)](#)
- [Managers' how-to guide for attesting and verifying employees' vaccine information in My HR File](#)
- [Medical deferral form](#)
- [Religious exemption request form](#)



This Global Note was sent on behalf of the Public Service Commission



Dr. Kancir talks COVID-19 in schools: Hi...




Watch later



Share



Watch on  YouTube

**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Be a part of Yukon's COVID-19 vaccine rollout  
**Date:** December 22, 2020 4:05:33 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)

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## Be a part of Yukon's COVID-19 vaccine rollout

The COVID-19 situation in the territory is continually changing and evolving. After many months of restrictions and safety measures, we finally got the good news last week that a COVID-19 vaccine will be available to all Yukoners in early 2021.

Our current priority as an organization will be to support this vaccine rollout. This will be the biggest vaccination program in Canada's history, and we need to fill at least 50 temporary positions as soon as possible.

To help with the reassignment process, the [Supporting the pandemic response page](#) on Yukonnect includes a list of available positions and how to get involved. Keep an eye on current openings, as they will be regularly updated in the coming days.

To gauge how many employees would be willing to join the vaccine rollout team, we ask that you start by [filling out this form](#). If you see a specific position that is of interest to you, ask your supervisor for permission to be reassigned, and get in touch with the Reassignment Team: [Marcia Davidson](#) and [Richard Thompson](#).

To be considered for reassignment you do not necessarily have to be in a similar role. We will need people to help with security, greeting and screening, admin support, helping with traffic flow and more. If you can help deliver any of these services, regardless of your current position, please indicate your interest.

We thank you in advance for putting your names forward and helping the Yukon government reach its goal of ensuring every adult Yukoner who wants to receive the COVID-19 vaccine can get it.

### More information

[COVID-19 Supporting the pandemic response](#)

[Fill out the reassignment form](#)

This Global Note was sent on behalf of the Public Service Commission

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**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Be careful of cyber fraud  
**Date:** August 13, 2021 3:30:24 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Be careful of cyber fraud

Cyber fraud including phishing emails have become increasingly common during the COVID-19 pandemic. Phishing is the use of deceptive emails to seek sensitive user information including usernames, passwords, credit card or bank account details. A phishing email is disguised so that it appears to come from a trusted source.

Phishing incidents have increased in the last few weeks causing issues within the Yukon government network and we anticipate there could be more incidents.

While we are continuously working to increase digital security across the Yukon government, it is important that employees are aware of phishing and report these emails as soon as they receive them.

### How to detect phishing

A phishing email:

- asks for personal information such as logging into a system using a link, your name, address, birth date, Social Insurance Number (SIN), credit card or banking information;
- contains spelling, punctuation or grammatical errors;
- contains a generic greeting like "Dear Madam" or Dear Sir" instead of real names;
- creates a sense of urgency or demands immediate action so the user clicks on a link and provides personal information;
- appears to come from a trusted source but looks questionable, or;
- states that the user has won an award or a prize and asks for personal information.

### Example of a phishing email

Dear Staff/Employee,

Microsoft Office 365 mail server has detected about 32 clustered messages undelivered/pending to your mailbox. They are awaiting your approval to be delivered. Please Sign in to the Email portal/Outlook Web Access to update your email account to the new secured version 2021 and restore 32 Undelivered/Pending Messages to your account.

Best Regards

(c) 2021 Microsoft corporation. All Rights Reserved | Acceptable Usage Policy | Privacy Notice

## How to report phishing

If you receive an email that looks suspicious, immediately email [SPAM@yukon.ca](mailto:SPAM@yukon.ca) and attach the suspicious email. To attach the suspicious email in **Outlook**, click **Insert** and then click **Outlook Item**.

## Additional resources

To learn more about phishing and how to stay protected from cyber attacks, refer to the following sources:

- RCMP: [Staying Cyber Healthy](#)
- Anti-Fraud Centre: [Protect yourself from scams](#)
- Government of Canada: [Get CyberSafe](#)

To learn more about phishing or to access training tutorials, email [SPAM@yukon.ca](mailto:SPAM@yukon.ca)

This Global Note was sent on behalf of the Department of Highways and Public Works



**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Changes to work from home guidance  
**Date:** May 26, 2021 12:40:48 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Changes to work from home guidance

The guidance that directs more employees to work from home ends on May 31, 2021.

