

## COVID-19: What you need to know if you are a DND civilian employee

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- All L1s will re-evaluate the elements of their Business Continuity Plans (BCP) that stipulate which civilian employees must be physically present on DND property to deliver critical services.
- L1s should also, whenever possible, plan that their DND civilian employees should engage in either telework or alternative work arrangements in all cases where operational requirements and circumstances permit.
- Once that evaluation has taken place, L1s will clearly communicate any changes since Friday, 13 Mar 20 with their management and teams. Please be patient as this adjustment takes place.
- As noted on 13 Mar 20, only DND staff conducting critical core activities should access DVPNI from home. (Ask your manager or chain of command if you're not sure whether your BCP includes your function as a critical core activity.)
- Anyone working from home should use mobile devices whenever possible to send and receive emails, as well as the BBMe application to communicate with colleagues (up to Protected B work).
- Following updated [active travel health notices](#), please declare any intent to travel to your manager.
- If you've been requested by Public Health Officials to self-isolate, but you feel in good health and able to work, please discuss telework options with your manager. If telework isn't possible, you can be granted other Leave With Pay (Code 699) in line with your Collective Agreement.
- Just as no visitors are allowed on DND premises until further notice, it is important that you do not bring your children into the workplace either.
- We ask that anyone needed in a core capacity attempt to make alternative care arrangements for their school-age children.
  - If such arrangements are not possible, please discuss telework options with your manager.
  - If telework isn't possible, you can arrange with your manager to be granted "other leave with pay" (code 699).
- If you need support, please don't struggle alone. The 24-7 [Employee Assistance Program](#) (EAP) is available to all of you. You can also access the [Public Service](#)

[Healthcare Plan](#) (PSHP) or use the nationwide [Specialized Organizational Services](#) (SOS).

- **NCR Community Resources**

- Mental Health Crisis Line 1-866-996-0991
- 1-866-APPELLE (Quebec) 1-866-277-3553

- **Pay Related issues**

- The toll free number for assistance by phone is 1-833-747-6363, and the Intranet site can be accessed [here](#).
- Additional information available via the Public Services and Procurement Canada Client Contact Center at 1-855-686-4729 or via their [website here](#).