

**To:** All Users  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** April 24, 2020  
**Re:** **Bulletin #30a – COVID-19 – HR Update – Apr 24 2020**

## Childcare Responsibilities

The restrictions put in place to flatten the curve, including confining ourselves to our homes whenever possible, are certainly challenging for all New Brunswickers.

It was particularly difficult over the recent long Easter weekend, an occasion often dedicated to gathering with extended family and friends. I want to acknowledge the employees who sacrificed time with their loved ones in their households as they worked over the long weekend.

Although we must remain vigilant and continue to operate under the state of emergency, we are starting to see some positive gains and are shifting our focus slightly and slowly towards recovery.

In the short term, the “new normal” still means school and daycare closures, and childcare responsibilities for employees with preschool or school-aged children. With this in mind, we are extending the following exceptional measures for employees with childcare responsibilities until **May 8, 2020 and a further assessment will be done and communicated in the next couple of weeks:**

- 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.**

I recognize how challenging it is for many of you to balance work and family obligations during these extraordinary times. Please remember to take care of yourself, your loved ones and remember that [EFAP resources](#) are available to help.

We will continue communicating significant developments as we monitor events. Stay informed by checking the coronavirus [website](#) regularly for up to date information.