This [supplementary guidance](#) was issued in December 2020 as a short-term health measure based on the recommendation from Yukon's Chief Medical Officer of Health to lessen the numbers of employees in workplaces in response to the rising number of COVID-19 cases in Yukon at the time.

When this guidance ends, [Directive 5 – Working Arrangements During COVID-19](#) remains in place. Similar to when it was first implemented last June, this directive supports ongoing work from home arrangements for employees whose positions are well suited to such arrangements and where operational needs can still be met. It also supports the gradual return of employees to the workplace where required to meet operational needs.

Workplaces must still follow the additional public health measures outlined in Directive 5, including physical distancing, regular sanitizing, wearing masks in common spaces, and staying home when sick.

Work is currently underway on a long-term remote work policy for Yukon government employees that will eventually replace Directive 5 – as we transition to this new policy in the coming months, we anticipate that working from home, at least some of the time, will remain an option for employees where operationally feasible and with the approval of their department.

### Remember to track remote work in My HR File

If you are working from home or returning to your workplace, please remember to update your remote work in [My HR File](#) for tracking purposes and ensure you have completed a [work from home health and safety checklist](#).

### More information

- [Directive 5 – Working arrangements during COVID-19](#)
- [Working from home during COVID-19](#)
- [Remote work tracking](#)

This Global Note was sent on behalf of the Public Service Commission

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**From:** [Global Notes](#)  
**To:** [All Yq Employees](#)  
**Subject:** COVID-19 update for employees  
**Date:** July 5, 2021 6:30:21 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## COVID-19 update for employees

### Reassignment needs and business continuity

With the current COVID-19 outbreak in the territory, we are seeing a large increase in active cases and as a result, there are pressing and urgent needs for resourcing staff to support the pandemic efforts.

Responding to COVID-19 is a top priority within our organization. Departments are being asked to activate their business continuity plans and adjust services in order to prioritize resourcing and supporting these emergency measures.

We are continually updating our [Supporting the pandemic response](#) page on Yukonnect with the current positions that are open for staff to be reassigned. If you have the skills to support any of the open positions, please discuss with your supervisor and [fill out this form](#).

### Safe work practices

It is more important than ever that we continue to follow all public health measures including the [Safe 6, plus 1](#).

Given the current COVID-19 outbreak in the territory, many employees are experiencing this on a personal level. Some daycares are closed and childcare has become limited, employees may be required to self-isolate or any number of other personal circumstances may prevent employees from attending work at this time. [Directive 5- Working arrangements during COVID-19](#), remains a resource for supervisors and employees to consider during this time for possible remote work arrangements.

### Resources

As the pandemic continues, employees may be feeling uncertainty, worry and stress about the health and safety of themselves and loved ones and how the pandemic may disrupt their work and personal lives.

We have a number of resources available to employees, including our recently updated and expanded [Employee and Family Assistance Program](#) - which includes 24/7 counselling as well as coaching services and consultations for managers.

You can find more information about our mental health resources for employees on our [COVID-19 mental health page on Yukonnect](#).



This Global Note was sent on behalf of the Public Service Commission

**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** COVID-19 vaccine schedule  
**Date:** January 14, 2021 3:16:21 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## COVID-19 vaccine schedule

Yukon's Chief Medical Officer of Health, Dr. Hanley has a special message for Yukon government employees about the COVID-19 vaccine.



[Watch here »](#)

Dr. Hanley encourages everyone to take advantage of the vaccine. Yukon's goal is to get at least 75% of Yukoners immunized to protect our communities and be in a position to begin lifting our public health measures. It is expected that Yukon will receive enough doses of the vaccine to ensure that anyone that wants to be immunized will have access to be immunized.

