



Nancy Chahwan
Chief Human Resources Officer

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Subject: Information about 2019 novel coronavirus

I am writing to you concerning communications to employees regarding the evolving situation in relation to the 2019 novel coronavirus (2019 nCoV).

At the time of writing this, one case of the novel coronavirus was identified in Canada. A second “presumptive” case was identified on January 27. Treasury Board Secretariat has been working closely with our colleagues at Health Canada and the Public Health Agency of Canada (PHAC) to keep apprised of the situation in order to monitor and inform appropriately. Any advice or guidance we provide to departments on human resources, labour relations and occupational health and safety matters is on the science-based health advice from PHAC and the occupational health advice from Health Canada, which is itself based on international collaboration.

Attached for distribution in your organization is a template message Health Canada developed which you can customize to include specific information to your employees.

This message is aligned with a general advisory to federal employees that Health Canada’s Public Service Occupational Health Program issued on January 23. Health Canada will also be updating information on Canada.ca/coronavirus to which employees can refer for the latest developments. FAQs that will be posted to Canada.ca are also attached for your information.

Under the *Canada Labour Code*, the employer is responsible for the occupational health and safety of its employees. To support you in your role as Deputy Heads, Treasury Board Secretariat is liaising with your HR professionals to provide guidance and information. Together, we will continue taking steps to ensure that information and support is provided to employees as needed.

We will continue to monitor and share information as necessary. Should the situation escalate, further steps could be required to ensure consistent actions and whole-of-government consideration.

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