Here is what you need to know:

### Schedule

- Starting January 18, vaccine clinics will begin in rural Yukon communities and limited clinics will start in Whitehorse.
- You will need to book an appointment to receive your vaccine.

- For the latest schedule and information about bookings, visit: [yukon.ca/this-is-our-shot](https://yukon.ca/this-is-our-shot)

## Leave

- Similar to our approach during flu season, if you need to take some time off to get your COVID-19 vaccination you can use **Special Leave**.
- Employees and supervisors may also discuss using **flexible hours** to accommodate a vaccination appointment – for example, if operations permit, someone could start an hour earlier, and finish an hour earlier in order to go to a vaccine appointment after work.

## Supporting the vaccine rollout

- If you are interested in being a back-up for the vaccine rollout teams in Whitehorse or rural communities, and you have the support of your supervisor, please [fill out this form](#) and someone will be in touch.
- For more information visit: [COVID-19 Supporting the pandemic response](#).

## More information:

For more information about the vaccine rollout visit: [yukon.ca/this-is-our-shot](https://yukon.ca/this-is-our-shot)

This Global Note was sent on behalf of the Public Service Commission



**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Employees encouraged to continue working from home  
**Date:** January 25, 2021 11:39:34 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Employees encouraged to continue working from home

Employees are encouraged to continue work from home arrangements **until March 31**. This is an extension of the [supplementary guidance](#) to [Directive 5 – Working Arrangements During COVID-19](#) that was issued in December.

This is a proactive, short-term public health measure intended to reduce the number of employees in our workplaces to help limit the spread of COVID-19, while the vaccine is being rolled out.

Under the guidance issued by Deputy Ministers, supervisors are encouraged to support employees to work from home where operationally feasible. The work carried out by public servants across all departments varies, and while many positions are well suited to working from home, others are not.

Employees should discuss with their supervisor options to continue working from home on a full-time or part-time basis. We know working from home can be isolating at times. Employees and supervisors are encouraged to use flexible start and end times or rotational schedules to enable some interpersonal connection in the workplace while still limiting the number of people in the workplace at any given time.

### Submit remote work request in My HR File

If you are working from home, please submit a request in the [My HR File](#) for tracking purposes and complete a [work from home health and safety checklist](#).

### More information:

- [Working from home during COVID-19](#)
- [Following the Safe 6 in the workplace](#)

This Global Note was sent on behalf of the Public Service Commission

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**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** How you can support our emergency response  
**Date:** July 13, 2021 4:43:24 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## How you can support our emergency response

Responding to emergencies such as COVID-19, flooding and wildfire season is currently one of Yukon government's top priorities. There has been a significant increase in demand, and as a result, we are now asking departments and employees to familiarize themselves with our current needs and identify individuals who have the skills necessary to fill temporary roles for supporting the emergency response.

We hope to identify a large list of available resources and assign people on shorter rotations to reduce burnout and enable more departments to be able to reassign employees.

### How can a Yukon government employee get involved

As a current Yukon Government employee, you can self-identify for a reassignment opportunity.

For more information and to apply visit:

<https://yukonconnect.gov.yk.ca/employee-info/Pages/COVID-19-temporary-jobs.aspx>

This Yukonconnect page provides a listing of all current reassignment opportunities and provides instructions on how to self-identify.

Click the **Fill out this form** button. This will prompt you with all the information required to support a potential reassignment.

As a supervisor, you can also request support for the COVID-19, flood, and fire response on this page by selecting the **Submit a request** button and filling out the form.

OR

Email [psc-hrmt-staffreassignment@yukon.ca](mailto:psc-hrmt-staffreassignment@yukon.ca). Please identify:

- What skills you have;
- How you would like to help, or what specific position you are interested in, and
-

Include a copy of your resume.

### **How can someone outside the Yukon government apply**

If you know someone outside of the Yukon government who may be available and interested in one of these roles, they can apply through the Yukon government job board.

A dedicated page with information on current available positions, to support the COVID-19 pandemic is now live Yukon.ca: <https://yukon.ca/en/view-jobs-postings-support-covid-19-response>.

On the job board, you can see current available positions related to supporting the COVID-19 response in a single, regularly updated advertisement. When you apply, you will be asked which positions you are specifically interested in. You can identify one, several or all jobs depending on your interest and skill set.

For more information and to apply visit:

<https://yukongovernment.hua.hrsmart.com/hr/ats/Posting/view/29650>

This Global Note was sent on behalf of the Public Service Commission



**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Learn about long-term remote work arrangements under the new Remote Work Policy  
**Date:** October 28, 2021 1:12:51 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Learn about long-term remote work arrangements under the new *Remote Work Policy*

The Yukon government is introducing a new remote work policy for employees. The permanent [Remote Work Policy](#) replaces the Telework policy and after a short transition period, will replace Directive 5 – Working Arrangements During COVID-19.

Working from home during the COVID-19 pandemic showed us that remote work arrangements, where they make sense for both the employee and the organization, support the Yukon government and employees to continue providing high-quality services and programs for Yukoners. Employees echoed their support for a long-term remote work policy in the [internal engagement](#) the Yukon government completed in March 2021.

By embracing new ways of working, we aim to increase employee satisfaction, support a more inclusive workforce, become more flexible and innovative as an employer and reduce carbon emissions.

Employees who would like to enter a remote work arrangement under the new policy can make a request to their supervisor. The supervisor will assess requests according to the criteria described in the remote work policy and guidelines and forward the request to the deputy minister or delegate for approval. If the request is approved, the employee, supervisor and the deputy minister or delegate will sign a remote work agreement. Employees and supervisors must track the approved requests in [MyHRFile](#) under remote work tracking.

Employees, managers and supervisors are encouraged to go through the [policy](#) and [guidelines](#), discuss together the work arrangement that is the best fit and follow the process for approval and tracking of long-term remote work arrangements, where appropriate.

Any employee currently working remotely under Directive 5 – Working Arrangements During COVID-19 must meet all the requirements on the new remote work policy and enter into a new agreement no later than **December 31, 2021**. Several support documents are available on Yukonnect that can help the transition from temporary work-from-home arrangements to a return to the physical workplace, to a permanent remote work situation or to a hybrid of both.

**More information:**

- [Remote work](#)
- [Remote work tracking](#)
- [Workplace guidance](#)

Contact your departmental HR or your supervisor with any questions you may have.

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This Global Note was sent on behalf of the Public Service Commission.



**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Out-of-territory, work-related travel options  
**Date:** September 2, 2021 9:39:21 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Out-of-territory, work-related travel options

With the state of emergency ending in the Yukon, work-related travel for Yukon government employees may gradually begin to resume in some situations. When deciding whether or not employees should travel for work-related purposes, departments should consider the following:

- Whether an alternative to in-person meetings/travel is viable and available, such as virtual participation in meetings and conferences. We have learned that virtual participation provides options for more employees to attend, is cost-effective and supports the objectives of [Our Clean Future: A Yukon strategy for climate change, energy and a green economy](#);
- The current COVID-19 situation and related public health measures in the jurisdictions the employee would be travelling to, including vaccine requirements and/or proof of vaccination;
- The employee's comfort with travelling generally, and;
- The current advice and guidance from the Yukon's Chief Medical Officer of Health.

The Yukon government supports vaccination and encourages employees to get vaccinated – the more people who get vaccinated, the safer the territory will be.

We will continue to monitor the status of COVID-19 related risks and update these out-of-territory travel recommendations accordingly.

If you have any questions or concerns about work-related travel, you are encouraged to discuss them with your supervisor or manager or your human resources branch.

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This Global Note was sent on behalf of the Public Service Commission

**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Put your name forward for ongoing reassignment opportunities  
**Date:** May 28, 2021 4:19:27 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Put your name forward for ongoing reassignment opportunities

Yukon government is proactively working to identify employees to support the ongoing emergency response over the coming months.

There are a few potential areas of need during this time, and we are looking to identify employees who would be willing and available to be reassigned if needed.

Reassignments are a great opportunity to play a role in Yukon's emergency response. As a vaccine team member [put it](#), "This is the ultimate form of public service."

You do not necessarily need to be actively working in a similar role to be considered for a reassignment – but you will require permission from your supervisor, so have a discussion with them. If you are able to support a reassignment, please take 5 minutes to [fill out this form](#). Employees who have submitted their information may be contacted for future reassignments should the need arise.

[Learn more about reassignments and available positions >>](#)

This Global Note was sent on behalf of the Public Service Commission

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**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Responding to COVID-19 in the workplace  
**Date:** September 16, 2020 10:27:50 AM  
**Attachments:** [image001.png](#)

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## Responding to COVID-19 in the workplace

To keep yourself, your colleagues and your community healthy and safe it is important to follow the [6 steps to staying safe](#) as well as specific workplace safety procedures, and reporting of hazards or concerns to your supervisor. If you are sick, please stay home and watch for [symptoms of COVID-19](#), no matter how mild. If you have symptoms, stay home and complete a [self-assessment using the online tool](#), or phone 811 or your health care provider and follow the advice given.

### In the event that there is a case of COVID-19 impacting a workplace

To date Yukon has been fortunate to have very few cases of COVID-19, and as an employer we have not had a case directly impacting our workplace. However, to prepare for this possibility, the Public Service Commission (PSC) in coordination with Yukon Communicable Disease Control (YCDC) has prepared materials on the roles and responsibilities of supervisors and employees.

If there is a case of COVID-19 impacting a Yukon government workplace, YCDC will provide direction on any necessary steps based on their standard procedures for infection control.

If a person is a confirmed COVID-19 case, YCDC will determine the best course of action and will make recommendations to your supervisor based on their detailed risk assessment. The risk assessment and recommendations will vary depending on the circumstances.

For the purposes of [contact tracing](#), a supervisor or manager may be asked by YCDC to provide detailed information about the day-to-day activities of their operation, the employees that were physically present in the workplace and the nature of the employees' interactions for a defined period of time and to provide this information in a very short turnaround time.

By following YCDC direction, we can ensure that our response is consistent with public health best practice and the guidance of the Chief Medical Officer of Health.

### Privacy considerations

In the event that YCDC are conducting contact tracing in your workplace, do not speculate and discuss who the individual may be or make assumptions about someone's health.

### More information

A [new webpage on Yukonnect](#) covers more detailed information. Please take some time to review this information so you are prepared should you need to respond to this situation.

If you have additional questions about workplace health and safety please contact [safety@gov.yk.ca](mailto:safety@gov.yk.ca).

This Global Note was sent on behalf of the Public Service Commission.

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**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Skills Inventory survey  
**Date:** June 1, 2021 10:15:26 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)



## **We're re-launching the Skills Inventory survey today to gather employees' skillsets across the organization**

We want to proactively understand the skills Yukon government employees may have across the organization on an ongoing basis – this helps us ease staffing pressures when we need to support critical and vital services during emergency situations such as the COVID-19 pandemic.

Today, you will receive an email from the Yukon Bureau of Statistics containing a link to the Skills Inventory survey. We encourage all employees to fill out this survey when they receive it.

Survey responses will be shared with the Public Service Commission to develop a government-wide skills inventory – where we will be able to match employees with the skills required to support critical and vital services.

### **Should I respond if I'm already working in support of critical or vital services?**

Yes. This will provide a wider view of skills and abilities in addition to those required in employees' current roles. The information provided will enable a quick response if needs shift from a pandemic to another form of emergency.

### **I completed the Skills Inventory survey as sent last April 2020. Should I respond again?**

Yes. The survey has been updated with a couple additional questions to improve the inventory of skills necessary to support response needs. These questions are marked as "NEW."

### **I sent information about my skills to my department. Should I respond again?**

Yes. By compiling one comprehensive survey that addresses the needs of all departments, the Yukon government is working to support continued delivery of critical and vital services regardless of the emergency.

### **I am not interested or unsure if my skills would assist during an emergency. Should I still complete the Skills Inventory survey?**

Yes. There is an opening question of whether you are interested in supporting an emergency response event. If you are interested in being a part of emergency response, but may not have the skill or experience, we are looking to capture individuals who have the interest that we may then train, mentor or develop when opportunities arise.

Thank you, in advance, for your time and continued service.

### **More information**

Should you have any questions about the content of the survey or use of the information collected by the survey, please contact the Public Service Commission by calling 867-633-7993 or by email [PSC.SkillsInventory@yukon.ca](mailto:PSC.SkillsInventory@yukon.ca).



**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Upcoming changes to COVID-19 guidelines  
**Date:** August 2, 2021 10:05:03 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Upcoming changes to COVID-19 guidelines

The Yukon's Chief Medical Officer of Health has provided new recommendations regarding public health measures in place to protect Yukoners from COVID-19.

In support of these new recommendations, effective Wednesday, August 4, the Yukon government will lift the requirement to wear masks in indoor public places.

To ensure Yukon government workplaces continue to reduce the risk of COVID-19 exposure, the Public Service Commission is developing new hazard assessment tools and safe work practices for our workplaces to use. Each workplace will be required to complete an updated workplace assessment related to COVID-19 and from that, develop workplace-specific safe work practices.

Yukon government Deputy Ministers strongly encourage the use of masks in public-facing services, and in crowds or where physical distancing is a challenge. Employees will continue to be supported to wear masks in the workplace where they wish to do so.

Yukon government as an employer, along with employees and supervisors each have responsibilities to ensure the workplace and our actions continue to be safe. **We continue to support and encourage following the Safe 6, as well as the continued use of masks in public-facing spaces. As a reminder, the Safe 6 include:**

1. Keep your distance
2. Keep your hands clean
3. Feel sick? Stay home
4. Avoid crowds
5. Travel with respect
6. Self-isolate if necessary

### What this means for how we work:

- Staff are strongly encouraged to continue to wear masks when working in public-facing spaces. If you have questions for how this may apply to your workplace, discuss with your supervisor or departmental HR branch.
- Sanitizing and cleaning your hands and workspaces will continue.
-

Plexiglas barriers and spacing floor stickers may stay in place if already in use.

While most employees are working from the official workplace, Yukon government will continue to support work-from-home arrangements for employees whose positions are well suited to working from home. A revised [Directive 5 – Working during COVID-19](#) will be in place by August 4, 2021 to support ongoing work-from-home arrangements until a new remote work policy is in place.

We would like to remind employees of our [Employee and Family Assistance Program](#) that may help to manage any stress or anxiety that may come about as a result of these changes. The counselling and coaching services from EFAP are available 24/7 to employees.

**Policies no longer in effect (as of Aug. 4):**

- [Directive 3 – Health and safety during COVID-19](#)
- [Directive 6 – Masks in Yukon government workplaces](#)

This Global Note was sent on behalf of the Public Service Commission



**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Wearing masks in the workplace  
**Date:** November 24, 2020 6:09:27 PM  
**Attachments:** [image001.png](#)

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## **Wearing masks in the workplace**

Based on the recommendation by Yukon's Chief Medical Officer of Health, the Government of Yukon has announced that non-medical masks will be required in all indoor public spaces as of December 1.

To ensure the health and safety of employees and the public, the Deputy Ministers' Executive Committee has issued a [new directive](#) for employees, which implements the requirements for wearing of non-medical masks by employees in indoor public spaces that are Yukon government workplaces.

In addition to indoor public spaces, the directive requires employees to wear non-medical masks in the indoor common areas of all Yukon government workplaces that are not public spaces. Common areas include but are not limited to:

- bathrooms;
- break rooms and kitchens;
- elevators, staircases and hallways;
- office supply areas such as printers and photocopiers;
- areas outside of meeting rooms.

[Please read the directive](#) for more details, examples and exemptions to these rules.

Although this directive takes effect December 1, we encourage employees to start implementing the changes as soon as they can.

Employees are encouraged to wear their own reusable non-medical mask. However, if you do not have a non-medical mask, please discuss with your supervisor who can arrange to have one provided for you.

### **Continue to follow the Safe 6**

Non-medical masks are not a substitute for physical distancing and staying home when sick. Please continue to practice the Safe 6 and adhere to other health and safety guidelines.



appropriate to your operations.

**More information**

[Learn more about non-medical masks in the workplace](#)

[COVID-19 Directive 6 – Masks in Yukon Government Workplaces](#)

If you have any questions, please speak with your supervisor or human resources branch.

This Global Note was sent on behalf of the Deputy Ministers' Executive Committee

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**From:** [Global.Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Work from home guidance extended for employees  
**Date:** March 17, 2021 3:46:37 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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## Work from home guidance extended for employees

Employees are encouraged to continue work from home arrangements **until April 30**. This is an extension of the [supplementary guidance](#) to [Directive 5 – Working Arrangements During COVID-19](#).

Under the guidance issued by Deputy Ministers, supervisors are encouraged to support employees to work from home where operationally feasible. The work carried out by public servants across all departments varies, and while many positions are well suited to working from home, others are not.

Employees should discuss with their supervisor options to continue working from home on a full-time or part-time basis. We know working from home can be isolating at times. Employees and supervisors are encouraged to use flexible start and end times or rotational schedules to enable some interpersonal connection in the workplace while still limiting the number of people in the workplace at any given time.

By extending the supplementary guidance for one month, to April 30, it is anticipated that workforce arrangements will remain relatively unchanged while the vaccine continues to be rolled out.

If work from home guidance from Yukon's Chief Medical Officer of Health changes in the weeks ahead, the direction for the public service may shift as appropriate.

It is important to note that when the supplementary work from home guidance does expire, the work arrangements for the public service will continue to be guided by *Directive 5 – Working Arrangements during COVID-19* until the Directive is replaced or until a new longer term remote work policy is in place.

Under Directive 5, more employees will be able to return to the workplace if health and safety measures are met, while other employees may continue to work from home, where it makes sense.

### Submit remote work request in My HR File

If you are working from home, please submit or update your request in [My HR File](#) for tracking purposes and ensure you have completed a [work from home health and safety checklist](#).

### More information:

- [Working from home during COVID-19](#)
- [Following the Safe 6 in the workplace](#)
- [Reflections on a year of COVID](#)
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[Share your feedback on remote work](#) (click on “Yukon government staff login”)

This Global Note was sent on behalf of the Public Service Commission

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**From:** [Global Notes](#)  
**To:** [All Yg Employees](#)  
**Subject:** Working from home: new guidance for employees  
**Date:** December 4, 2020 10:37:30 AM  
**Attachments:** [image001.png](#)

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## Working from home: new guidance for employees

Based on the recommendation by Yukon's Chief Medical Officer of Health, we will be actively reducing the number of employees in Yukon government workplaces in the coming weeks.

[New guidance](#) from the Deputy Ministers' Executive Committee directs supervisors to support more employees to work from home as a proactive, short-term public health measure.

Employees who can use technology to work from home should work from home either full-time or on a rotational basis while this guidance is in effect, until January 31, 2021.

### Submit requests for remote work tracking through MyHRFile

All employees working from home must submit a request using the [remote work tracking tool](#) on MyHRFile and complete a [work from home health and safety checklist](#).

### Health and safety requirements in workplaces

If you are continuing to work in a Yukon government workplace and not from home, you must follow the mask requirements and all other health and safety measures.

Meetings and training should continue to be held virtually where possible. However, there is some flexibility for small groups to meet in person provided physical distancing and other health measures are strictly adhered to.

### Please stay home if you are feeling ill

As Dr. Hanley said on Tuesday, December 1, "If you're sick, it is your responsibility to protect your partners and your friends at work, your family at home, and others that you associate with... If there's one thing to take from today's briefing, please stay home if you're feeling sick."

### More information:

- [Supplementary Guidance to Directive 5](#)
- [COVID-19 Directive 5 – Working Arrangements During COVID-19](#)
- [Work from home during COVID-19](#)

This Global Note was sent on behalf of the Public Service Commission.

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